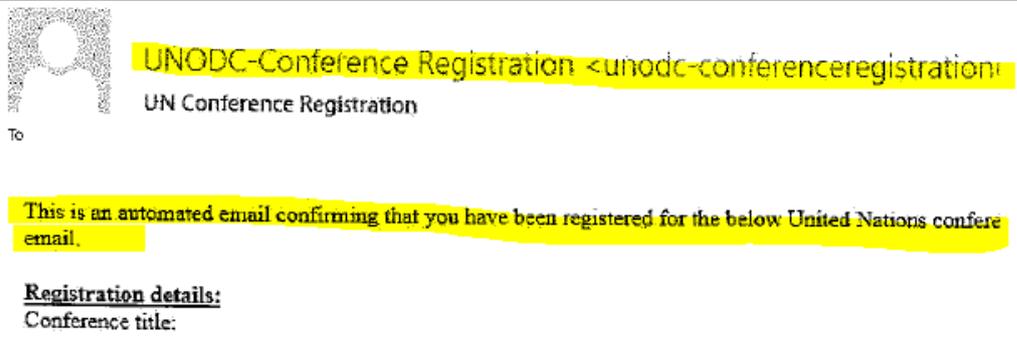


INFORMATION NOTE FOR PARTICIPANTS

Organizational Meeting for the Eighth Review Meeting of the Contracting Parties to the Convention on Nuclear Safety

IAEA Headquarters, Vienna, Austria
Vienna International Centre (VIC)
VIC Board Room (D), C Building, Fourth Floor
17 October 2018

General Information and Logistics

| | |
|-----------------------------------|--|
| Conference location: | Board Room D C Building, Fourth Floor Extension no: x 4621 |
| Registration: | <p>In order to facilitate the registration process, Contracting Parties are kindly requested to submit the composition of their delegations that will attend the 8th Organizational Meeting by not later than Friday, 5 October 2018, to the following email address:</p> <p>Convention-for-Nuclear-Safety.Contact-Point@iaea.org; Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org.</p> <p>Registration is handled by the UN Security and Safety Service (UNDSS) with the issuance of a CNS colour coded photo badge.</p> <p>Registered participants will receive an email from UNODC with instruction on how to upload a photo necessary to prepare the colour coded conference badge.</p>  <p>The screenshot shows an email header with the sender 'UNODC-Conferece Registration <unodc-confereceregistration@unodc.org>' and the subject 'UN Conference Registration'. The body of the email contains the text: 'This is an automated email confirming that you have been registered for the below United Nations conferece email.' Below this, there is a section titled 'Registration details:' with the label 'Conference title:'.</p> <p>To avoid lines at Gate 1 and to be on time for the official opening on Wednesday, 17 October 2018, at 10:00 a.m., participants are strongly encouraged to avail themselves of the on-site registration.</p> <p>On-site registration and issuance of colour coded photo badges will take place at the VIC, Gate 1, on the following dates and times:</p> <ul style="list-style-type: none">- Monday, 15 October 2018, from 12:00 noon to 3:00 p.m.;- Tuesday, 16 October 2018, from 8:00 a.m. to 3:00 p.m.; and- Wednesday, 17 October 2018, from 8:00 a.m. to 12:00 noon |
| Please be aware of the following: | |
| | <ul style="list-style-type: none">- Since the Second Extraordinary Meeting held in August 2012, it was decided to introduce a dedicated colour coded photo badge for all participants, including staff from Permanent Missions in order to strengthen the measures to enforce the confidentiality nature of the Convention meetings (in |

