

**5<sup>th</sup> Global Forum of the United Nations Alliance of Civilizations**  
**Vienna, February 26 to 28, 2013**

*Hosted by the Austrian Federal Ministry for European and International Affairs*

**LOGISTICAL NOTE FOR OFFICIAL DELEGATIONS (GOVERNMENTS)**  
**(as of 25 October 2012)**

**VENUE**

The 5<sup>th</sup> Global Forum of the United Nations Alliance of Civilizations (UNAOC) will take place in Vienna, Austria on February 27 and 28, 2013 and will be preceded by a cultural event on February 26, 2013. The Forum will be held at the *Hofburg Congress Center*:

Hofburg Vienna

Heldenplatz

1014 Vienna

Austria

→ [www.hofburg.com](http://www.hofburg.com)

**ACCREDITATION**

Please note that online registration is mandatory for all participants of the Vienna Forum.

For online registration, please visit our webpage: [www.vienna5unaoc.org](http://www.vienna5unaoc.org)  
Registration codes can be found on the last page of this document.

The online registration platform will open on November 5, 2012. We strongly recommend to register early, as the organiser will only guarantee for the availability of hotel rooms until December 15, 2012.

If the Head of Delegation is a Head of State or national Government or Minister the registration is to be processed via a separate form provided at the end of the online registration. This form is to be sent to the Austrian protocol via the respective Embassy in Austria. All other members of delegations have to register via the regular procedure. Up to 4 members of a delegation (Head + 3 + security staff) accompanying a Head of Delegation (Head of State or national Government or Minister) will be covered by protocol procedures at the airport.

Due to security reasons, only participants with visible accreditation badges will gain access to the conference venue and must carry them throughout the whole Forum. Accreditation badges will only be delivered for participants with preliminary online registration! **NO ON SITE REGISTRATION WILL BE AVAILABLE.**

Accreditation badges for delegations are to be retrieved by Embassy staff on February 26, 2013 at Hofburg Congress Center (10 am to 5 pm, Hofburg, Heldenplatz "Tor 1"). Delegations without representation in Vienna will be provided with accreditation badges on February 27, 2013 from 8:00 am to 9:30 am at the venue of the conference.

## **DELEGATIONS**

**We kindly ask you to note that attendance is strictly limited to Head of Delegation plus 3 (if the Head of Delegation is a Head of State, Head of Government or Minister), respectively Head of Delegation plus 2 (if the Head of Delegation belongs to non-political national administration).**

## **ACCOMODATION**

In order to ensure your safety and to facilitate easy transportation to and from the UNAOC Forum venue, the host of the UNAOC Global Forum has made block reservations for participants in a number of recommended hotels. Registered delegations can book hotel rooms with the hotel booking form transmitted with the online registration confirmation email. The host can only guarantee for the availability of rooms until November 30, 2012. Most hotels are located in the center of Vienna and in walking distance of the Hofburg congress center.

### **Head of State, Head of Government or Minister:**

For security reasons, the Austrian authorities kindly request all participants who are covered by protocol procedures (Heads of State or national Government or Ministers who is head or member of delegation) to make a reservation according to the protocol form.

### **Non-political Heads of Delegation and members of delegation:**

Reservations for all members of delegations not to be attended to by the Austrian protocol shall be made online, at the end of the online registration process.  
*Please kindly note that neither the host of the 5<sup>th</sup> Global Forum nor the UNAOC will cover accommodation expenses.*

## **TRAVEL EXPENSES**

Participants of the Vienna Global Forum will arrive at Vienna International Airport.  
*Please kindly note that neither the host of the 5<sup>th</sup> Global Forum nor the UNAOC will cover travel expenses.*

## **PRIVATE AIRCRAFT**

Heads of Delegation traveling by a governmental or private aircraft may use the facilities of the Vienna International Airport. Please note that if you travel by private aircraft, all aircraft-related fees will be at your expense. For further details please contact Ms. Barbara Schmid for the Vienna airport VIP service: [b.schmid@viennaairport.com](mailto:b.schmid@viennaairport.com).

## **TRANSPORTATION**

The Embassies of participating States are kindly requested to provide all transfers for the Heads and Members of the delegation.

