



Organization for Security and
Co-operation in Europe

Administrative information

Training on addressing cross-border challenges in identification of potential foreign terrorist fighters

3-6 May 2016

Vienna, Austria

Your contacts from the OSCE Secretariat

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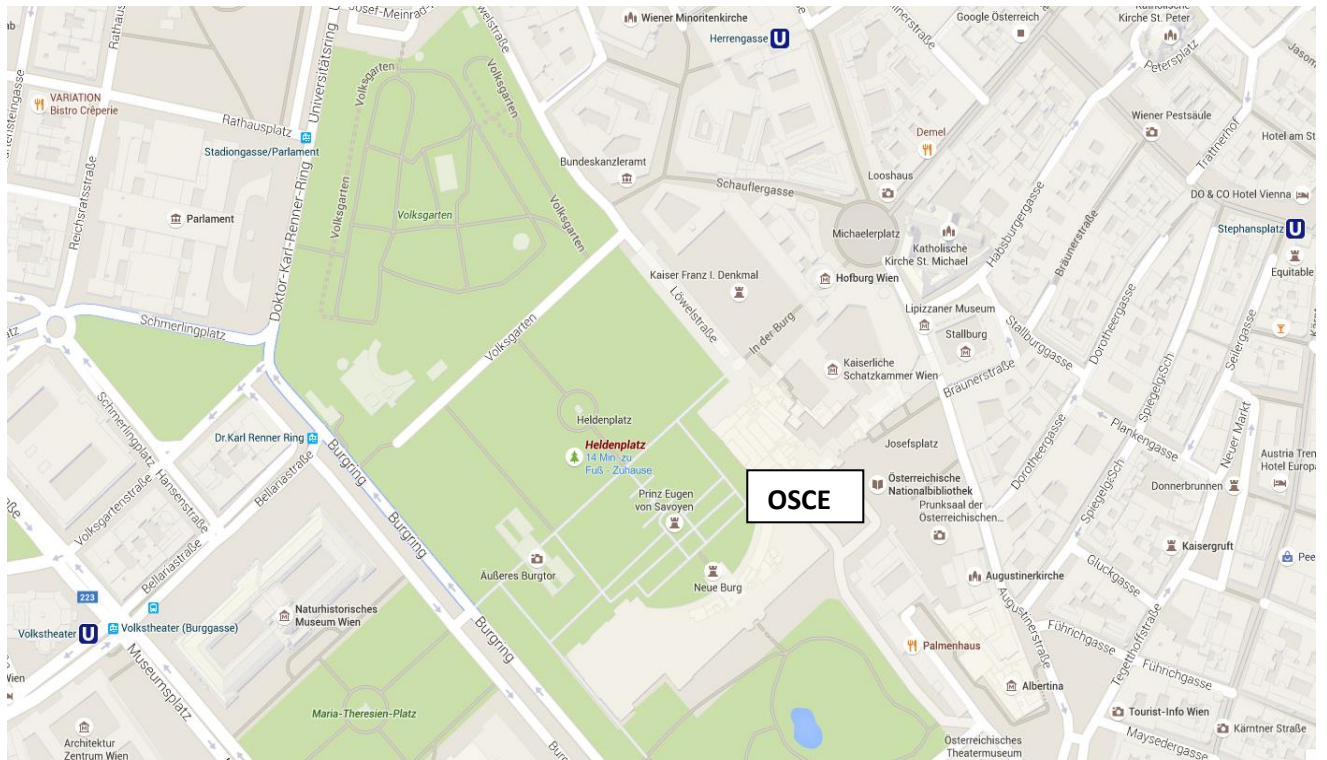
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Venue

The Training will be held at the OSCE premises in the **Hofburg Congress Centre** (Bibliotheksaal) at the Heldenplatz, in central Vienna. <http://www.hofburg.com/en>



Language

The working language is English. Simultaneous interpretation will be provided in Russian.

Sponsored participants

Twenty five selected candidates from pS and PfC will be provided with Daily Subsistence Allowances (DSA), out of which they are expected to cover their accommodation costs.

Registration

On the day of the event, **registration** of participants will take place **from 9:00**, in the Hofburg Congress Centre outside Bibliotheksaal. Please note that access to the OSCE premises is permitted only **on presentation of a valid photo ID** (passport, national ID card or driver's licence).

Should you have any questions regarding your presentations and/or speeches, please contact Ms. Albina Yakubova at albina.yakubova@osce.org or on the following phone numbers +43 1 51436 6899; mob: +43 664 8590987

Visas

It is advisable to check visa requirements for entering Austria before making travel arrangements. For the latest information, please visit the Austrian Government website: <http://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/schengen-visa/> or contact an official Austrian diplomatic representative in your area.

To see the location of the Austrian diplomatic representations abroad, please go to: <http://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

Visa support letters can be requested by e-mail from: veronika.cerna@osce.org. Please note that visas will only be granted for the period of the training. Your request should be accompanied by **a scanned copy of your valid passport** and an indication of the respective Embassy or a Consular Department in your country you will be applying to. Participants are encouraged to apply for visas as early as possible.

