SEMINAR SECRETARIAT

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General Information
Seminar Agenda
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NIS Staff Directory

GENERAL INFORMATION

Opening session: Monday, 7 October 2013, 10:00 in M5
Closing: Friday, 11 October 2013, 13:00 in M5

SEMINAR ROOMS: Opening and closing sessions will take place in room M5 in the M-building at the VIC. The entrance to the M-building is located on the ground floor between buildings A and B. The computer training room is F0683.

The room numbers indicate the building (first letter), the floor (first 2 digits) and the room number on that floor (last two digits). For example: F0604 is room number 04 on the sixth floor of building F.

HOW TO REACH THE VIC

By public transportation

The VIC can be reached with the underground (U-bahn) by taking the line U1 (marked in red on city maps) towards Leopoldau and getting off at the station Kaisermühlen - Vienna International Centre. Weekly tickets can be purchased from vending machines in all subway stations or at tobacco shops marked Tabak Trafik, and also at the VIC newspaper stand located in the Rotunda (Building C, ground floor). The weekly ticket is valid Monday through Sunday with unlimited use of all Viennese public transport facilities (U-bahn, bus, tramway, Schnellbahn). Single tickets may also be purchased from the vending machines located in subway stations, trams and busses and are valid for one single trip in one direction. Single tickets can also be purchased in batches of 5, 10, etc.
From Vienna Airport

Transportation from/to Airport Vienna

Vienna International Airport (VIE)

The journey time from the Vienna International Airport to Vienna is approx. 15 - 30 min. depending on the means of transport (train, bus or taxi). Keep in mind that the actual journey time may also depend on the traffic conditions, if you are going by bus or taxi.

By bus:

Airport bus of the Vienna AirportLines (busses right outside the arrival hall)

a) Vienna International Airport - Wien Schwedenplatz
The trip takes approx. 20 min. From Schwedenplatz you have access to the underground lines U1 and U4.
To the airport: from approx 05:00 to 23:30 every 30 minutes
From the airport: from approx 06:20 to 00:20 every 30 minutes

b) Vienna International Airport - UNO City / Vienna International Center (VIC)
The trip takes approx. 20 - 30 min. From Vienna International Center you have access to the underground line U1. The Vienna International Center is also one of the main conference venues. In that case you can go by bus directly from the airport to the conference or vice versa.
The bus stops also in Erdberg where you have access to the underground line U3. Furthermore it is possible to get on or off the bus at the Hotel Park Inn, at the Hotel Donauzentrum or at the Hotel NH Danube City along this route. In that case the trip will last accordingly longer.
From the VIC to the airport: from approx 06:00 to 19:00 every 60 minutes
From the airport to the VIC: from approx 07:10 to 20:10 every 60 minutes

c) Vienna International Airport - Westbahnhof (Vienna West Station)
The trip takes approx. 35 min. From Vienna West Station you have access to the underground lines U3 and U6.
To the airport: from approx 05:00 to 23:00 every 30 minutes
From the airport: from approx 06:00 to 00:00 every 30 minutes

Note: The Vienna AirportLines are not member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.

Taxi

Taxis from company “airportdriver” and “C&K” are waiting right in front of the arrival building of the airport.

By train: There are two alternatives to take the train. First option is the S-Bahn from the airport to the City Air Terminal located next to the Hotel Hilton. The train leaves every 30 minutes. The trip lasts approx. 25 minutes. Arriving at the City Air Terminal, change to the underground line U4 and then U1 (see info listed under “public transportation”) to get to the VIC. Second option is the City Airport Train (CAT), linking the airport with the city center. The trip lasts about 16 minutes. For further information, please visit the following web page: www.cityairporttrain.com.

1) Schnellbahn S7

The S7 is the regional railroad connection of the Austrian Federal Railways ÖBB between the Vienna International Airport and Vienna. The journey time from and to the station Wien Mitte / Landstrasse is about 24 min respectively, because the S7 stops at several stations along the way.
You have good access to the public transport network of Vienna at the stations Wien Mitte / Landstrasse (underground lines U3 and U4), Wien Nord / Praterstern (underground line U1) and Handelskai (underground line U6).

**Timetable S7**

From Wien Mitte to the airport: from approx 05:00 to 22:00 every 30 minutes

From the airport to Vienna: from approx 05:30 to 22:30 every 30 minutes

Note: Your ticket is also valid in the public means of transport of Vienna and you can use it for your trip to and from your hotel in Vienna.

2) City Airport Train CAT, http://www.cityairporttrain.com/

The City Airport Train is the non-stop connection between the station Wien Mitte / Landstrasse and Vienna International Airport. The ride takes approx. 16 min. From the station Wien Mitte / Landstrasse you have access to the underground lines U3 and U4.

If you are using the CAT you can check in your luggage at the City Air Terminal at the station Wien Mitte / Landstrasse.

