

## INFORMATION NOTE FOR PARTICIPANTS

Second Extraordinary Meeting and Sixth Organizational Meeting  
of the Contracting Parties to the Convention on Nuclear Safety

27-31 August 2012, Vienna, Austria

### I. Registration

In order to facilitate the registration process, Contracting Parties to the Convention on Nuclear Safety are kindly requested to submit the composition of their delegation that will attend the Second Extraordinary Meeting and the Sixth Organizational Meeting, by **Friday 17, August 2012**, to the following email address: B.Al-Madhi@iaea.org, with a copy to [J.Zellinger@iaea.org](mailto:J.Zellinger@iaea.org).

It should be noted that the practice for the past Organizational, Review And Extraordinary Meetings consisting of affixing a dot on the ground passes to identify participants with access rights to the meeting rooms was reviewed in order to increase the measures to enforce the confidentiality nature of the Convention meetings (in accordance with Rule 20 of the Rules of Procedure and Financial Rules, INFCIRC/573/Rev.4). It was hence decided to introduce a **dedicated** colour ground pass for all participants, including staff from the Permanent Missions.

The on-site registration will take place at Gate 1 of the Vienna International Centre (VIC) as follows:

- 1) Friday, 24 August 2012 from 12 noon to 4 pm;
- 2) Sunday, 26 August 2012 from 12 noon to 6 pm;
- 3) Monday, 27 August 2012 from 7.30 am to 5 pm; and
- 4) Tuesday, 28 August 2012 onwards from 8 am to 5 pm.

Based on the nominations received by the Secretariat, ground passes with photographs will be issued upon presentation of a valid ID with a photograph. Participants whose nominations have been submitted **after Friday, 24 August** should – in addition to a valid ID – present a copy of the nominations in order to obtain their ground passes.

In order to avoid lines at Gate 1 and to be on time for the official opening on Monday, 27 August, participants **are strongly encouraged** to avail themselves to the on-site registration facilities available as of Friday, 24 and Sunday, 26 August. Permanent Missions may collect the ground passes for all members of their delegations. In such cases, however, the designated collector will need to (a) be in possession of an appropriate authorization signed by the Resident Representative or the Chargé d’Affaires, and (b) be responsible for the delivery of the passes to all members of his/her delegation, as, **once collected, passes can neither be returned to the Registration Desk nor reprinted.**

### II. Visas

Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic representative of Austria as early as possible. Austria is a Schengen State and, therefore, visa applications should for a “Schengen visa” and must be submitted at least 4 weeks before entry into Austria. In States where Austria has no consular or diplomatic representation, visas can be obtained from a Schengen partner State representing Austria in the country in question.

Only in exceptional cases is the Agency able to assist participants who encounter difficulties in obtaining a visa. In such instance, all necessary information (full names as they appear in the passport, date of birth, nationality, type of passport, passport number, place and dates of issue and expiry, length of stay, arrival date, flight details and a short description of the problem encountered) should be sent, at least 4 weeks prior to the Meetings to: [J.Zellinger@iaea.org](mailto:J.Zellinger@iaea.org), with a copy to [B.Al-Madhi@iaea.org](mailto:B.Al-Madhi@iaea.org).

### **III. Hotel Accommodation and how to reach Vienna International Centre**

Information on hotel accommodation and about and how to reach Vienna International Centre can be found on the Secretariat's web site under heading "Other Information" at: <http://www-pub.iaea.org/iaeameetings/>.