



8TH MoU CONFERENCE

Vienna, 7-8 April 2025

Language professions
embrace change

GENERAL INFORMATION



United Nations
DGACM



Université Saint-Joseph de Beyrouth

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Conference venue and access

1. The Conference will take place, in person, at the United Nations Office at Vienna (UNOV), Vienna International Centre (VIC), in Conference Room 7, on the seventh floor of the C-Building, from Monday, 7 April, to Tuesday, 8 April 2025. For the parallel breakout sessions, one session will take place in Conference Room 7, the other in room C0713/15.

2. Online participation will be arranged for those who cannot travel to Vienna. In-person participation of partner universities is, however, highly encouraged to allow for a more interactive experience.

3. Access for persons with reduced mobility is available throughout the UNOV premises. Requests for information and assistance may be submitted to vicsecuritycoordinator@unvienna.org.

Registration and badges

4. In accordance with the invitation email, all participants need to be registered through the [Indico registration portal](#) by 10 March 2025.

5. The point of entry to the UNOV premises for meeting participants is Gate 1 of the Vienna International Centre. Participants will have to go through an initial security screening, after which

the badges will be issued at the registration counter located next to the Pass Office upon presentation of a valid photo ID, e.g., a national passport or laissez-passer.

6. The registration counter at Gate 1 will be open from 8 to 10 a.m. on Monday, 7 April. Participants arriving after that time will be able to obtain their badge from the Pass Office at Gate 1, which is open daily from 8 a.m. to 4 p.m.

7. Please note that the conference badges must be worn visibly while on the premises of the Vienna International Centre.

Visa assistance

8. Participants who require a visa to travel to Austria should indicate this when registering via the [Indico event website](#). Participants will be responsible for their own visa arrangements.

9. Following registration in Indico, a note verbale will be issued to participants to support their visa application. Participants will need to submit the note verbale along with their visa application to the respective Austrian Embassy/Consulate.

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How to reach the Vienna International Centre

10. Participants arriving at the Vienna International Centre by taxi are advised to ask to be dropped off in the side lane (“Nebenfahrbahn”) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance “C” and take the elevators to the 7th floor. Participants arriving by metro (U1 line) should get off at the “Kaisermühlen/Vienna International Centre” station, follow the signs marked “Vienna International Centre”, register at Gate 1, walk across Memorial Plaza and proceed to entrance “C”.

Dinner (optional)

11. An optional self-paid dinner is scheduled for Monday, 7 April at 7 p.m. Details will be shared with registered participants in due course.

Conference programme

12. The opening plenary will start promptly at 10 a.m. on Monday, 7 April 2025. For the complete Conference schedule, kindly refer to the provisional programme circulated with the invitation email and available on [Indico](#).

Interpretation

13. Simultaneous interpretation will be provided for plenary sessions in Arabic, Chinese, English, French, Russian and Spanish. Interpretation will not be provided for breakout sessions.

Remote participation

14. For participants registered to join the meeting remotely, the links to access the MoU Conference online will be shared by email closer to the opening day of the Conference. During plenary sessions, remote interventions will be possible in the six official languages of the United Nations — Arabic, Chinese, English, French, Russian and Spanish.

Sustainability and efficiency measures/availability of documentation

15. The MoU Conference is organized as a green meeting. Accordingly, no documentation will be circulated in paper form. Participants are encouraged to charge their devices on site at the VIC where the electricity supply is carbon neutral.

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Wi-Fi

16. UNOV provides free Wi-Fi in the conference and meeting rooms via the public Wi-Fi network WLAN-GUEST; no password is required.

Computers with Internet access

17. Working areas (“cyber corners”) with desktop computers equipped with standard software and Internet access will be available on the fourth Floor of the C-Building, opposite Board Room C.

Telephones and postal services

18. Telephones located in the meeting rooms are intended for calls within the VIC only. To make local calls in Vienna, dial first the country and city calling codes (+43 1). Incoming calls should be made to the UNOV switchboard (Tel: +43-1-26060-93).

19. A post office on the first floor of the C-Building provides all regular postal services, including a fax service, Monday through Friday, 9 to 11.15 a.m. and 12 to 5 p.m.

