ADMINISTRATIVE ARRANGEMENTS

CONTACTS
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IMPORTANT NOTE
There are very strict security arrangements at the Ministry of Finance.
To enter the building, EACH PARTICIPANT will be required to submit their passport / national identity card, and in exchange you will be given a visitor’s pass.
Please note that this visitor’s pass is only VALID FOR ONE DAY and will require renewal on a daily basis for each day that you are in attendance of the conference.
Given the time required to clear the security procedures, please ensure that you arrive 15 minutes prior to the start of the session.

EVENT REGISTRATION - TRAVEL AND ACCOMMODATION ARRANGEMENTS
There is no fee for participants to attend the workshop.
The World Bank Group will not cover travel and accommodation expenses for participants, nor expenses for visa/per diems/airport transfer or any other expenses of the invited party.

WORKING LANGUAGES
The working language of the event is English, no translation provided.

MEETING DOCUMENTS
Agenda for the event is attached. Other documents will be circulated at the event.
The event will be served with a breakfast, coffee breaks and lunch.

AIRPORT TRANSFER
From/to airport you can take a taxi (normal rate from €30 to €45) or train. There are two types of train:
1) CAT Airport – Wien Mitte, duration 16 min, goes to/from every 30 min. Cost €11
2) Airport – Prater, duration 30 min, goes to/from every 30 min. Cost €4.20 EUR
3) Shuttle bus, Airport – different stations, duration 20-40 min, goes to/from every 20 min. Cost €8
http://www.wien-konkret.at/reisen/flughafentransfer-wien-schwechat/
SOME BUSINESS TYPE HOTELS NEAR THE OFFICE AND DOWNTOWN:

**Marriott**
Parkring 12A, 1010 Wien
Tel: +43 1 515180, Fax: +43 1 515186736
Email: vienna.marriott.info@marriotthotels.com

**Hotel WANDL**
Petersplatz 9, 1010 Vienna
Tel.: +43 1 534 55 0, Fax.: +43 1 534 55 77
Email: office@hotel-wandl.com

**Novotel**
Aspernbrückengasse 1, 1020 Wien
Tel: +43 1 903 03 990, Fax: +43 1 90303555
Email: h6154-RE1@accor.com

**Intercontinental**
Johannesgasse 28, 1030 Wien
Tel: +43 1 711220, Fax: +43 1 7134489
Email: viehares1@ihg.com

**Starlight Hotels Wien**
Renngasse 13, 1010 Wien
Tel: +43 (1) 533 9989, Fax: +43 (1) 533 9989 11
E-Mail: reservation@starlighthotels.com

**Hilton am Stadtpark**
Am Stadtpark 1, 1030 Wien
Tel: +43 1 717000, Fax: +43 1 7130691
Email: reservations.vienna@hilton.com

**Hotel Pension Alla Lenz**
Halbgasse 3-5, 1070 Wien
Tel: +43 1 523 69 89-0, Fax: +43 1 523 69 89-55
Email: hotel@allalenz.com

**Metro**
U1 (red line) ‘Stephansplatz’ or ‘Karlsplatz’
U3 (orange line) ‘Stephansplatz’ or ‘Stubentor’
U2 (green line) ‘Stadtpark’ or ‘Karlsplatz’
Tram stops ‘Wien Oper’ or ‘Schwarzenbergplatz’ or ‘Weihburggasse’