

Practical Information

Meeting of the Bologna Follow-up Group

27. – 28. September 2018, Vienna, Austria

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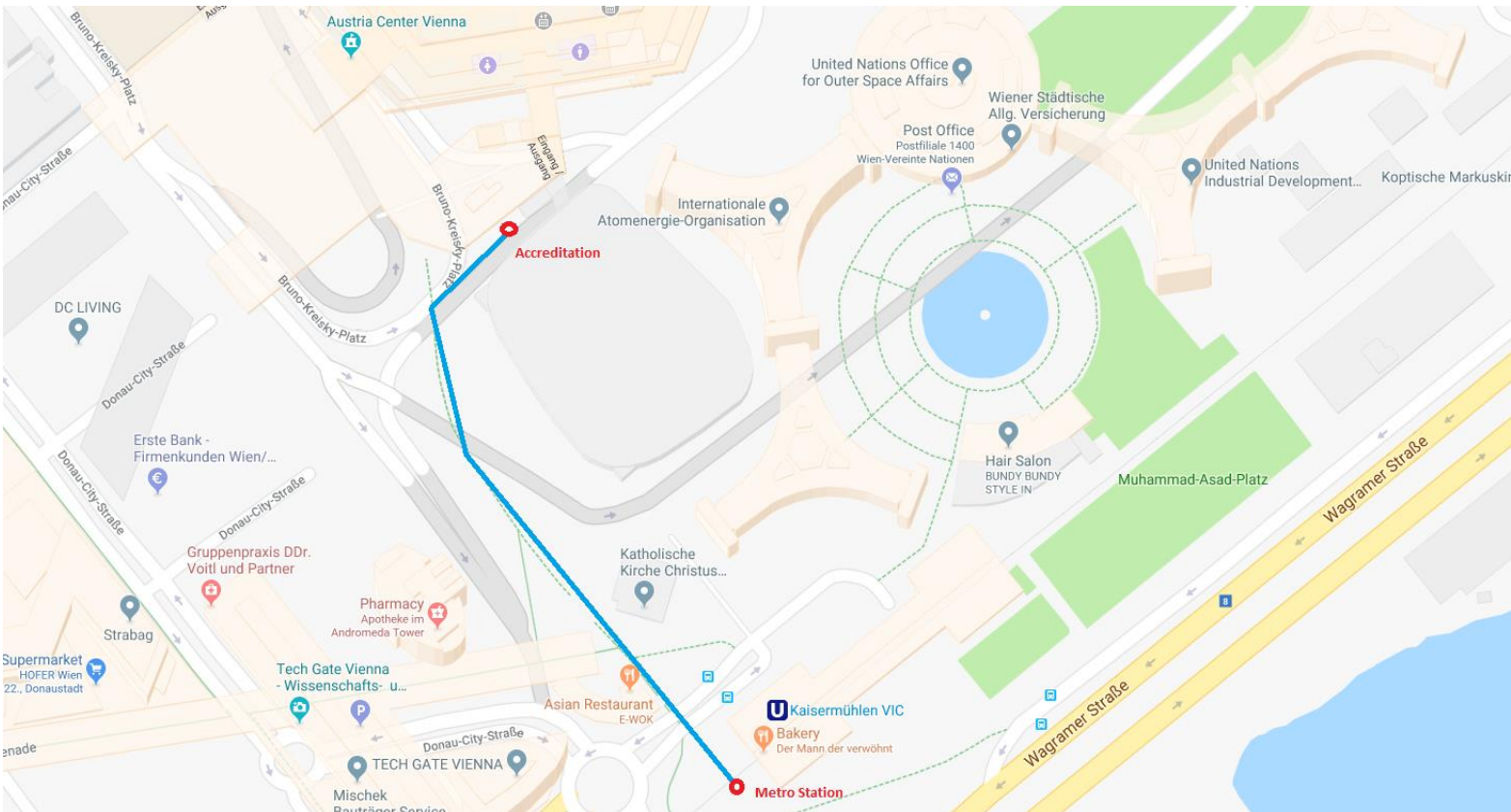
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PRACTICAL INFORMATION

Venue

Austria Center Vienna
1220 Vienna
Bruno-Kreisky-Platz 1
<https://www.acv.at/>



© Google Maps

The Austria Center Vienna is located right next to the Kaisermühlen-VIC underground station (2 minutes walking distance).

