



## SUSTAINABLE COOLING FORUM 8-10 April 2026 • Vienna, Austria

### LOGISTICAL NOTE

#### A. Date and venue

The Sustainable Cooling Forum will take place in Vienna, Austria, 8-10 April 2026. Participants may arrive starting from Tuesday, 7 April 2026.

The Forum on 8 and 10 April takes place at UNIDO Headquarters at the Vienna International Centre, Wagramer Strasse 5, 1400 Vienna (*Wien*).

On 9 April, the Forum takes place jointly with the International Vienna Energy and Climate Forum in the Hofburg Palace Conference Centre, Heldenplatz, 1010 Vienna (*Wien*).

#### B. Participants

The Forum will gather about 200 participants from the countries where UNIDO supports Member States and other stakeholders in implementing the Montreal Protocol and its Kigali Amendment and other cooling related projects.

#### C. Attendance and confirmation of participation

Attendance at the meeting is strictly on invitation and registration basis. Please reach out to the Montreal Protocol Unit [[montrealprotocol@unido.org](mailto:montrealprotocol@unido.org)] here for more information on the attendance.

#### D. Working language

The meeting will be conducted in English only.

#### E. Financial and administrative arrangements

UNIDO will provide financial assistance to nominated participants from developing countries (Article 5 parties to the Montreal Protocol) to cover costs related to travel and daily subsistence allowance (DSA). The financial and administrative arrangements will be made in accordance with UNIDO's rules and regulations. No separate claims will be considered.

**Travel:** UNIDO will provide airline tickets for the most direct and economical round-trip air tickets from participants' residence country to Vienna, Austria. Participants should await formal travel authorization. Under no circumstances should participants purchase their own ticket without such authorization. The participant shall cover any additional costs incurred as a result of deviation from the authorized route. UNIDO will provide air tickets based on the agreed itinerary and send these to participants. Once the ticket is approved by the participant, no changes will be possible.

**Daily subsistence allowance:** Participants must retain and hand in boarding passes related to the trip to the UNIDO officer responsible at the venue. The DSA will be distributed during the Forum at the location, as per the time suggested by the banking authorities. No additional claims can be considered. Please note that the

daily subsistence allowance for Vienna is 273 EUR per day (the rate subject to change and deductions in case of provision of meals or local transportation).

## F. Visa and passport requirements

Before leaving their home countries, international participants should complete all formalities regarding entry and transit visas, or travel permits that may be required for travel to Austria; as well as transit visas if necessary. UNIDO will provide visa assistance and visa issuance (letters to Embassies/ Note-Verbale) if required.

UNIDO does not take any responsibility for obtaining and/or providing visas. Detailed information about visa requirements is available from the website of the Ministry of Foreign Affairs, Austria.

<https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa/>

## G. Travel and health insurance

All participants should ensure that they have appropriate travel and medical insurance for travel to Austria and during the participation at the meeting. UNIDO will not cover any costs related to medical treatment, hospitalization or quarantine measures nor for additional accommodation or the rebooking travel due to health issues.

## H. Time of arrival and departure

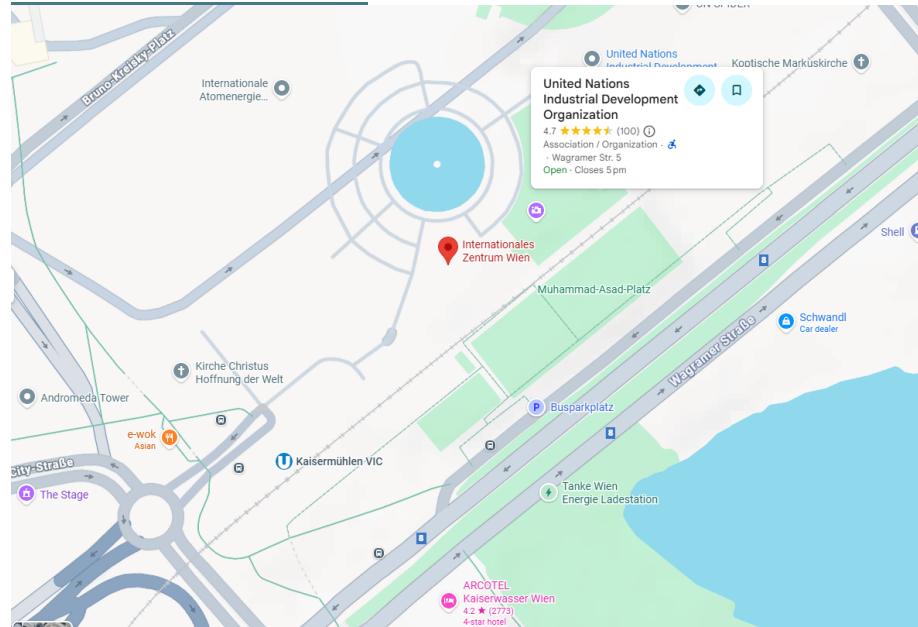
The participants are expected to arrive on 7 April and plan to leave on/after 10 April per their flight plans. The final session of the Forum will end at 17:30 pm. All funded participants are expected to attend all sessions of the Forum.

