LOGISTICS NOTE – REGIONAL UN SYSTEM MEETING

VIENNA, 10 AND 11 DECEMBER 2019

Please make sure to send this logistics note to your travel or admin assistant for all the necessary support actions.

MEETING VENUE

IOM Regional Office Vienna
Dampfschiffstrasse 4, 10th floor
1030 Vienna

Kindly ring the doorbell to access the building of the IOM regional office, then proceed to take the elevator to the 10th floor.

Telephone: 0043 1 581 22 22

ACCOMMODATION

We recommend the following hotels for your stay in Vienna:

1. **Austria Trend Hotel Rathauspark****
   For booking with embassy rates:
   - Promo code IOM2019
   Please select the “Rathauspark” hotel for convenient connection with the tramline 1 to the meeting venue.
   Single room: EUR 121; Double room: EUR 138

2. **Hotel Ruby-Sofie****
   Located 10 minutes from the office, walking distance.
   Single rooms available from EUR 140 incl breakfast.

3. **Hotel Urania***
   Very modest hotel, with single rooms available from EUR 85 incl. breakfast.
   Conveniently located 1 minute from the meeting venue
   Booking via Internet: [https://www.hotelurania.at/](https://www.hotelurania.at/) (sometimes better prices available via trivago.at or booking.com)

TRANSPORTATION BETWEEN AIRPORT AND THE MEETING VENUE

1. By train and tram

The city center is well connected by train and tram, as public transport is very convenient in Vienna. Options include: the City Airport Train (CAT) or alternatively, the regional train Schnellbahn S7. The city center station is called Landstraße/WIEN MITTE. Net travel time on the CAT is 16 minutes and with the S7 26 minutes. The fare for a return ticket (from and to the airport again) with the CAT is € 19 (plus an additional subway ticket from the station Landstraße/ WIEN MITTE for € 2,20, if needed); tickets for the S7 going from the airport to the city center and back (two single tickets) will be € 8 (a ticket for the S7 includes additional travel by subway).

Please find the link of the website of the CAT and a map of the Vienna subway net: [http://www.cityairporttrain.com/Services/U-Bahn-Plan.aspx](http://www.cityairporttrain.com/Services/U-Bahn-Plan.aspx)
For more information on the Vienna public transportation net please visit: [http://www.wienerlinien.at/eportal2/ep/tab.do?tabid=0](http://www.wienerlinien.at/eportal2/ep/tab.do?tabid=0)

2. By bus

You can also take a bus, the Vienna airport bus (€8 one way). The approximate net time of travel with the airport bus is 20 minutes. The bus departs directly from the exit of the airport every 30 minutes and arrives in the city center (Schwedenplatz).
For more information, please visit: [https://www.viennaairportlines.at/en/](https://www.viennaairportlines.at/en/)

3. By taxi

Taxis are available just outside of the airport arrival hall. The usual fare from the airport to the city center ranges between € 30 and € 45. IOM Regional Office Vienna recommends to book 24h in advance online at [www.airportdriver.at](http://www.airportdriver.at).

LUNCH AND DINNER

A light lunch will be provided in the meeting venue during lunch break on 10 December.

A self-paid dinner will be organized on the evening of the 10th of December at 19:00 at Melker Stiftskeller, a traditional Viennese stadtheurigen. The restaurant is located in the centre of Vienna. The dinner will be preceded by a visit to one of the typical Christmas Markets, at Am Hof. The price for this 4-course dinner including drinks will amount to EUR 47, to be paid in cash during the evening.

For vegetarian options and any dietary requirements, please kindly contact Alex Doggen, [adoggen@iom.int](mailto:adoggen@iom.int).
TRAVEL DOCUMENTS

Participants are personally responsible for ensuring that they are in full possession of travel documents and visas, as necessary. Austria accepts UNLP, Austria is part of Schengen area. Holders of national passports are subject to general visa rules and regulations on basis of their nationalities for their private travel. Please remember to check for any transit visas, if necessary. For any questions and travelers who require visa support – kindly reach out to UNECE (felirose.gutierrez@un.org, copy to michael.kunz@un.org).

EMERGENCY CONTACTS

Security focal point:
Erwin MARKOVIC 0043 676 9174896
emarkovic@iom.int

Logistics and other issues:
Alex DOGGEN 0043 664 372 84 17
e-mail: adoggen@iom.int

Please be reminded to dress appropriately and check the weather forecast, as Vienna can be very cold in December!