



الوكالة الدولية للطاقة الذرية

国际原子能机构

INTERNATIONAL ATOMIC ENERGY AGENCY
AGENCE INTERNATIONALE DE L'ÉNERGIE ATOMIQUE
МЕЖДУНАРОДНОЕ АГЕНТСТВО ПО АТОМНОЙ ЭНЕРГИИ
ORGANISMO INTERNACIONAL DE ENERGÍA ATÓMICA

WAGRAMER STRASSE 5, P.O. BOX 100, A-1400 VIENNA, AUSTRIA
TELEPHONE: (+43 1) 2600, FACSIMILE: (+43 1) 26007, E-MAIL: Official.Mail@iaea.org, INTERNET: www.iaea.org

IN REPLY PLEASE REFER TO:
PRIERE DE RAPPELER LA REFERENCE:

DIAL DIRECTLY TO EXTENSION:
COMPOSER DIRECTEMENT LE NUMERO DE POSTE:

Information on Logistics of the International Conference on Issues and Trends in Radioactive Waste Management Vienna, Austria, 9 – 13 December 2002

**Location of the
Conference:**

International Atomic Energy Agency
Vienna International Centre (VIC)
IAEA Boardroom (C-04)
Wagramer Strasse 5
A-1400 Vienna, Austria
Telephone No: (+43) 1 2600-21330 or 21336 (during meeting)
Fax No.: (+43) 1 2600-29325

Registration:

The Registration Desk **at the VIC/Gate I** will be open on Monday, 9 December 2002, from 8:00 a.m. onwards and throughout the week of the Conference. Please bring with you identification documents and this letter to facilitate your entry to the meeting premises and to ensure prompt registration.

Registration is handled by UN Security with the issuance of a photo badge which is a time consuming process and **you are therefore advised to come to the VIC as early as possible**. The photo badge is needed for entrance to the VIC and has to be worn at all times on the VIC premises.

No registration fee is charged.

**Opening of the
Conference:**

Monday, 9 December 2002, 10:00 a.m.

Documentation:

A provisional programme is enclosed for your information.
The final programme and the book of contributed papers will be available in the pigeon holes upon registration.

Proceedings:

The Conference Proceedings will be published as soon as possible after the Meeting and can be ordered at a discount price during the Meeting.

Oral Presentations: It is preferred that oral presentations be made electronically using power point. Please inform me in advance if you wish to use other equipment such as overhead or slide projectors.

Side Events: A poster presentation session and sessions on two IAEA projects dealing with “Institutional Arrangements for Management and Disposal of High Level Waste and Spent Nuclear Fuel” and “Safety Assessment for Near Surface Radioactive Waste Disposal” have been arranged. In addition, an optional film programme is planned for which topical video material on all aspects of waste management is welcome. Anyone wishing to include a video in this programme should contact:

Mr. G. Linsley
Scientific Secretary
Division of Radiation and Waste Safety
P.O.Box 100
Wagramer Strasse 5
A-1400 Vienna, Austria
Telephone No.: (+43) 1 2600 22666
Telefax No.: (+43) 1 26007
E-mail: G.Linsley@iaea.org

Accommodation: Please complete the attached hotel reservation form and send it (preferably by return fax) **before 1 November 2002** to the following address:

AMERICAN EXPRESS Travel Service
VIC - Wagramer Strasse 5
A - 1400 Vienna, Austria
Tel: (+43) 1 2600 23041
Fax: (+43) 1 2600 23050
E-mail: Korherr@amex.at

Payment Conditions: American Express will confirm your reservation only upon receipt of your credit card number or deposit (see Hotel Reservation Form). Without a credit card number or a deposit the reservation cannot be guaranteed.

The IAEA is not in a position to assist you with hotel bookings nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings.

Visa: If you need a visa for entering Austria please follow the attached instructions.

Should you be unable to attend the Conference, please contact the IAEA Secretariat.