**Timetable CAT**

From Wien Mitte to the airport: from approx. 05:30 to 23:00 every 30 minutes

From the airport to Wien Mitte: from approx. 06:00 to 23:30 every 30 minutes

Note: The CAT is not a member of the public transport network and you need an appropriate ticket if you change to or from public means of transport.

Further information for VIC meeting participants can be found at the following web site: http://www-pub.iaea.org/MTCD/Meetings/vicservices.asp

**REGISTRATION AT THE VIC:** IAEA meeting participants should arrive at the VIC one hour before the start of the meeting on the first day, in order to allow sufficient time for registration and issuance of grounds passes.

Upon arrival at Gate 1, meeting participants are requested to identify themselves with their national passport or a valid official identification document at the IAEA registration desk. Meeting participants should bring their invitation letter to facilitate the check-in process.

The UN Pass Office will issue a grounds pass with photo. Please note that it is mandatory to wear the grounds pass visibly at all times while on the VIC premises.

**FACILITIES:** In addition to a large cafeteria, a restaurant and a bar (building F, ground floor), there are two banks, two travel agencies, a post office and a newsagent in the VIC. Coffee machines on the 6th floor of the F building are available, and a coffee area is also available in the F building-7th floor- and the M building on the ground floor.

**Email, Telephone:** Computers with internet connection are available in most of the meeting rooms and in the IAEA Library. Two internet corners are located on the ground floor of building M. Wireless internet is available in common areas of building M. You may send emails from the computers in the training room F0683. International phone calls can be placed from the phone booths in the post office.

**INIS OFFICES** are located in building F, 1st floor in the IAEA Library area.

**LANGUAGES:** The seminar is in English. No interpretation facilities will be available.

**SOCIAL EVENT:** Monday, 7 October 2013, at 18:15 (see invitation).
## SEMINAR AGENDA

### Monday, 7 October 2013

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>09:00-9:45</td>
<td>Participants Register at the IAEA Registration Desk</td>
<td></td>
<td>VIC Gate 1</td>
</tr>
<tr>
<td>10:00-10:20</td>
<td>- Opening Session - Welcoming Message</td>
<td>Ms. Taghrid Atieh</td>
<td>M5</td>
</tr>
<tr>
<td>10:20-10:40</td>
<td>- Overview of the Seminar - Administrative matters</td>
<td>Ms. Taghrid Atieh</td>
<td>M5</td>
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<tr>
<td>10:40-11:00</td>
<td>Introduction by each participant</td>
<td>All participants</td>
<td>M5</td>
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<tr>
<td>11:00-11:30</td>
<td>Coffee Break</td>
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<tr>
<td>11:30-12:30</td>
<td>Roles of the national INIS Centre and the INIS Secretariat</td>
<td>Ms. Taghrid Atieh</td>
<td>M5</td>
</tr>
<tr>
<td>12:30-14:00</td>
<td>- Group photo - Lunch Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:00-16:30</td>
<td>- INIS input preparation: Introduction - Practical session: INIS input preparation - Bibliographic description, WinFIBRE, Case studies</td>
<td>Ms. Kristina Epperson, Ms. Fui Mien (Serene) Wong, Mr. Martin Bohatschek</td>
<td>F0683</td>
</tr>
<tr>
<td>16:30-16:45</td>
<td>Coffee Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:45-18:00</td>
<td>Practical session: INIS input preparation - Bibliographic description, WinFIBRE, Case studies (cont.)</td>
<td>Ms. Kristina Epperson, Ms. Fui Mien (Serene) Wong, Mr. Martin Bohatschek</td>
<td>F0683</td>
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<tr>
<td>18:15-19:45</td>
<td>Social event</td>
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### Tuesday, 8 October 2013

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<tr>
<td>09:00-10:30</td>
<td>Practical session: INIS input preparation - Bibliographic description, WinFIBRE, Case studies (cont.)</td>
<td>Ms. Kristina Epperson, Ms. Fui Mien (Serene) Wong, Ms. Rushna Shroff, Mr. Martin Bohatschek</td>
<td>F0683</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>Coffee Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45-12:45</td>
<td>Practical session: Preparation of NCL documents, Case studies, requirements</td>
<td>Mr. Germain St-Pierre, Mr. Branko Krznaric, Mr. Thomas Kalapurackal</td>
<td>F0683</td>
</tr>
<tr>
<td>12:45-13:45</td>
<td>Lunch Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:45-16:30</td>
<td>Practical session: Preparation of NCL documents, Case studies, requirements (cont.)</td>
<td>Mr. Germain St-Pierre, Mr. Branko Krznaric, Mr. Thomas Kalapurackal</td>
<td>F0683</td>
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<tr>
<td>16:30-16:45</td>
<td>Coffee Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:45-18:00</td>
<td>Wrap-up session: - INIS input preparation - Bibliographic description - Preparation of NCL documents</td>
<td>Ms. Kristina Epperson, Mr. Germain St-Pierre</td>
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## Wednesday, 9 October 2013

