



60 Years

IAEA *Atoms for Peace and Development*

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Revised version March 2017 – additional information under “conference material” and “exchange of information via USB sticks”.

Seventh Review Meeting of the Contracting Parties to the Convention on Nuclear Safety

IAEA Headquarters in Vienna, Austria
27 March to 7 April 2017

General Information and Logistics

Conference Location:	International Atomic Energy Agency (IAEA) Vienna International Centre (VIC) Wagramer Strasse 5 1400 Vienna, Austria Board Room B/M1, first floor, M Building Tel no: (+43) 1 2600-21303										
Registration:	In order to facilitate the registration process, Contracting Parties are kindly requested to submit the composition of their delegations that will attend the 7 th Review Meeting by not later than Friday, 17 March 2017 , to the following email address: M.Kobein@iaea.org , with a copy to Conventions.Contact-Point@iaea.org .										
	Registration is handled by the UN Security and Safety Service (UNDSS) with the issuance of a CNS colour coded photo badge.										
	In order to avoid lines at Gate 1 and to be on time for the official opening on Monday, 27 March 2017 at 10:00 a.m., participants are strongly encouraged to avail themselves of the on-site registration.										
	On-site registration and issuance of colour coded photo badges will take place at the VIC, Gate 1, on the following dates and times:										
	<table><tr><td>Thursday, 23 March</td><td>12.00 noon - 4.00 p.m.</td></tr><tr><td>Friday, 24 March</td><td>8.00 a.m. - 4.00 p.m.</td></tr><tr><td>Sunday, 26 March</td><td>12.00 noon - 4.00 p.m.</td></tr><tr><td>Monday, 27 March</td><td>8.00 a.m. - 4.00 p.m.</td></tr><tr><td>Tuesday, 28 March</td><td>8.00 a.m. - 4.00 p.m.</td></tr></table>	Thursday, 23 March	12.00 noon - 4.00 p.m.	Friday, 24 March	8.00 a.m. - 4.00 p.m.	Sunday, 26 March	12.00 noon - 4.00 p.m.	Monday, 27 March	8.00 a.m. - 4.00 p.m.	Tuesday, 28 March	8.00 a.m. - 4.00 p.m.
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Please be aware of the following:											
	- Since the Second Extraordinary Meeting held in August 2012, it was decided to introduce a dedicated colour coded photo badge for all participants, including staff from Permanent Missions in order to strengthen 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.6).										
	- Contracting Parties are requested to note that for security reasons all delegates will be required to have a CNS colour coded photo badge to attend the 7 th Review Meeting. They are therefore requested to provide an email address to: M.Kobein@iaea.org , with a copy to Conventions.Contact-Point@iaea.org . Delegates will be contacted by email in advance of the meeting for the purpose of uploading their photo.										
	- Permanent Mission staff with VIC badges will also require to obtain a CNS colour coded photo badge to attend the Review Meeting. <u>No exceptions will be made.</u>										