## **LUGGAGE MANAGEMENT**

Luggage management of political VIPs will have to be taken care of by the Embassies.

## **VISA INFORMATION**

Please note that the letter of invitation to the 5<sup>th</sup> UNAOC Forum does not automatically guarantee the issuance of a Schengen visa (or any exit or transit visa); indeed, visa will be issued if legal conditions are met.

Members of official delegations accompanying a personally invited person and holding themselves a diplomatic passport or a service passport do not need an entry visa for Austria.

However, it is highly recommended for all delegation members to obtain Schengen visas to allow for (unforeseeable) stays in other EU-countries as well as for individual arrival/departure of delegates.

Furthermore, delegations are advised to submit their visa applications to the respective Austrian Embassy or General Consulate or to the respective Schengen representations in a timely fashion (as early as three months ahead but at least three weeks prior to the Forum).

## **INTERPRETATION**

The working languages of the Vienna Forum are English, French and Arabic (plus German for the opening panel). Simultaneous interpretation will be provided for all plenary sessions and break-out sessions. Workshops will be held in English only.

## **ACCOMPANYING MEDIA PARTNERS**

Accompanying media are kindly asked to get in contact with the Austrian organisers for any further information regarding the 5<sup>th</sup> UNAOC Global Forum 2013 in Vienna, please contact the organisers at [unaoc@bmeia.gv.at](mailto:unaoc@bmeia.gv.at). All media representatives covering the Vienna Forum need to register online at <https://www.akkreditierung.bka.gv.at/website/Login.aspx?Mode=PWS&Lang=EN>. Accompanying media partners will find a press center at their disposal at the Hofburg congress center.

## **SECURITY**

The Austrian security services will closely cooperate with the organisers of the Vienna Forum to guarantee highest security standards at the congress center.

For personal security staff, delegations are requested to submit the separate registration form, including information concerning fire arms, type and serial number, amount of ammunition, radio equipment and radio frequencies used during the visit, to their Embassies. Security personnel may bear weapons for the duration of the stay in Austria if reported to the Austrian authorities in advance. Please note that on the conference

premises the number of armed security personnel per delegation is limited to one per Head of State, Head of Government or Minister.

Please note that only registered security personnel have access to the Hofburg congress center. Security personnel has to register online separately from delegations and undergo clearance as soon as possible, at the latest by January 31, 2013.

#### **CAR STICKERS**

Car sticker information and registration will be available only for political VIPs via protocol form.

#### **CULTURAL EVENING**

A cultural event will be held on February 26, 2013, from 8 to 10 pm followed by a dinner reception. The venue is the "Volkstheater" (Neustiftgasse 1, 1070 Vienna).

#### **DRESS CODE**

Formal business attire for all events. Participants will be invited to a dinner on February 27, 2013.

#### **CONTACT**

For specific questions regarding the protocol, please contact [unaoc-protocol@bmeia.gv.at](mailto:unaoc-protocol@bmeia.gv.at).

For questions regarding the visa application process, please contact [unaoc-visa@bmeia.gv.at](mailto:unaoc-visa@bmeia.gv.at).

For any further information regarding the 5<sup>th</sup> UNAOC Global Forum 2013 in Vienna, please contact the organisers at [unaoc@bmeia.gv.at](mailto:unaoc@bmeia.gv.at).

#### **INFORMATION ON ONLINE REGISTRATION**

Registration will be processed solely online at [www.vienna5unaoc.org](http://www.vienna5unaoc.org).

The respective passwords are available in the document 'logistical note' that is attached to the invitation letter addressed to the respective Minister of Foreign Affairs or the Head of International Organisations, dated 25 October 2012.

For any queries regarding the online-registration please contact the registration agency under [unaoc2013@interconvention.at](mailto:unaoc2013@interconvention.at).

It is recommended that in addition to the online-registration a Note Verbale with a list of the delegation (including security personnel if foreseen) be transmitted to the Protocol of the BMeiA ([unaoc-protocol@bmeia.gv.at](mailto:unaoc-protocol@bmeia.gv.at)) until 15 February 2013.