

Vienna, 3-5 September 2003

**INFORMATION FOR PARTICIPANTS AT THE
CONFERENCE ON FACILITATING THE ENTRY INTO FORCE
OF THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**

ORGANIZATION OF THE CONFERENCE

Date and Place

1. The Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty will be held from 3 to 5 September 2003 at the Austria Center Vienna (ACV), Bruno-Kreisky-Platz 1, 1220 Vienna.
2. The Conference will open on Wednesday, 3 September 2003, at 10 a.m. in Hall D at the U2 level of the ACV. Delegates are requested to be in their seats by 9.45 a.m.

Secretariat of the Conference

3. Until Tuesday, 2 September 2003, the Secretariat of the Conference may be contacted by telephone (+43 1 26030 6124), by fax (+43 1 26030 5953) or by writing to the following address:

Mr Shirchinjav Yumjav
Conference Services Section
Provisional Technical Secretariat
CTBTO Preparatory Commission
Room E0717
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria
Email: *shirchinjav.yumjav@ctbto.org*

As of Wednesday, 3 September 2003, all communications should be directed to the Protocol Officer, Mr Yumjav, at room U642 in the ACV (tel. +43 1 26030 6124, fax +43 1 26030 5953).

Credentials

4. In accordance with rule 3 of the draft rules of procedure (CTBT – Art.XIV/2003/1), the credentials of representatives of ratifiers and the names of alternate representatives and advisers should be submitted to the Secretariat of the Conference. Credentials should be issued by the Head of State or Government or by the Minister for Foreign Affairs. The credentials should be submitted to the Secretariat of the Conference (see paragraph 3 above), if possible, by 27 August 2003.

List of Participants

5. A list of participants will be prepared for the Conference on the basis of credentials and/or written lists of delegations that are provided to the Secretariat of the Conference. This information should be submitted to the Secretariat of the Conference (see paragraph 3 above), if possible, by 27 August 2003.

List of Speakers

6. The list of speakers for the general exchange of views by ratifiers and signatories on facilitating the entry into force of the CTBT will be opened at 10 a.m. on 20 August 2003. Delegations wishing to inscribe on the list of speakers are requested to contact the Secretariat of the Conference (see paragraph 3 above). As general guidance, it is assumed that speakers, at the discretion of the President, will talk for up to five minutes each.

Other States, Specialized Agencies, Related Organizations, Intergovernmental Organizations and Entities

7. Any State which, in accordance with Article XIV of the Treaty, has the right to sign the Treaty, but has not yet done so, may attend the Conference. Pursuant to rule 40 of the draft rules of procedure (CTBT – Art.XIV/2003/1), representatives of these States shall be entitled to attend open meetings of the Conference, to address the Conference under the agenda item allocated for this purpose (item 13 of the draft provisional agenda, CTBT – Art.XIV/2003/2), to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives to attend, as well as interest to address the Conference should be communicated to the Secretariat of the Conference (see paragraph 3 above).

8. Any specialized agency, related organization or intergovernmental organization having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly may apply to the Secretariat of the Conference to attend the Conference (see paragraph 3 above). Permission to attend will be extended on the decision of the Conference. Pursuant to rule 41 of the draft rules of procedure (CTBT – Art.XIV/2003/1), such a specialized agency, related organization or intergovernmental organization shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives should be addressed to the Secretariat of the Conference.

9. Any entity having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly and maintaining permanent observer missions or permanent offices at United Nations Headquarters may apply to the Secretariat of the

Conference to attend the Conference (see paragraph 3 above). Permission to attend will be granted on the decision of the Conference. Pursuant to rule 42 of the draft rules of procedure (CTBT – Art.XIV/2003/1), such an entity shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives should be addressed to the Secretariat of the Conference.