20. As a courtesy to other participants, mobile phones should be switched to silent mode during sessions.

Banks

21. Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the VIC. The office hours of Bank Austria are Monday to Friday, 8.30 a.m. to 3 p.m.

22. The United Nations Federal Credit Union (UNFCU) has a branch on the first floor of the C-Building, with advisory services. Please note that there are no UNFCU ATMs at the VIC. The office hours of the UNFCU branch are Monday to Friday, 8.30 a.m. to 4 p.m. (Thursday until 5 p.m.).

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Cafeteria, coffee and lunch facilities

23. During coffee breaks, tea, coffee and light snacks will be available outside Conference Room 7, on the seventh floor of the C-Building, on the right side of the coffee station.

24. The cafeteria is located on the ground floor of the F-Building. Prices range from 4 to 14 euros. It is open from 7.30 to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch).

25. The restaurant is located on the ground floor of the F-Building and is open from 12 to 2.30 p.m. Reservations can be made by calling +43-1-26060-4877 or by sending an e-mail to: restaurantVIC@eurest.at. Prices range from 15 to 20 euros.

26. The cocktail lounge is located on the ground floor of the F-Building and is open on Monday and Tuesday, 9 a.m. to 4 p.m.; Wednesday and Thursday, 12 to 8 p.m.; Friday, 12 to 9 p.m.

Medical services

27. The VIC Medical Service is located on the seventh floor of the F building and is available upon appointment from Monday to Friday, from 8.30 a.m. to 5.30 p.m. For emergencies call +43-1-26060-22222. Dial 22222 from an internal telephone.

28. The pharmacy is located on the seventh floor of the F building (F07 07). It sells over-the-counter and prescription drugs and is open from 10 a.m. to 5 p.m., from Monday to Friday. The internal extension is 21599.

29. For emergency assistance at other times, please contact the Security Duty Room on the ground floor of the F-Building, opposite the cafeteria (Tel: +43-1-26060-3903).

30. For any post-incident medical issues, or medical emergencies outside the VIC proceed immediately to the nearest hospital or, in severe cases, call 144 to reach the Austrian national medical emergency service.

Other amenities

31. Self-service coat stands are available outside the main room, Conference Room 7 on the seventh floor of the C-Building. This area is unattended, and UNOV takes no responsibility for any loss or theft of property left there. Participants are advised not to bring their luggage to UNOV or leave valuable items unattended in conference rooms. All inquiries concerning lost and found items should be addressed to the UNOV Security Duty Room (24 hours), located on the ground floor of the F-building opposite the cafeteria (Tel: +43-1-26060-3903).

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Practical information on Vienna

32. Accommodation in Vienna is in high demand throughout the year. Participants are therefore advised to make hotel reservations well in advance. Participants must select their preferred hotel and make their own reservations.

33. A list of hotel rates, issued by the United Nations Office at Vienna (UNOV), is available in the [Indico event page](#). When booking one of the hotels listed, please indicate that you will be attending a meeting organized by UNOV and specifically request the negotiated rate.

34. Further information about Vienna and hotels in the area can be found at <https://www.wien.info/en>.

Transportation

35. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

36. An airport bus service operates between the Vienna Airport and the city centre, “Morzinplatz” (U1/U4 metro station at Schwedenplatz), at a cost of 10.50 euros for a single journey, including luggage. Journey time is approximately 20 minutes. A bus service is also available from the Vienna Airport to the VIC at a cost of 10.50 euros with a journey time of approximately 40 minutes. More information is available at <https://www.viennaairportlines.at>

37. The direct City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) and the Vienna Airport. The fare is 14.90 euros for a one-way ticket and 24.90 euros with return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.08 a.m. to 11.38 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m. Further details are available on the website of the Vienna Airport: <http://www.viennaairport.com>.

38. There are also regular Austrian (ÖBB) train services between some Vienna city centre stations and the airport. For prices and routes please consult: <https://www.oebb.at/en/regionale-angebote/ueberregionale-angebote/anreise-zum-flughafen>.

39. Vienna has an efficient network of public transport, buses, trains, trams and underground lines which cover most of the city. The organizing host encourages you to make full use of this “greener” method of transportation. Further details can be found online at: <http://www.wienerlinien.at/>.