UNIDO will not be financially responsible for early arrivals or late departures. Participants should confirm their travel itineraries before their departure and provide UNIDO staff with all details of their scheduled arrival date and time in Austria, indicating flight numbers.

## I. Venue locations

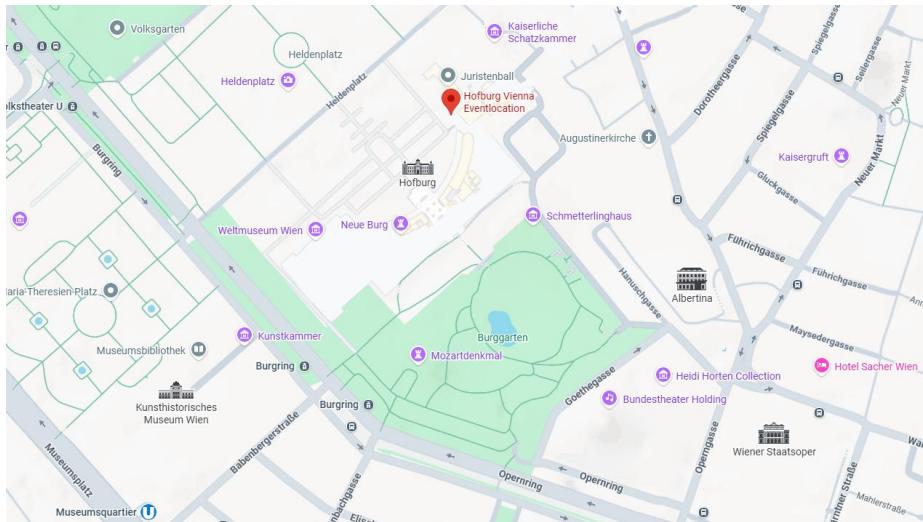
The Forum will take place in conference room C/4-BR-D. Building C, 4<sup>th</sup> floor, Boardroom D at the Vienna International Centre and Hofburg, Vienna.

### Vienna International Centre



**Directions:**

Underground line U1 to the “Kaisermühlen/Vienna International Centre” stop. Follow the signs to Gate 1 of the Vienna International Centre, (NOT Austria Centre) which is the main entrance of the venue.

**Hofburg Conference Centre, Heldenplatz 1010 Vienna****Directions:**

Underground line U1 stop: Stephansplatz and 10-minute walk

Underground line U2 stop: Museumsquartier and 8-minute walk

Tram line 1, 2, 71, D stop: Burgring and 5-minute walk

The public transportation in Vienna is extremely reliable, efficient, and safe. Tickets can be purchased for 80 minutes, 24 hours or 7 days. The tickets are valid for multiple forms of transport (Underground metro (U-bahn), Suburban fast train (S-Bahn), bus, and streetcar (tram). Tickets can be easily purchased at machines in each metro or train station or on the WienMobil app.

<https://www.wienerlinien.at/web/wl-en>

More info:

<https://www.unov.org/unov/de/vic.html>

**J. Security**

Meeting participants will undergo a security check every day at the main entrance of the VIC before entering the meeting venue.

