

**7th Meeting of the Global Forum on Sustainable Energy (GFSE)
Energy Efficiency for Developing Countries - Strong Policies and New Technologies**

Vienna, 21 – 23 November 2007

CONFERENCE VENUE INFORMATION FOR PARTICIPANTS

Opening date and place of the session

1. The 7th Meeting of the GFSE will be held in the Vienna International Centre (VIC), Wagramerstrasse 5, 1220 Vienna. The session will open on Wednesday 21 November 2007, at 9:30 a.m. in the UNIDO Boardroom, 4th floor of Building C.

Registration of delegations and identification badges

2. Security regulations at the VIC require that all participants be registered in order to enter the VIC premises. Registration will take place in the Pass Office at Gate I on Wednesday 21 November 2007, from 8:00 a.m. onwards. **Participants have to show a valid photo ID card (identity card, passport) to gain access to the VIC.** Participants of the 7th Meeting of the GFSE are invited to register as early as possible and are requested to complete registration formalities by 9:30 a.m. in order to be on time for the opening meeting.

3. Upon registration, participants not already in possession of a VIC grounds pass will be issued VIC conference passes, in the appropriate categories, bearing their name and country of organization. The necessary photographs for the conference passes will be taken in the Pass Office at Gate I. For security reasons the display of conference/grounds passes is necessary for admittance to the VIC as well as to the conference premises.

Postal services

4. A post office on the first floor of Building C (ext. 4986) provides all regular postal services, including cable, fax and telephone services, Monday through Friday from 8:00 a.m. to 6:00 p.m. Cash transactions from 8:00 a.m. to 5:00 p.m.

Banks

5. Bank Austria-Creditanstalt has branches on the first floor of Building C and at the entrance of Building D, providing full banking services. Their office hours are Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 3:00 p.m. and Thursday from 9:00 a.m. to 5:30 p.m.

Medical services

6. Medical attention is available from the clinic operated by the Joint Medical Services located at the VIC, Building F, 7th floor (extension 22223 and, for emergencies 22222). Opening hours are from 8:30 a.m. to 12:00 p.m. Mondays to Fridays; and from 2:00 to 4:00 p.m. Mondays, Tuesdays, Wednesdays and Fridays. On Thursdays it is open from 2:00 to 3:00 p.m. In case of emergency the Medical service is available from 8:30 a.m. to 5:30 p.m., outside these hours, contact the Central Security Office, F0E21, ext. 3903.

Catering services, Evening receptions and Excursion

7. Coffee breaks will be served outside the UNIDO Boardroom twice a day for conference participants. Lunch will be served in the restaurant located in Building F on the entrance level. Detailed inform on the evening receptions and the excursion are available in the conference programme.

Travel services

8. American Express (COE) and Carlson WagonLit (FOE11 & COE13) are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m.

Access to the VIC

9. Participants coming by taxi are advised to leave the vehicle in the side lane (Nebenfahrbahn) of the Wagramer Strasse, register at Gate 1, walk across the plaza and enter the building via entrance "C". Participants coming by the "U-Bahn" metro on Line 1 (red) should get off at the "Kaisermühlen-Vienna International Centre", leave the station by the exit closest to the front of the train, enter VIC grounds at Gate 1, and proceed to the plaza and entrance "C".

Airport bus

10. An airport bus service operates to and from the Vienna International Airport, to the Vienna International Centre. Journey time is approximately 35 minutes.

Vienna Intern. Airport	Vienna International Centre	Vienna Intern. Airport
	6:35	6:55
7:30	8:05	8:25
9:00	9:35	9:55
10:30	11:05	11:25
12:00	12:35	12:55
13:30	14:05	14:25
15:00	15:35	15:55
16:30	17:05	17:25
18:00	18:35	18:55
19:30	20:05	

Use of mobile phones and laptops

11. Delegates are kindly requested to keep their cellular telephones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation and the recordings of proceedings.

12. The use of laptops in conference rooms causes similar problems. Delegates are kindly requested not to use laptops next to open microphones.

Adaptors and USB sticks

13. The Secretariat does not provide adaptors or USB sticks. Please take along accessories necessary for re-charging laptops, etc., and for transferring your presentation to PC provided in the conference room.

Smoking in the Vienna International Centre

14. The Vienna International Centre is a tobacco-free environment. Participants are encouraged to only smoke in the designated areas near the coffee bars in the second, fourth and seventh floor of the C-Building.