

**SIXTEENTH MEETING OF THE STATES PARTIES TO THE CONVENTION ON THE PROHIBITION OF THE USE,
STOCKPILING, PRODUCTION AND TRANSFER OF ANTI-PERSONNEL MINES AND ON THEIR DESTRUCTION**

VIENNA, 18-21 DECEMBER 2017

INFORMATION FOR PARTICIPANTS¹



¹ Information as of 24 July 2017.

1. Venue

The Sixteenth Meeting of the States will take place from 18 to 21 December 2017 at the United Nations Office in Vienna, Austria.

United Nations Office in Vienna
Vienna International Centre
Wagramer Strasse 5
1400 Vienna
Autriche
Metro stop: line U1 – Kaisermühlen – Vienna International Centre

2. Access to the Vienna International Centre by taxi or by metro

Participants arriving at the Vienna International Centre by **taxi** are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “C” and follow the signs to building “M”.

Participants arriving by **metro** (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” stop, follow the signs marked “Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and enter building “C”.

There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

3. Accessibility

VIC offers barrier-free accessibility, so does all required infrastructure at VIC.

4. Timing of plenary sessions

Plenary sessions will be held each day from 10:00 to 13:00 and from 15:00 to 18:00.

5. Opening ceremony

As part of the official 16MSP programme, an opening ceremony will take place on Monday 18 December from 10:00 to 11:00.

In addition and in keeping with past practice, brief addresses will be delivered by or on behalf of the UN Secretary General, the President of the International Committee of the Red Cross, the International Campaign to Ban Landmines and the President of the Council of Foundation of the Geneva International Centre for Humanitarian Demining.

6. Opening reception

All delegates are invited to an opening reception on Monday 18 December at 7 p.m. at Hofburg, Zeremoniensaal. From 18:00 onwards, buses will transport participants from the Vienna International

Centre to the location of the reception. Conference badges will be required to enter the reception venue.

7. Registration

Registration involves the following:

- As per established practice, each delegation must officially notify the Executive Secretary of the Sixteenth Meeting of the States Parties (i.e. Peter Kolarov of the UNODA: apl@unog.ch) of the composition of its delegation.

Accessing the Vienna International Centre involves the following:

- Each delegate to the conference **must have a badge** to access the Vienna International Centre. **The email address of those needing a badge must be included in the note verbale addressed to the Executive Secretary of the 16MSP or sent separately to apl@unog.ch.** Once the delegate's email address has been provided, each delegate will receive further guidance on the way to provide the photo needed for the badge. For any issue and/or assistance regarding the photo upload delegates are advised contact the Pass Office team at pso@unvienna.org.
- Badges produced in advance can be collected at the Vienna International Centre. If missions or embassies would like to collect badges for their delegates, they need to have a note verbale stating that they are collecting them.

In accordance with Article 11 of the Convention, States Parties present at the Sixteenth Meeting of the States Parties are considered "Participants". Other States, relevant international organisations or institutions, regional organisations, the International Committee of the Red Cross, the International Federation of the Red Cross and Red Crescent Societies, the Sovereign Order of Malta, the International Campaign to Ban Landmines (ICBL), and the Geneva International Centre for Humanitarian Demining may attend as "Observers".

Member organisations of the ICBL that wish to take part in the Sixteenth Meeting of the States Parties should contact ICBL office in Geneva, which will collect necessary information from prospective ICBL delegates and forward it to the Executive Secretary. Please contact the ICBL at elea@icblcm.org for more information.

Other organisations may request to attend as "Observers", subject to approval of the Conference. According to the rules of procedure, organisations other than those explicitly listed in the rules may attend the Sixteenth Meeting of the States Parties if recommended by the Coordinating Committee and if approved by the Sixteenth Meeting of the States Parties. Interested organisations should contact the Executive Secretary. In considering whether to recommend such requests, the Convention's Coordinating Committee takes into consideration criteria such as whether the proposed observer is a non-profit entity and whether its purpose and activities are consistent with the object and purpose of the Convention.

8. Press / Media

Media representatives are requested to contact the Implementation Support Unit (ISU) at the following contact point for further information: Tel: 0041-22-730-9346, press@apminebanconvention.org

Delegations wishing to organise a press conference should also contact the ISU.

9. Visa

Participants requiring entry visa for Austria are required to make their own arrangements. Austria is a Member State of the Schengen Agreement and hence Schengen regulations apply for the entry. Austria's Federal Ministry for Europe, Integration and Foreign Affairs' website contains information about visa applications and the list of Austrian representations abroad: <https://www.bmeia.gv.at/en/embassies-consulates/>

Austrian embassies will be asked to facilitate issuing of visa for participants of the 16MSP as much as possible within the framework of the Schengen Agreement rules. Please consider that it may take several days to issue a visa.