40. There are no parking facilities available for conference participants at the VIC.

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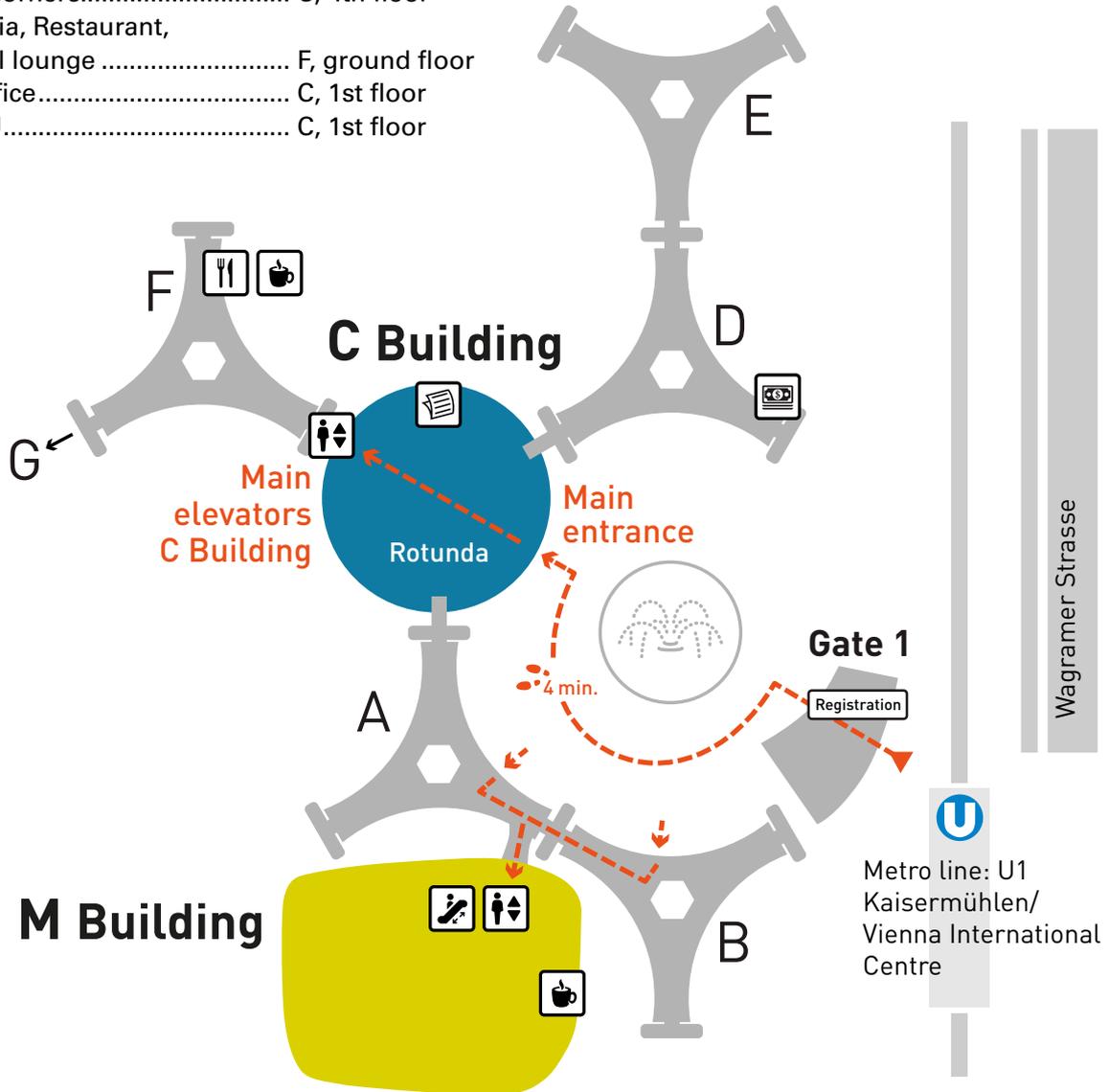


Vienna International Centre

Conference Room C7 C, 7th floor
 Conference Room C0713/15 C, 7th floor
 Cyber corners..... C, 4th floor
 Cafeteria, Restaurant,
 Cocktail lounge F, ground floor
 Post office..... C, 1st floor
 UNFCU..... C, 1st floor

Medical services F, 7th floor
 Visitors'centre..... Gate 1

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