[Austria Center Vienna - Google Maps](#)



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How to get from Vienna Airport to Vienna city center/hotels and the Permanent Conference Center located in the Austria Center Vienna (ACV):

The Austrian EU-Presidency is committed to promoting sustainability and we therefore urge all attendees to use public transport, at least from the Airport to the city center in both directions.

Shuttle Service

Please note that a shuttle service will be provided for the following transfers:

- from the hotels on the morning of the 27th to the conference venue
 - from the conference venue to the evening event and back to the hotels
 - from the hotels on the morning of the 28th to the conference venue
- If you are staying at the hotels **Novotel** or **IBIS** use the following connections, the **hotels will be right next to the train station:**

The **Austrian Federal Railways** (ÖBB) run a Railjet service that connects Vienna Airport with Vienna Hauptbahnhof (main station) in approximately 15 minutes. There are also direct connections to the city center with the S7 rapid transit railway. Tickets single: EUR 4.10.

www.oebb.at

From the hotels to the ACV (if you don't intend to take the free Austrian Presidency shuttle): From Vienna Hauptbahnhof underground station, you can reach the Austria Center Vienna by taking the U1 to Kaisermühlen-VIC

- If you are staying at the hotel **Mercure Biedermeier** use the following connections, the **hotel is located within 6 minutes walking distance:**

The **City Airport Train** (CAT) offers a direct connection between Vienna Airport and the city center in 16 minutes (Wien Mitte train station – Bahnhof Wien Mitte).

Tickets: single EUR 12 / return EUR 21

www.cityairporttrain.com

From the hotel to the ACV (if you don't intend to take the free Austrian Presidency shuttle): From Landstraße (Bahnhof Wien Mitte) underground station, you can reach the Austria Center Vienna by taking the U4 underground line to Schwedenplatz station and then changing to the U1 line which will take you to Kaisermühlen-VIC station.

Getting from the ACV to the Airport (after the meeting on Friday):

Bus/Vienna Airport Lines

Between 05:00 and 21:00, the Vienna Airport Line 3 offers a direct hourly bus service between Vienna Airport and Kaisermühlen-VIC station. In approximately 35 minutes you can reach the Austria Center Vienna from the airport bus terminal and vice versa.



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Tickets: single EUR 8 / return EUR 13

www.viennaairportlines.at

Accreditation

In the attached invitation you are asked to send your personal data (first name, last name, email-address and country/institution) as soon as possible to regina.waglechner@bmbwf.gv.at but no later than **14 August 2018**. Subsequently you will be sent an email inviting you to register in the accreditation system of the Austrian EU-Presidency (technical questions can be sent to accreditation@eu2018.at).

For security reasons, delegates will only be admitted into the conference center upon presentation of a valid admission badge! You will receive the badges after the security check at the accreditation center at the ACV. The badge is non-transferable and delegates are requested to keep the badges visible. Please immediately report the loss of a badge to the conference organiser.

Please note that security measures at the conference center involve an airport-type scanner with the same kind of prohibited objects (maximum for liquids are 250ml).

Visa Requirements (if relevant)

If applicable, a valid Schengen visa must be obtained before arrival in Austria. Delegates requiring an entry visa must submit their request to the competent Austrian authority at least three weeks before their expected travel date. In general, the competent authority is the Austrian embassy or consulate general in the country of residence of the applicant. It is recommended to consult the website of the embassy or consulate general in good time before the intended date of travel. For information on Austrian embassies and consulates general abroad, please see www.bmeia.gv.at/en/embassies-consulates/.