A visa application form can be downloaded from Austria's Federal Ministry for Europe, Integration and Foreign Affairs' website:

<https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/>

For further inquiries regarding visas, please contact Wolfgang Banyai: Wolfgang.BANYAI@bmeia.gv.at.

10. Hotels

The Government of Austria has reserved rooms in a number of hotels in Vienna (see Annex I). Delegates are responsible for booking their hotel accommodation and please note that December is a very busy month as many visitors come at this time of the year to enjoy Vienna and its wonderful Christmas markets.

11. Arrivals

Delegates will be responsible for arranging their transfers from the airport to their hotel in Vienna.

Vienna International Airport (airport code: VIE) is outside the city limits, about 20 km from the city centre but Vienna city centre is easily reached by public transport: the express City Airport Train (CAT), the train, the bus or also by taxi.

City Airport Train (CAT):

With a journey time of only 16 minutes to Wien Mitte, Vienna central train station, the CAT is the fastest way to travel to the city centre. The CAT operates daily from 5.36 am to 11.39 pm. A single ticket costs €11 and a return ticket €19.

More information can be found at <http://www.cityairporttrain.com/en/home>

S7 Schnellbahn (city train):

Standard city train which stops several times before reaching Wien Mitte. It takes 25 minutes to Wien Mitte. A single ticket to Vienna costs € 4,40. You have to use two zones (Vienna n° 100 + n° 280 to airport)

Bus: Vienna –Airport Lines – right in front of Arrival area, departing every 30 minutes (20 minutes ride)
Vienna Airport Line 3 (arrives directly at VIC)
Vienna airport Lines 2 (arrives at Schwedenplatz/City Center)
Vienna Airport Lines 1 (arrives at Westbahnhof)
A single trip costs € 8,-, return trip cost € 13,- Further information and online ticket sale you can find under viennaairportlines.at.

Taxi: about € 40-45

12. Transportation

With the exception of bus transport from VIC to Hofburg for the Opening reception on 18 December transportation needs and costs are the responsibility of the delegates.

Vienna has a fully integrated public transport network consisting of 5 underground lines (VIC lies directly on a stop of U1, connecting to the City center in an 8 minutes ride), 28 tram routes and more than 100 bus routes. Tickets are bought from ticket offices or machines situated in railway and underground stations and at the larger bus/tram stops. A ticket bought is valid on any form of public transport for one ride.

Multiple day tickets are also available (24 hours, 48 hours, 72 hours, weekly and 8-day cards)

13. Exhibition Spaces

Space will be available at the conference venue for exhibitions.

14. Side Events

Up to five side events will take place each day from [18 to 21 December] from 13:00 to 15:00. To request a side event space as well as catering for your side event, please contact isu@apminebanconvention.org

15. Working Languages

In keeping with the Convention's practices, simultaneous interpretation during plenary sessions will be available in Arabic, Chinese, English, French, Russian and Spanish.

16. Communications

Free Wi-fi is available in the conference centre. A number of computers will be made available to delegates in delegates' lounge area.

17. Meals

Delegates with their badges will be able to buy meals at the VIC restaurants and cafeterias.

18. Medical Services

Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 p.m. to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Telephone number to call a public ambulance: 144

19. Weather

Vienna has a typical dry continental climate, with hot summers and cold winters. The coldest months are December to February and these months are also when you can expect snow every now and then. The average temperature in December is 1 degree Celsius.

20. Electricity

The voltage in Austria is 230V. The sockets are for standard two pin plugs.



21. Local time.

All of Austria is GMT/ UTC+2

22. Banks

Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

23. Post, telephone, telegrams and telefax

A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

Annex I: Suggested Hotels in Vienna

Hotel
Arcotel Kaiserwasser Wagramer Straße 8 1220 Vienna Austria Tel: +43 1 224 24-0 kaiserwasser@arcotelhotels.com Website: http://www.arcotelhotels.com/en/kaiserwasser_hotel_vienna/ 150 rooms
IBIS Wien Messe Lassallestrasse 7a 1020 Vienna Austria Tel: +43 1 217 700 Website: http://www.accorhotels.com/fr/hotel-2736-ibis-wien-messe/index.shtml#section-location 80 rooms
Melia 110 rooms
NH Danube City 117 rooms
Palais Hansen Kempinski 35 rooms
Park Inn Vienna 40 rooms
Radisson Blu Style Hotel 80 rooms
Steigenberger Hotel Herrenhof 80 rooms
Vienna Marriott Hotel 50 rooms
Wandl 20 rooms