Accommodation

The participants are expected to make their accommodation arrangements. Hotel rooms are in constant demand in Vienna. It is therefore recommended that reservations be made **as soon as possible**. **A list of hotels in Vienna is attached** to this document. Please mention the OSCE Secretariat when requesting and confirming the reservation for possible preferential rates.

Meals

The organizers will provide all the participants with dinner at the first day of the conference, as well as with lunches and coffee breaks during the entirety of the training.

Transportation

Participants will be required to make their own transport arrangements, at their own expense, both to/from the airport/train station and for the duration of their stay in Vienna, unless agreed otherwise.

The most convenient and environment-friendly way to get to the city from Vienna International Airport is by taking the City Airport Train (CAT), which takes 16 minutes and stops at *Wien Mitte/Landstrasse*. Please consult www.cityairporttrain.com for more information.

The city of Vienna has an excellent public transport network, which consists of the underground (*U-Bahn*), trams, buses and a fast running local train network (*S-Bahn*). It is inexpensive and reliable with most services running on a regular 4-10 minute interval. Tickets can be purchased at most main underground stations or in the tobacco shops (*TABAK*). Please note that daily tickets have to be validated in one of the blue stamp machines (*Entwerter*). If you are caught travelling on public transport without a validated ticket there is an instant cash fine of 100 EUR.

The closest underground stations to the venue of the Conference are the *Herrengasse*, *Stephansplatz* or *Volkstheater* stations (indicated on the map on the previous page). For detailed maps over Vienna's public transport network, please see the following:

http://www.wienerlinien.at/media/files/2014/svp_2013_106483.pdf

Currency

The official currency in Austria is EURO.

Internet

The Hofburg Congress Centre will provide wireless Internet access for all participants free of charge.

First Aid

In Vienna, dial 144 for an ambulance or *Rettungswagen* – 112 for the European Single Emergency Phone Number

The First Aid Station in the Hofburg is located on the basement floor, about 70 m from the main entrance, and is open from 09:30 to 17:00. A nurse is available the entire time.

Hotels in Vienna (room rates subject to changes)

NH BELVEDERE	www.nh-hotels.com	€ 99/€ 119 incl breakfast
NH DANUBE CITY	www.nh-hotels.com vip.reservierungen@nh-hotels.com booking code: OSCE 1	€ 99/€ 119 incl breakfast
NH WIEN	www.nh-hotels.com	€ 83/€ 83 breakfast € 20.00
Hotel AM KONZERTHAUS *)	h1276-re@accor.com accor booking code: AS266911	€ 115 / € 136 incl breakfast
Hotel HERRENHOF	www.herrenhof-wien.steigenberger.at reservation@herrenhof-wien.steigenberger.at	superior € 156/176 deluxe € 176/196 incl breakfast
Best Western Hotel KAISERHOF Vienna	www.hotel-kaiserhof.at reservation@hotel-kaiserhof.at	€ 129/€ 174, business € 142/187 incl breakfast
Hotel AM PARKRING Wien	www.schick-hotels.com parkring@schick-hotels.com	€ 119-159/€ 168-215 incl breakfast
Best Western Hotel ERZHERZOG RAINER	www.schick-hotels.com rainer@schick-hotels.com	€ 86-116/€ 124-159 incl breakfast
Hotel CAPRICORNO Wien	www.schick-hotels.com capricorno@schick-hotels.com	€ 106-146/€ 152-194 incl breakfast
Hotel CITY CENTRAL Wien	www.schick-hotels.com city.central@schick-hotels.com	€ 86-116/€ 124-159 incl breakfast
Hotel STEFANIE Wien	www.schick-hotels.com sabine.pollak@schick-hotels.com	€ 102-137/€ 141-186 incl breakfast
Hotel 25HOURS	www.25hours-hotels.com res.wien@25hours-hotels.com	€ 100-180 incl breakfast
Hotel REGINA	www.kremsleherhotels.at regina@kremslehnerhotels.at reservations to be made by phone or email	€ 95-140 incl breakfast
Hotel ROYAL	www.kremsleherhotels.at royal@kremslehnerhotels.at reservations to be made by phone or email	€ 115-140 incl breakfast
Hotel GRABEN	www.kremsleherhotels.at graben@kremslehnerhotels.at reservations to be made by phone or email	€ 115-140 incl breakfast
Hotel JOHANN STRAUSS	www.kremsleherhotels.at js@kremslehnerhotels.at reservations to be made by phone or email	€ 97-137 incl breakfast

Hotel HYATT Regency	www.vienna.park.hyatt.com reservations.vienna@hyatt.com company code CR89345	€ 250/€ 250 excl breakfast
All accor hotels (Ibis, Mercure, Novotel, Sofitel) for special offers and lower rates	http://businesstravel.accorhotels.com/gb/booking/advanced-search.shtml?identification.reserverType=SC&identification.reserverId=AS266911&identification.reserverContract=B0724AT3460	