**K. Registration and identification name badges**

Participants are requested to collect their badges at the registration desk located inside Gate 1 of the Vienna International Center on Wednesday, April 8, starting from 8 am onwards. Participants are required to wear their badges at all times, in a prominently visible manner as per the UN Security regulations during their presence in the Vienna International Centre.

## L. Transportation

### 1. From the Airport:

Vienna International Airport-Schwechat (VIE) is Vienna's main doorway to the city, used for international and domestic flights alike, and is located 22 km away from the city centre. DSA includes the cost of local transportation.

Transportation options from the airport:

**Buses** to the Vienna International Center and Schwedenplatz stop (11 EUR one-way or 20 EUR return). Tickets can be purchased online <https://www.viennaairportlines.at/en/>

**Trains** to City center – both connect with the Vienna transport network.

**City Airport Train** (14.90 EUR one-way or 24.90 EUR return)

Nonstop train from Airport to Wien-Mitte-Landstrasse stop (connects U3 and U4 underground lines and S Bahn) Tickets can be purchased online <https://www.cityairporttrain.com/en>. They are also available at the ticket machines at the airport train station.

**Regular Commuter train** (from 5.20 EUR) (Schnell Bahn number 7 "S7" and Austrian Railways-ÖBB Rail Jet)

S7 Train connects to U1 at Wien Praterstern stop;

Rail Jet trains connect to U1 at Wien Hauptbahnhof stop (Vienna Main Train Station).

Tickets can be purchased online <https://www.oebb.at/en>. They are also available at the ticket machines at the airport train station.

**Taxis** and private driver services, such as Uber and also offer transportation in Vienna. Please note that Uber is to be taken at a designed place at the airport, which is in front of the departure entrance on the second floor (Approximate 30-60 EUR depending on distance)

## M. Accommodation

Participants are responsible for arranging their own accommodation and are advised to do so in advance. Participants will pay for their rooms directly at the hotel.

DSA provided by UNIDO covers all accommodation costs. A list of hotels and rates is provided in section R. Please also consult any online booking platforms or travel agents: [www.booking.com](http://www.booking.com),

[www.tripadvisor.com](http://www.tripadvisor.com), [www.expedia.com](http://www.expedia.com), [www.airbnb.com](http://www.airbnb.com) or similar.

## N. Restaurants and cafes

Lunch breaks will be incorporated into the Forum schedule. Various catering services are available at the Vienna International Center and at the participants' own cost.

## O. Exclusions

UNIDO will not assume any responsibilities for the following expenditures in connection with participant's attendance.

1. Costs incurred by the participants with respect to travel insurance, accidental insurance, medical bills and hospitalization fees, in connection with their attendance of the Forum
2. Compensation in the event of death, disability or illness of the participants in connection with their attendance of the meeting;
3. Loss or damage of personal property of the participants while attending the meeting;
4. Purchase of personal belongings and compensations in the event of damage caused by them by climatic or other conditions;
5. Travel and any other costs incurred by dependents who might accompany the participants;
6. Incidental costs incurred in home country in connection with travel abroad, such as costs of passport, visas, inoculations or travel to and from the airport in the home country;

7. Purchase of personal belongings and compensations in the event of damage caused by climatic or other conditions;
8. Compensation for salaries and any related allowance/social benefits during period of the event and associated travel times;
9. Other unforeseen expenditures.

## P. About Vienna, Austria

English: <https://www.wien.info/en>

French: <https://www.wien.info/fr>

Spanish: <https://www.wien.info/es>

### Climate

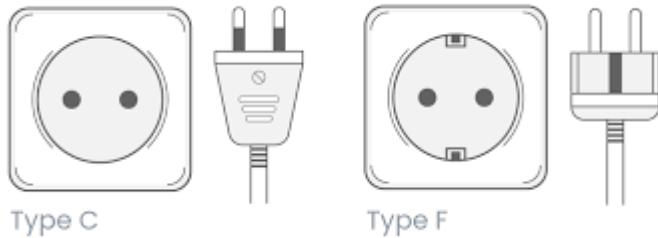
The average temperature for Vienna in April is 10°C, with average highs of 17°C and lows of 6°C.

### Currency

The local currency is the Euro. The indicative exchange as of January 2026 is: 1 Euro = 1.17 USD.

### Electricity

The voltage is 220 V with a frequency of 50 Hz. The plugs used in Vienna are C or F type.



