

5th 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 (INTERNATIONAL ORGANISATIONS)
(as of 25 October 2012)

VENUE

The 5th 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

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

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.

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 their respective staff on February 26, 2013 at Hofburg Congress Center (10 am to 5 pm, Hofburg, Heldenplatz "Tor 1"). Delegations without representation in Vienna will have an additional opportunity to retrieve 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 2.

ACCOMODATION

In order to ensure your safety and to facilitate easy movement 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 December 15, 2012. Most hotels are located in the center of Vienna and in walking distance of the Hofburg congress center.

Please kindly note that neither the host of the 5th 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 5th Global Forum nor the UNAOC will cover travel expenses.*

PRIVATE AIRCRAFT

Should you be traveling by a private aircraft you 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.

VISA INFORMATION

Please note that the letter of invitation to the 5th 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 (media-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 or Head of International Organization. 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.

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.

For questions regarding the visa application process, please contact unaoc-visa@bmeia.gv.at.

For any further information regarding the 5th UNAOC Global Forum 2013 in Vienna, please contact the organisers at unaoc@bmeia.gv.at.

INFORMATION ON ONLINE REGISTRATION

Registration will be processed solely online at 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.

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) until 15 February 2013.