Accommodation

The accommodation is at the expense of the delegates. Delegates have the option to choose the accommodation on their own or they can book a room in hotels that have been pre-reserved by the Austrian Presidency for two nights (from 26 September to 28 September).

As the availability of rooms in hotels in Vienna during the Austrian Presidency is limited, delegates are encouraged to book their accommodation at their earliest convenience. Please note that the Presidency guarantees the **pre-reservation till 14 August 2018**. After this date only a limited number of rooms remain pre-reserved.

In order to reserve your room at the **IBIS Hotel**, the **Novotel** or the **Mercure Grand Hotel Biedermeier** in Vienna, please fill out the hotel reservation form (see attachment) and send it to the respective hotel. The **code** to open the reservation form is "**ViennaCalling2018**".



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Programme and Social Events

Informal dinner

We would like to welcome you at Hotel **Novotel** for an informal dinner on 26 September. The dinner will start at 7.30pm. In case of dietary restrictions please inform us via the accreditation system.

Official programme

The official programme will start with registration in the morning of 27 September. After registration the programme will begin with plenary sessions. The official programme will be followed by a social programme.

Formal dinner

A formal dinner will be held in the evening of 27 September at Hotel **Stefanie**, a shuttle service from the event venue to this hotel and afterwards to the conference hotels will be provided.

Information on the Permanent Conference Center in the Austria Center Vienna:

A permanent conference and media center has been set up in the **Austria Center Vienna** (Bruno-Kreisky-Platz 1, 1220 Vienna). Situated next to the Vienna International Center – home to the UN Headquarters – the congress center is located a mere 7 minutes away from the city center by public transport.

Entrance for Delegates

Delegates can enter the ACV by the **East Entrance** which can be reached from the Kaisermühlen-VIC station by crossing the Platz-der-Vereinten-Nationen (United Nations Square) and going along the Aristides-de-Sousa-Mendes-Promenade. The accreditation desk for delegates is located immediately after the security check in the entrance area on Level 0. An escalator and elevators lead to Level -2, where the conference room **Plenary Hall D** is located.

Information Desk / IT Helpdesk / Meeting Point

An information desk has been set up **in Foyer D on Level -2**. Please direct any questions regarding meetings as well as requests for technical support to the information desk team.

Facilities and Services

Free Wi-Fi, computers as well as photocopying and scanning facilities will be available.

Medical Care

Medical assistance will be available at the conference center. The examination room is located on Level -2 in room -2.41.



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Accessibility

Information and contacts for people with disabilities can be found at www.wien.info/en/travel-info/accessible-vienna. The permanent conference and media center in the Austria Center Vienna is fully accessible.

Lost Property

Items which are not allowed to be brought into the building in accordance with the conference center house rules or the rules laid down by the security authorities may be handed over for safekeeping to the security team members in the entrance hall. The items will be stored in safe bags and you may pick them up on your departure by presenting the tear-off slip given to you when you hand in the item.

Lost property will be kept at the accreditation desk on Level 0 for a maximum duration of five working days. If the owner can be identified, the host ministry will, if possible, contact the owner and return the lost property item. If the owner cannot be identified and the lost property item is not collected within five working days from the accreditation desk, the item will be handed over to the Lost and Found Service of the City of Vienna and can be collected during the opening hours listed in the following document: www.wien.gv.at/verwaltung/fundservice/pdf/fundservice-en.pdf.

Cash Machines

The nearest cash machines are located at the main entrance of the Austria Center Vienna as well as at the Raiffeisenlandesbank Niederösterreich-Wien AG, Donau City-Straße 6, Andromeda Tower, 1220 Vienna or at the BAWAG P.S.K., Wagramer Str. 5, 1220 Vienna.

Public Transport

Vienna has a fully integrated public transport network. Between Monday and Friday, the underground, trams and buses run from approximately 5:00 until just after midnight. On Friday and Saturday as well as on the days preceding public holidays, the underground also runs throughout the night. Both during the week and at the weekend, NightLine buses complement the existing services as of midnight.

