

## INFORMATION NOTE FOR PARTICIPANTS

### Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention)

#### CLOSED MEETING

#### Topical Meeting under the Joint Convention: Challenges and Responsibilities of Multinational Radioactive Waste Disposal Facilities

5 – 7 September 2016, Vienna, Austria

#### I. Registration

In order to facilitate the registration process, Contracting Parties to the Joint Convention are kindly requested to submit nominations for their delegations through the established official channels (i.e. respective Permanent Missions) not later than **25 August 2016**. The nominations should be then forwarded to the following email address: [Official.Mail@iaea.org](mailto:Official.Mail@iaea.org) with copies to the Scientific Secretary of the meeting, Ms Sandra Geupel (Email: [S.Geupel@iaea.org](mailto:S.Geupel@iaea.org)), and the Administrative Secretary, Ms Kristina Nussbaum (Email: [K.Nussbaum@iaea.org](mailto:K.Nussbaum@iaea.org)). The full names and complete contact details (including postal address, telephone/fax numbers, and email address) of designated participants should be provided.

It should be noted that this is a closed meeting for the Contracting Parties to the Joint Convention and it has been decided that a **dedicated colour ground pass** will be issued for all participants, including staff from the Permanent Missions.

Based on the nominations received by the Secretariat, ground passes with photographs will be issued upon presentation of a valid ID with a photograph. Kindly note that only holders of the dedicated colour ground pass will be allowed into the meeting room.

The on-site registration and photo badge issuance will take place at Gate 1 of the Vienna International Centre (VIC). Registration Desk at Gate 1 will open *from 8:00 to 10:00 a.m.* for collection of pre-printed badges and photo badge issuance *Friday 2 September 2016* and on *Monday 5 September 2016*.

In order to avoid lines at Gate 1 and to arrive on time for the official opening on **Monday 5 September 2016, 10 a.m.**, participants are encouraged to avail themselves to the on-site registration facilities available as of **Friday, 2 September 2016**. 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 be 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, as well as a copy of the first page, 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: [Joint-Convention.Contact-Point@iaea.org](mailto:Joint-Convention.Contact-Point@iaea.org).

## **III. Additional Information**

For additional information, please contact the Administrative Secretary of the meeting, Ms Kristina Nussbaum, under telephone number +43 1 2600 22677 or send her email to: [K.Nussbaum@iaea.org](mailto:K.Nussbaum@iaea.org).