Non-Governmental Organizations

10. Any non-governmental organization (NGO) that wishes to attend the Conference may apply to the Secretariat of the Conference. Permission to attend will be granted on the decision of the Conference. Pursuant to rule 43 of the draft rules of procedure (CTBT – Art.XIV/2003/1), such an NGO shall be entitled to attend open meetings of the Conference, to receive upon request the documents of the Conference and to make available at its own cost written contributions on matters under consideration by the Conference. At the invitation of the President of the Conference, a representative chosen by NGOs attending the conference from among their number would be allowed to address the Conference under the agenda item allocated for this purpose (item 14 of the draft provisional agenda, CTBT – Art.XIV/2003/2). NGO press conferences must be sponsored by a State and be chaired by the sponsor. Letters expressing interest to attend the Conference can be addressed to:

Mr Christian Evertz
Public Information Section
Provisional Technical Secretariat
CTBTO Preparatory Commission
Room E0773
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria
Tel.: +43 1 26030 6108
Fax: +43 1 26030 5823
Email: christian.evertz@ctbto.org

Registration of Delegations and Identification Badges

11. Security regulations require that all participants be registered in order to enter the premises of the Vienna International Centre (VIC) and the ACV. Registration will take place in the Pass Office at Gate 1 of the VIC as of Monday, 1 September, and additionally at the U2 level of the ACV as of Wednesday, 3 September, from 8 a.m. to 4 p.m. Delegates arriving at the weekend can register on Monday, 1 September. Participants are invited to register as early as possible and are requested to complete registration formalities by 10 a.m. on Wednesday, 3 September, in order to be on time for the opening meeting.

12. Upon registration, participants not in possession of a valid VIC grounds pass will be issued with conference passes for the VIC and ACV in the appropriate categories, bearing their name and the name of their country or organization. The necessary photographs for the conference passes will be taken upon registration. For security reasons the display of conference and grounds passes is necessary for admittance to the VIC as well as to the conference premises in the ACV.

13. NGO and press representatives not in possession of a valid VIC grounds pass are requested to register at the ACV only, as of 3 September 2003. Press representatives not in possession of a valid VIC grounds pass must present their press card, a letter from their editor and one additional form of identification such as a driving licence.

14. NGO representatives not in possession of a valid VIC grounds pass but having consultative status with the United Nations Economic and Social Council (ECOSOC) should apply in advance in writing to the Public Information Section (see paragraph 10 above). The letter, bearing a letterhead, should be sent or faxed, and should list the names of the persons representing the NGO at the Conference. NGO representatives will be informed about the status of their request for accreditation as early as possible. They are requested to bring to registration a copy of the acknowledgement letter sent by the Secretariat of the Conference.

15. Special courtesy passes without photographs will be issued by the United Nations Security and Safety Section to Ministers participating in the Conference.

PTS Exhibition, “CTBT: A Global Verification Regime”

16. An exhibition by the Provisional Technical Secretariat (PTS) of the CTBTO Preparatory Commission on the CTBT verification regime will be on display from 3 to 5 September in Foyer D at the U2 level of the ACV. The exhibition will be officially launched by the President of the Conference and the Executive Secretary of the CTBTO Preparatory Commission from 12.30 to 1.15 p.m. on 3 September.

VERTIC Seminar, “Verifying the Nuclear-Test-Ban Treaty: Participation, Progress and Potential”

17. The Verification Research, Training and Information Centre (VERTIC), an NGO, will be holding a seminar on CTBT verification in Hall G/H at the U2 level of the ACV from 1.15 to 2.45 p.m. on 3 September.

Seminar on Benefits of the CTBT

18. A seminar on benefits of CTBT regime membership will take place in Hall G/H from 1.30 to 3.15 p.m. on 4 September. The seminar will involve a panel chaired by Mr Peter Marshall (United Kingdom). Three speakers from Africa, Latin America and Asia will provide regional perspectives on the benefits of CTBT regime membership, including a general overview of civil and scientific applications of verification technologies. Participation in the discussion to follow the presentations will be open-ended. Delegations are encouraged to take part in the seminar.

CONFERENCE PREMISES AND SERVICES

Seating Arrangements

19. Delegations will be seated in English alphabetical order. Each delegation will have two seats at the table and two seats immediately behind. Additional seating will be available at the back of the hall.

Simultaneous Interpretation and Distribution of Statements

20. The six official languages at the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in these languages will be interpreted into the other official languages. A representative may speak in a language other than one of the official languages of the United Nations if he or she informs the Secretariat of the Conference beforehand and provides for interpretation into one of the official languages. Delegates are requested to speak slowly, especially when reading prepared texts.