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<tr>
<td>09:00-10:00</td>
<td>Subject Categories and Scope Description</td>
<td>Ms. Marija Sejmenova</td>
<td>F0683</td>
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<tr>
<td>10:00-10:15</td>
<td>Coffee Break</td>
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<tr>
<td>10:15-11:15</td>
<td>Subject Analysis, Thesaurus and Computer Assisted Indexing (CAI)</td>
<td>Mr. Bekele Negeri</td>
<td>F0683</td>
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<tr>
<td>11:15-12:30</td>
<td>Practical session: Indexing &amp; Classification</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
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<tr>
<td>12:30-14:00</td>
<td>Lunch Break</td>
<td></td>
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<tr>
<td>14:00-15:30</td>
<td>Practical session: Indexing &amp; Classification using FIBRE</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
</tr>
<tr>
<td>15:30-15:45</td>
<td>Coffee Break</td>
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<tr>
<td>15:45-18:00</td>
<td>Practical session: Indexing &amp; Classification using CAI pre-processed records with FIBRE</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
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## Thursday, 10 October 2013

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<tr>
<td>09:00-10:00</td>
<td>Practical session: Indexing &amp; Classification using CAI pre-processed records with CAI</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
</tr>
<tr>
<td>10:00-10:15</td>
<td>Coffee break</td>
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<td>F0683</td>
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<tr>
<td>10:15-11:00</td>
<td>General principles of information retrieval and query formulation</td>
<td>Mr. Bekele Negeri</td>
<td>F0683</td>
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<tr>
<td>11:00-12:00</td>
<td>INIS Collection on internet: Introduction and main features</td>
<td>Mr. Domenico Pistillo</td>
<td>F0683</td>
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<tr>
<td>12:00-12:30</td>
<td>Practical session: Information retrieval from the INIS Collection on internet</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
</tr>
<tr>
<td>12:30-13:20</td>
<td>Lunch Break</td>
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<tr>
<td>13:20-14:00</td>
<td>Visit to the IAEA Library</td>
<td>Ms. Ah Win Daw, Mr. Thanos Giannakopoulos</td>
<td>F0146</td>
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<tr>
<td>14:00-15:30</td>
<td>Practical session: Information retrieval from the INIS Collection on internet</td>
<td>Mr. Bekele Negeri, Ms. Marija Sejmenova, Ms. Olga Vakula</td>
<td>F0683</td>
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<tr>
<td>15:30-15:45</td>
<td>Coffee Break</td>
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<tr>
<td>15:45-17:00</td>
<td>Practical session: Information retrieval from the INIS Collection on internet</td>
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<td>F0683</td>
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<tr>
<td>17:00-18:00</td>
<td>Sources of national literature</td>
<td>Ms. Taghrid Atieh</td>
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# Friday, 11 October 2013

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<th>Time</th>
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<th>Location</th>
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<tr>
<td>09:00-09:40</td>
<td>INIS Promotion and Outreach</td>
<td>Ms. Taghrid Atieh</td>
<td>M5</td>
</tr>
<tr>
<td>09:40-12:00</td>
<td>Open time for discussions/meetings with Section staff to be organised according to the participants needs</td>
<td>All participants and INIS staff</td>
<td></td>
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<tr>
<td>12:00-12:20</td>
<td>- International Nuclear Library Network (INLN)</td>
<td>Mr. Thanos Giannakopoulos/ IAEA Library</td>
<td>M5</td>
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<td>- IAEA Library Information Resources</td>
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<tr>
<td>12:20-12:40</td>
<td>Summary of participating members activities in INIS, and expectations</td>
<td>Ms. Taghrid Atieh</td>
<td>M5</td>
</tr>
<tr>
<td>12:40-13:00</td>
<td>Presentation of certificates</td>
<td>Mr. Dobrica Savic Ms. Taghrid Atieh</td>
<td>M5</td>
</tr>
</tbody>
</table>
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<table>
<thead>
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<th>Title</th>
<th>Tel</th>
<th>Room</th>
<th>Email</th>
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<tbody>
<tr>
<td>SAVIČ, Dobrica</td>
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<td>Clerk</td>
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<tr>
<td>INIS UNIT</td>
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<tr>
<td>ATIEH, Taghrid</td>
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<tr>
<td>SEJMENOVA-GICHEVSKA, Marija</td>
<td>Nuclear Information Specialist</td>
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<tr>
<td>VAKULA, Olga</td>
<td>Junior Nuclear Information</td>
<td>22841</td>
<td>F0132</td>
<td><a href="mailto:o.vakula@iaea.org">o.vakula@iaea.org</a></td>
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