Single ticket: EUR 2.40 / 24 hours: EUR 8 / 48 hours: EUR 14.10

EasyCityPass Vienna (1 week, including special offers for tourists): EUR 29.90

For further information on ticket prices and timetables, see www.wienerlinien.at.

Sustainable Event Management – Your Contribution

The Austrian EU-Presidency is endeavouring to manage its events in a sustainable fashion. The Austria Center Vienna offers the best conditions for organising “Green Presidency” events.

Your actions can also contribute substantially to protecting the environment:

- If possible, choose an environmentally-friendly way of travelling to Vienna and use public transport or walk when travelling around Vienna.



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- If possible, stay in a hotel that has been certified as being environmental friendly (Austrian Ecolabel, EU Ecolabel, EMAS, etc.) and take advantage of the hotel's environmentally-friendly offers. We have highlighted these in our list of hotels.
- Turn off all lights and electrical devices (TV, air conditioning, heating, computer, etc.) when you are not in your hotel room. No single portion packages = more environmental protection: if possible, drink beverages served out of jugs or large bottles, eat meals served on reusable dishes, and use milk and sugar not packaged in individual portions.
- Recycle your waste (plastic drink bottles, glass, paper, metal, batteries, etc.) by disposing of it in the containers provided at the conference center.
- If possible, use digital devices instead of paper.
- Use your own writing supplies.
- At the end of the event, place your badges in the container provided at the accreditation desk on Level 0.



Further information can be found at <https://www.umweltzeichen.at/cms/en/green-meetings-and-events/content.html>. If you have any questions, please contact Ms Alexandra Frei (alexandra.frei@acv.at) of the Austria Center Vienna.

Other information:

Austrian EU-Presidency Website

The Austrian EU-Presidency **website** (www.eu2018.at) contains information on all topics related to the Austrian EU-Presidency.

Information on Vienna

Information on Vienna and its cultural and recreational offers is available at <https://www.wien.info/en>. An interactive **city map** of Vienna can be found at www.wien.gv.at/stadtplan/en/.

Banks and Credit Cards

General bank opening hours:

Monday-Friday 08:00-15:00

Thursday 08:00-17:30

Many branches have extended opening hours of 09:00-18:00 Monday to Friday or 24-hour foyers.

EC cards as well as major credit cards are widely accepted in Austria.



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Statutory Public Holidays in Austria between July and December 2018

15 August:	Assumption of the Virgin Mary
26 October:	Austrian National Day
1 November:	All Saints' Day
8 December:	Immaculate Conception
25 December:	Christmas Day
26 December:	Boxing Day

Local Time

Austria uses Central European Time (CET), which is GMT plus 1 hour (summer time – between March and October – is GMT plus 2 hours).

Electricity

220 volt AC. Plugs and sockets conform to the European norm. It is advisable, however, to bring an adapter with you.

Smoking

Smoking is prohibited in indoor public areas.

Important Telephone Numbers

European emergency number	112
Fire	122
Police	133
Ambulance	144
Emergency doctor	141
Pharmacy emergency and night service	1455

www.nachtapotheke.wien (German only)

Search for emergency dentists at	www.zahnaerztammer.at .
ÖAMTC car breakdown assistance	120
ARBÖ car breakdown assistance	123

Telephone directory enquiries for Austria, the EU and neighbouring countries	11 88 77
Telephone directory enquiries for the rest of the world	0900 11 88 77

Dialling Codes in Austria

Austria: +43
Vienna: (0)1

Foreign Representations in Austria

See www.bmeia.gv.at/en/embassies-consulates/

Contact

For any questions concerning accreditation or technical issues please contact our accreditation team: accreditation@eu2018.at

For questions relating to the meeting please contact Gottfried Bacher or Stephan Dulmovits at: gottfried.bacher@bmbwf.gv.at and stephan.dulmovits@bmbwf.gv.at