## Q. Hotel list

Subject to direct reservation with hotels;

All rates include taxes, services and breakfast, unless otherwise indicated.

All rates are subject to change

### *Austria Classic Hotel Wien\*\*\**

Metro station: Close to U1 Nestroyplatz or Praterstern

Address: Praterstrasse 72, 1020 Vienna

Tel: (43-1) 211 30-0, Fax: (43-1) 211 30-72

Email: [info@classic-hotelwien.at](mailto:info@classic-hotelwien.at)

Website: [www.classic-hotelwien.at](http://www.classic-hotelwien.at)

Single room: EUR 152, Double room: EUR 169 including breakfast, service and taxes

### *ARCOTEL Kaiserwasser \*\*\*\**

Metro station: U1/Vienna International Centre, opposite VIC

Address: Wagramerstrasse 8, 1220 Vienna

Tel: (43-1)52165 813, Fax (43-1) 52165 810

Email: [book@arcotel.com](mailto:book@arcotel.com)

Website: [www.arcotel.at/kassierwasser](http://www.arcotel.at/kassierwasser)

Single room: EUR 157, Double room: EUR 186 including service, breakfast and taxes

### *Hotel Erzherzog Rainer\*\*\*\**

Metro station: U1/Taubstummengasse

Address: Wiedner Hauptstrasse 27-29, 1040 Vienna

Tel: (43-1) 22111, Fax: (43-1) 21150519

Email: [rainer@schick-hotels.com](mailto:rainer@schick-hotels.com)

Website: [www.schick-hotels.com](http://www.schick-hotels.com)

Single room: as of EUR 156, Double room: EUR 200 including breakfast, service and taxes,

***Mercure Wien Zentrum \*\*\*\*(Accor Hotel)***

Metro station: U4/Schwedenplatz

Address: Am Fleischmarkt 1a, 1010 Vienna

Tel: (43-1)534601230

Email: [h0781-re@accor.com](mailto:h0781-re@accor.com), [debora.vasiljevic@accor.com](mailto:debora.vasiljevic@accor.com)

Website: <https://all.accor.com/hotel/0781/index.en.shtml>

Single room: EUR 192, Double room: EUR 227 including breakfast, service and taxes

***Mercure Wien City \*\*\*\* (Accor Hotel)***

Metro station: U4/Schwedenplatz

Address: Hollandstrasse 3, A-1020 Wien

Tel: (43-1)213-13

Email: [h1568-RE@accor.com](mailto:h1568-RE@accor.com), [kerstin.wallner@accor.com](mailto:kerstin.wallner@accor.com)

Website: <https://all.accor.com/hotel/1568/index.de.shtml>

Single room: EUR 173, Double room: EUR 199 including breakfast, service and taxes

***Hotel Capricorno\*\*\*\****

Metro station: U1/Schwedenplatz

Address: Schwedenplatz 3-4, 1010 Wien

Tel: (43-1) 533 31 04-0, Fax: (43-1) 533 76 714

Email: [capricorno@schick-hotels.com](mailto:capricorno@schick-hotels.com)

Website: [www.schick-hotels.com](http://www.schick-hotels.com)

Double room: EUR 233 including breakfast, service and taxes

***Henriette Stadthotel\*\*\****

Metro station: U1/Nestroyplatz

Address: Praterstrasse 44-46, 1020 Vienna

Tel: (43-1) 214 84 04, Fax: (43-1) 214 27 85

Email: [hello@hotelhenriette.at](mailto:hello@hotelhenriette.at)

Website: [www.hotelhenriette.at](http://www.hotelhenriette.at)

Single EUR 129, Double room: EUR 160 including breakfast, service and taxes

***Hotel Am Parkring\*\*\*\****

Metro station: U3/Stubentor or U4/Stadtpark

Address: Am Parkring 12, 1015 Vienna

Tel. (43-1) 514 80-0, Fax: (43-1) 514 80-40

Email: [parkring@schick-hotels.com](mailto:parkring@schick-hotels.com)

Website: [www.schick-hotels.com](http://www.schick-hotels.com)

Single room as of EUR 223, Double room EUR 301 including breakfast, service and taxes

