



AUSTRIAN RED CROSS



CONFERENCE INFORMATION NOTE

The Austrian Red Cross is looking forward to welcoming you in Vienna for the 8th European Regional Conference of the International Federation of Red Cross and Red Crescent Societies. In order to make your stay and conference participation as pleasant and fruitful as possible please find below some practical information on the conference and conference supporting events.

Visa

Participants from countries needing visa for entering Austria are kindly asked to state that in the online registration form. You will receive a personalised participation confirmation which you are kindly asked to present with your visa request to the Austrian foreign representation. Visa will be provided for conference participants free of charge as a courtesy of the Austrian authorities.

Participation fee

The participation fee covers the conference participation, all shuttle service incl. airport transfer, coffee breaks and meals as well as participation in the evening and social programme. There will be a reception in the City Hall on 13 April, a joint evening in a traditional Viennese "Heuriger" on 14 and a cultural event at Palais Ferstel on 15 April. Shuttle service will be provided to all those sites and back to the conference hotels.

Conference hotels

Information on the two conference hotels can be found for *Hotel Savoyen Vienna* on <http://www.austria-trend.at/Hotel-Savoyen-Vienna/en/> and for *Vienna Marriott Hotel* <http://www.marriott.com/hotels/travel/vieat-vienna-marriott-hotel/>. Please note that special rates have been agreed upon with both hotels (€184,- for single room per night, including breakfast and all taxes at Savoyen, and € 209,- for Vienna Marriott) and that both hotels offer **early booking rates until 7 January 2010** (164,- and € 189,- respectively). Please also note that these are special rates and will only be granted when booked via the conference online registration tool.

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FAX: +43 1 589 00-199, E-MAIL: office@redcross.at, www.redcross.at, BANKDETAILS: DONATIONS: PSK, Acc. 2.345.000 SORT CODE 60000

NATIONAL: RZB, Acc. 830.000 SORT CODE 31000, INTERNAT.: Investkredit Bank AG, Ac. 43214321432, SWIFT VBOEATWWINV, IBAN AT911816043214321432

UID-Nr.: ATU16370905, DVR-Nr.: 0416061, ZVR-Nr.: 432857691



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Arrival and travel details

Upon arrival at the airport and in the arrival hall you will find a highly visible conference welcome desk staffed by Red Cross volunteers. Please approach this desk and you will be taken care of and guided to the shuttle buses that will bring you to your conference hotels. Participants arriving by train will be welcomed and picked up at the railway station. These pre-organised shuttle transfers will be available on 12 and 13 April for arrivals as well as on 16 and 17 April for departures. *We would thus like you to provide your travel details which can be done either directly when registering for the conference online or by adding this information at a later stage via your registration access code.*

Registration and badges

All arrivals are supposed to have registered for the conference. You will get your photo-badge and conference bag either in the conference hotel by arrival or in the conference venue. Please note that only participants having the conference badge and wearing it visibly will be admitted to the conference venues.

Security

While Vienna is a safe place and in order with the security guidelines applicable for Movement events there will be security checks at the conference premises.

Shuttle service during the conference

There will be shuttle service between the conference facilities, the conference hotels and the locations of the social programme. At the same time, both hotels are located in proximity to the conference venue and can be reached by a 15 minutes walk passing the very city centre.

For any **questions** concerning organisational matters, please do not hesitate to contact us either by phone, Ms Katharina Randolf, +43 1 58900 312 or Ms Elin Baranyai-Ulvestad, +43 1 58900 317 or by mail conf2010@redcross.at.

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