21. To facilitate the work of the interpreters, speakers are requested to submit in advance, and as early as possible, 10 copies of all prepared statements to the Secretariat of the Conference in room D447 at the ACV or to the Conference Officer in Hall D for distribution to the interpreters. Delegations wishing to have their statements distributed to States and organizations attending the Conference should provide a minimum of 200 copies to the Secretariat.

22. In all of the halls at the ACV, each seat is provided with a portable receiving set and a headphone. Participants are requested not to remove these from the meeting rooms so that the equipment may be checked and, if necessary, batteries reloaded before the next meeting.

Documents

23. The draft rules of procedure (CTBT – Art.XIV/2003/1) and the draft provisional agenda (CTBT – Art.XIV/2003/2) have been distributed. They can be accessed on the public web site of the CTBTO Preparatory Commission (www.ctbto.org), together with other relevant information about the Conference.

24. The documents distribution counter will be located adjacent to Hall D in the ACV. Each delegation will be provided with a distribution box for documents. Only one copy of each pre-session document will be provided per delegate. Participants are therefore requested to keep their set of documents throughout the session. Official documents of the Conference will be made available in the six official languages.

Information to the Media During the Conference

25. Facilities for media coverage will be available at the ACV. Media representatives with special requirements are requested to inform the Public Information Section (see paragraph 10 above) as far in advance as possible.

26. Press briefings by the Spokesperson for the Executive Secretary of the CTBTO Preparatory Commission will be given in the press briefings area (room D357, U2 level) of the ACV. This room can also be used for press conferences by Secretariat officers of the Conference and delegations. Requests for press conferences or briefings should be directed to the Spokesperson for the Executive Secretary or to the Public Information desk at the ACV.

Delegates' Working Area

27. A delegates' working area with eight PCs having standard software and Internet access will be located in room D445 at the U2 level in the ACV, adjacent to the documents distribution counter.

Use of Mobile Phones and Laptops

28. Delegates are kindly requested to keep their cellular telephones switched off inside conference rooms, as they interfere with the sound system, adversely affecting the sound quality of interpretation and the recordings of proceedings.

29. The use of laptops in conference rooms can cause similar problems. Delegates are requested not to use laptops next to open microphones.

Cloakroom

30. Delegates are kindly requested to leave their coats in the cloakroom adjacent to Hall D.

Photocopying Services

31. The Secretariat of the Conference is not in a position to provide photocopying services for delegations. Photocopies can be made at coin operated photocopying machines located in the VIC, on the seventh floor of Building C, at a cost of 8 cents (€0.08) per page.

Postal Services

32. A post office on the first floor of Building C of the VIC (tel. +43 1 26060 ext. 4986) provides all regular postal services, including cable, fax and telephone services, from Monday to Friday from 8 a.m. to 6 p.m. Cash transactions can also be made there. In the ACV, a post office providing the same services except for cash transactions is situated on the OE level and can be accessed by leaving the Conference level (U2) via the main entrance and re-entering the building at the OE level.

Banking Services

33. Bank Austria-Creditanstalt has branches on the first floor of Building C and at the 0E level of Building D in the VIC and provides full banking services. The office hours are: Monday to Wednesday and Friday from 9 a.m. to 3 p.m. and Thursday from 9 a.m. to 5.30 p.m.

Medical Services

34. Medical attention is available at the clinic operated by the Joint Medical Service and located on the seventh floor of Building F in the VIC (tel. +43 1 2600 ext. 22224 or, for emergencies, tel. +43 1 2600 ext. 22222). The opening hours are: Monday to Friday from 8.30 a.m. to 12 noon, Monday to Wednesday and Friday from 2 to 4 p.m., and Thursday from 2 to 3 p.m. In an emergency the medical service is available from 8 a.m. to 4.30 p.m.; outside these hours, the Central Security Office (room F0E21, tel. +43 1 26060 ext. 3903) should be contacted.