***Hotel Marriott\*\*\*\****

Metro station: U4/Stadtpark, U3/Stubentor

Address: Parkring 12a, 1010 Vienna

Tel: (43-1) 515 18-53, Fax: (43-1) 515 18-6722

Email: [vienna.marriott.reservations@marriotthotels.com](mailto:vienna.marriott.reservations@marriotthotels.com)

Website: <https://www.marriott.com/en-us/hotels/vieat-vienna-marriott-hotel/overview/>

Deluxe Room single EUR 351, Deluxe Room double EUR 391 including breakfast, service and taxes

***Austria Trend Hotel Europa Wien\*\*\*\****

Located in the centre of Vienna, a few stops with the underground from VIC

Metro station: U1/Stephansplatz, U4/Karlsplatz

Address: Kärtnerstrasse 18, 1010 Vienna Tel: (43-1) 515 94-0, Fax: (43-1) 515 94-888

Email: [europa.wien@austria-trend.at](mailto:europa.wien@austria-trend.at)

Website: [www.austria-trend.at](http://www.austria-trend.at)

Single room: EUR 239, Double room: EUR 262 including breakfast, service and taxes

**Hotel Wandl\*\*\***

In the centre of Vienna

Metro station: U1/Stephansplatz

Address: Petersplatz 9, 1010 Vienna

Tel: (43-1) 53 455

Email: [reservation@hotel-wandl.com](mailto:reservation@hotel-wandl.com)

Website: <https://www.hotel-wandl.com/en/>

Single room: EUR 144, Double room: EUR 244 including breakfast, service and taxes

**Hotel Anatol \*\*\***

Metro station: U3 Zieglergasse

Address: Webgasse 26, 1060 Vienna Tel: +(43-1)59996-0

Email: [reservierung.anatol@austria-trend.at](mailto:reservierung.anatol@austria-trend.at)

Website: <https://www.austria-trend.at/en/hotels/anatol>

Single room: EUR 120, double room: Euro 136 including breakfast, service and taxes

**Novotel Wien City\*\*\*\* (Accor Hotel)**

Metro station: U1/Nestroyplatz

Address: Aspernbrückengasse 1, 1020 Vienna Tel: (43-1)90303991

Email: [h6154-re@accor.com](mailto:h6154-re@accor.com)

Website: <https://all.accor.com/hotel/6154/index.en.shtml>

Single Room EUR 208, Double room: EUR 235 including breakfast, service and taxes

**Hotel beim Theresianum \*\*\***

Metro station: U1 Südtiroler Platz (direct line to VIC)

Address: Favoritenstrasse 52, 1040 Wien

Tel: (43-1)5051606

Email: [theresianum@austria-trend.at](mailto:theresianum@austria-trend.at)

Website: <https://www.marriott.com/en-us/hotels/viehx-four-points-flex-vienna-hauptbahnhof/overview/>

Single room: EUR 140, Double room: EUR 160 including breakfast, service and taxes

**Suite Novotel Wien Donau\*\*\*\* (Accor Hotel)**

Metro station: U1/Vorgartenstrasse

Address: Radingerstrasse 2, A-1020 Vienna

Tel: (43-1)245880

Email: [h3720@accor.com](mailto:h3720@accor.com)

Website: <https://all.accor.com/hotel/3720/index.en.shtml>

Single room: EUR 163, Double room: EUR 188 including breakfast, service and taxes

**Hotel Melia \*\*\*\*\***

Walking distance 350 m from VIC

Address: Donau-City-Strasse 7, 1220 Wien

Tel. +43 (0) 1 90 104 - 2041

Email: [reservations.melia.vienna@melia.com](mailto:reservations.melia.vienna@melia.com)

Website: [www.melia.com](http://www.melia.com)

Single room: EUR 182, Double room: EUR 222 including breakfast, service and taxes

**Hotel City Central\*\*\*\***

Metro station: U1/Schwedenplatz

Address: Taborstrasse 8, 1020 Vienna

Tel. (43-1) 211 05-0, Fax (43-1) 211 05-140

Email: [city.central@schick-hotels.com](mailto:city.central@schick-hotels.com)

Website: [www.schick-hotels.com](http://www.schick-hotels.com)

Double room EUR 181 including breakfast, service and taxes