	<p>- Should you wish to designate a staff member to collect the CNS meeting badges on behalf of the Delegation, please note that this can only be done via a Note Verbale authorizing the staff member to collect the badges. The Note Verbale should be presented at the Registration desk at Gate 1. Please note the Registration times quoted above. In addition to presenting the Hard copy of the Note Verbale at the registration desk, please send an electronic copy to M.Kobein@iaea.org, with a copy to Conventions.Contact-Point@iaea.org. In such cases, however, the person designated to collect these is fully responsible for the delivery of the passes to the members of his/her delegation, since, once collected, passes <u>can neither be returned to the Registration Desk nor reprinted</u>.</p>
	<p>- All other delegates are requested to collect their passes in person from Gate 1.</p>
	<p>- Delegates are reminded to bring an identification document with picture to facilitate their entry to the VIC premises and the registration process.</p>
Opening Plenary Session	Monday, 27 March 2017, at 10:00 a.m.
Opening Country Group Sessions	Monday, 27 March 2017, at 13:45 p.m.
Final Plenary Session Starts	Monday, 3 April 2017, at 9:00 a.m.
Final Plenary Session Ends	Friday, 7 April 2017
Conference Material Paper smart:	<p>Delegates are reminded that documentation is available electronically on the CNS secure website, which will be updated regularly on a daily basis to publish related documents (PowerPoint presentations of National Reports, etc.)</p> <p>Delegates are urged to make full use of this service so as to reduce the costs to the Agency of printing and distributing hard copies of documents to the plenary and to the country group sessions.</p> <p>Before the opening plenary session, two complete set(s) of documents will be made available to each Contracting Party. Should revisions be made to the documents, please be informed that the updated versions will be made available on the CNS secure website.</p> <p>Following the paper smart concept, delegates are informed that at least <u>one day prior to their National Presentation, each Contracting Party is requested to provide an electronic copy</u> of it to the Secretariat. Please send it by email to Conventions.Contact-Point@iaea.org, with a copy to CNSweb.Contact-Point@iaea.org.</p> <p>Only this version will be made available in a printed format to each Contracting Party. Should revisions be made to the documents, please be informed that the updated versions will be made available on the CNS secure website only.</p> <p>We encourage, each Contracting Parties to make the last version of their presentation available on the secure website, under “information from Contracting Parties”.</p>
PowerPoint Presentations	<p>PowerPoint presentations can be displayed on either 4:3 or 16:9 aspect ratios. We advise you to choose and use only one of the two ratios for all presentations given during your PowerPoint presentation. We do not recommend the use of sound effects in your PowerPoint presentation as we cannot ensure the functionality in all meeting facilities.</p>

Exchange of information via USB sticks	<p>Please be informed that two virus scan kiosks will be available in the M building. In order to keep the IT environment safe for all users when exchanging information, please follow the below guidelines:</p> <ul style="list-style-type: none"> • Use the virus scan kiosks in M building before connecting your USB memory stick to an IAEA computer. • Have only the files that need to be exchanged saved on your USB memory stick, as a high number of saved files will increase the scanning time. Ex: 99MB data took only 15 seconds to scan • Do not use USB memory sticks handed out by exhibitors or vendors <p>Keep in mind that a truly safe USB memory stick doesn't exist and it has to be checked regularly for malware or viruses</p>
Interpretation:	<p>The working languages of the plenary sessions of the CNS are Arabic, Chinese, English, French, Russian and Spanish, and statements made in any one of these languages will be interpreted simultaneously into the other working languages.</p> <p>Interpretation will also be provided, in different language combinations, in some of the country groups.</p>
List of Participants:	<p>The list of participants will be made available in printed format (1 copy per delegation). The final list will be published on the CNS secure website.</p>
Accommodation:	<p>Participants must make their own travel and hotel arrangements. Hotels which are offering a reduced rate for the meeting are listed on the conference website. Please note that the IAEA is not in a position to assist participants with hotel bookings nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.</p>
Visa:	<p>Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic representative of Austria as early as possible.</p> <p>Austria is a Schengen State and, therefore, visa applications for a 'Schengen visa' must be submitted <u>at least four weeks before entry into Austria</u>. In States in which Austria has no consular or diplomatic representation, visas can be obtained from a Schengen partner State representing Austria in the country in question.</p> <p>Only in exceptional cases is the IAEA able to assist participants who encounter difficulties in obtaining a visa. In such instances, all necessary information (full name as it appears 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, <u>at least four weeks prior to the meeting</u> to: M.Kobein@iaea.org, with a copy to Conventions.Contact-Point@iaea.org.</p>
Internet Access:	<p>Wireless internet access is available on the conference premises.</p>
IAEA website:	<p>The following logistical information is available on the IAEA website: http://www-pub.iaea.org/iaeametings/ Guide to the Vienna International Centre (VIC); Hotel information; Vienna Information; Vienna Sightseeing; Vienna Metro Map.</p>
CNS secure website:	<p>Contracting Parties will be able to view Agendas, and PowerPoint presentations released before and during the event.</p>