Catering Services

35. A restaurant, a cafeteria and a bar are located at the 0E level in Building F of the VIC. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations: tel. +43 1 26026 ext. 4877 between 9.30 and 11.30 a.m.). The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee counter in the cafeteria is open from 8 to 10 a.m. and from 11.30 a.m. to 3.30 p.m.

36. Coffee bars at the ACV are located in Foyers D and G/H. The coffee bar in Foyer D will be open from 9 a.m. to 6 p.m. and that in Foyer G/H from 9 a.m. to 4 p.m.

Travel Services

37. Two travel agencies in the VIC, American Express (room C0E01) and Verkehrsbüro (room F0E11), are at the disposal of participants for assistance with such matters as travel, sightseeing, car rental and excursions. They are open from Monday to Friday from 8.30 a.m. to 5 p.m.

Commissary Privileges

38. Commissary passes will be issued upon completion of registration formalities to Heads of government delegations.

39. Commissary cards will be issued to entitled participants in the Pass Office at Gate 1 of the VIC on Wednesday, 3 September, from 12 noon to 4 p.m., and on Thursday, 4 September, and Friday, 5 September, from 8 a.m. to 4 p.m.

Access to the Austria Center Vienna and the Vienna International Centre

Austria Center Vienna

40. Participants travelling to the ACV by taxi can stop directly in front of the main entrance. Those arriving at the ACV by underground transport (“U-Bahn”, U1 line), should alight at “Kaisermühlen – Vienna International Centre” and follow the signs to the ACV. The ACV is in the opposite direction to the VIC.

Vienna International Centre

41. Participants coming to the VIC by taxi are advised to stop in the slip road outside the VIC parallel to Wagramer Strasse. They should register at Gate 1, walk across the plaza and enter Building C. From there they should follow the signs through the VIC to the ACV. Participants coming by the “U-Bahn” (U1 line) should alight at “Kaisermühlen – Vienna International Centre” and follow the signs to the VIC. Having registered at Gate 1, they should proceed across the plaza to Building C and then through the VIC to the ACV.

42. Access to the VIC for participants coming by car is through Gate 3, where parking permits will be issued. Gate 2 can be used by holders of red parking stickers, such as staff from Permanent Missions. Gate 2 is open from 7.30 a.m. to 7 p.m. and Gate 3 is open at all times.

Parking Facilities

43. Parking facilities for delegations will be available at the VIC in garage P1 at levels –1 and –2. Upon registration, delegates requiring parking stickers should request them from Gate 3, presenting their conference pass (see paragraph 12 above) and car papers (“Zulassungsschein”). Such stickers, valid for the duration of the Conference, will allow access to the parking facilities. Only cars displaying such a sticker will be permitted to park in the garage. Delegates are requested to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the security officers in the VIC complex.

44. Limited parking facilities will also be available at the ACV. Tickets obtained upon entering the ACV garage may be exchanged at the ACV registration counter for an exit ticket.

Airport Bus Service

45. An airport bus service operates between Vienna International Airport and the City Air Terminal (Hilton Hotel) at a cost of €5.80 (including luggage). The journey time is approximately 20 minutes. Buses run every 20 minutes from 6.30 a.m. to 11.30 p.m. and every 30 minutes from 12 midnight to 6 a.m.

Reservation of Hotel Rooms

46. The Secretariat of the Conference regrets that it is not able to help participants make hotel reservations. It is suggested that participants reserve hotel rooms through their diplomatic missions or through travel agencies.

47. Participants who arrive in Vienna without a hotel reservation can arrange accommodation at Vienna International Airport at the travel desk located next to the information desk in the arrivals area. The travel desk is open from 8.30 a.m. to 9 p.m. daily.

Security

48. During the Conference, the Austrian authorities will be responsible for security outside the ACV and VIC premises. The United Nations Security and Safety Section will be responsible for security inside the ACV and VIC. Specific requests regarding security arrangements and related matters should be addressed to the Chief of the United Nations Security and Safety Section, room F0E08, United Nations Office at Vienna, P.O. Box 500, 1400 Vienna, Austria (tel. +43 1 26060 ext. 3901).

49. For security reasons, delegates are requested not to leave any luggage, briefcases or laptops unattended.