| | |
|---------------------------------------|---|
| <p>Registration continued:</p> | <p>accordance with Rule 20 of the Rules of Procedure and Financial Rules, INFCIRC/573/Rev.6).</p> <ul style="list-style-type: none"> – Contracting Parties are requested to note that for security reasons all delegates will be required to have a CNS colour coded photo badge to attend the Organizational Meeting for the 8th RM. They are therefore requested to provide an email address to: Convention-for-Nuclear-Safety.Contact-Point@iaea.org; Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org. Delegates will be contacted by email in advance of the meeting for uploading their photo. – Permanent Mission staff with VIC badges will also require obtaining a CNS colour coded photo badge to attend the meeting. <u>No exceptions will be made.</u> – Should you wish to designate a staff member to collect the CNS meeting badges on behalf of the Delegation, please note that this can only be done via a Note Verbale authorizing the staff member to collect the badges. The Note Verbale should be presented at the Registration desk at Gate 1. – In addition to presenting the Hard copy of the Note Verbale at the registration desk, please send an electronic copy to Convention-for-Nuclear-Safety.Contact-Point@iaea.org; Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org. In such cases, however, the person designated to collect these is fully responsible for the delivery of the passes to the members of his/her delegation, since, <i>once collected, passes can neither be returned to the Registration Desk nor reprinted.</i> – All other delegates are requested to collect their passes in person from Gate 1. – Delegates are reminded to bring an identification document with picture to facilitate their entry to the VIC premises and the registration process. |
| <p>Credentials:</p> | <p>According to Rule 8 of the CNS Rules of Procedure and Financial Rules (INFCIRC/573/Rev.6), the credentials of delegates, and the names of experts and advisers are to be submitted to the Deputy Director General, Head of the Department of Nuclear Safety and Security, Mr Juan Carlos Lentijo, in his capacity as Secretary of the Meeting, and credentials shall be issued by the Ministry for Foreign Affairs.</p> <p>In practice, the IAEA accepts credentials issued either:</p> <ul style="list-style-type: none"> - by an official of the Ministry for Foreign Affairs; or - by the Resident Representative of a Contracting Party; <p>provided they have been duly signed by one of these individuals.</p> <p>Therefore, in addition to the credentials issued by an official from the Ministry, a letter from and signed by the Resident Representative of a Contracting Party containing the title of the meeting and the name and title of the delegate may also be accepted as proper credentials. A copy of such a letter or an unsigned Note Verbale from the Permanent Mission would, however, not be sufficient.</p> <p>Contracting Parties are kindly requested to submit the credentials of delegates by not later than 10 October 2018.</p> |

| | |
|--|---|
| <p>Conference Material Paper smart:</p> | <p>Delegates are reminded that documentation is available electronically on the CNS secure website, which will be updated regularly to publish related documents.</p> <p>Delegates are urged to make full use of this service to reduce the costs to the Agency of printing and distributing hard copies of documents.</p> <p>Following the paper smart concept, delegates are informed that all presentations made during the Organizational Meeting will only be available on the secure website.</p> |
| <p>PowerPoint Presentations</p> | <p>PowerPoint presentations, if any, can be displayed on either 4:3 or 16:9 aspect ratios.</p> <p>We advise to choose and use only one of the two ratios for PowerPoint presentations. We do not recommend the use of sound effects as we cannot ensure the functionality in all meeting facilities.</p> |
| <p>Exchange of information via USB sticks</p> | <p>In case, you need to exchange information using USB sticks, please be informed that a virus scanner device will be available in Board Room D.</p> <p>To keep the IT environment safe for all users when exchanging information, please follow the below guidelines:</p> <ul style="list-style-type: none"> • Use the virus scanner before connecting your USB memory stick to an IAEA computer. • Have only the files that need to be exchanged saved on your USB memory stick, as a high number of saved files will increase the scanning time. Ex: 99MB data took only 15 seconds to scan. • Do not use USB memory sticks handed out by exhibitors or vendors. <p>Keep in mind that a truly safe USB memory stick doesn't exist and it must be checked regularly for malware or viruses.</p> |
| <p>Requests for Interpretation in Country Group Sessions:</p> | <p>During the Organizational Meeting, Contracting Parties are requested to submit their request for interpretation during Country Group Sessions.</p> <p>According to the Rules of Procedure and Financial Rules (INFCIRC/573/Rev.6, Rule 40.5.(b)), <i>“if Contracting Parties can substantiate that they would otherwise not be able to participate effectively in the discussions of the Country Group to which they are allocated, they can request - within the budget limits - interpretation from and into another working language during all sessions of the Country Group(the request shall be filed at the Organizational Meeting).”</i></p> |
| <p>List of Participants:</p> | <p>The list of participants will be published on the CNS secure website.</p> |
| <p>Accommodation:</p> | <p>Participants must make their own travel and hotel arrangements. Hotels which are offering a reduced rate for the meeting are listed on the conference website. Please note that the IAEA is not able to assist participants with hotel bookings nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.</p> |
| <p>Visa:</p> | <p>Participants requiring a visa to enter Austria should contact the nearest consular or diplomatic representative of Austria as early as possible.</p> <p>Austria is a Schengen State and, therefore, visa applications for a ‘Schengen visa’ must be submitted <u>at least four weeks before entry into Austria</u>. In States in which Austria has no consular or diplomatic representation, visas can be</p> |

| | |
|----------------------------|---|
| | <p>obtained from a Schengen partner State representing Austria in the country in question.</p> <p>Only in exceptional cases is the IAEA able to assist participants who encounter difficulties in obtaining a visa. In such instances, all necessary information (full name as it appears in the passport, date of birth, nationality, type of passport, passport number, place and dates of issue and expiry, length of stay, arrival date, flight details and a short description of the problem encountered) should be sent, at least four weeks prior to the meeting to:</p> <p>Convention-for-Nuclear-Safety.Contact-Point@iaea.org; Conventions.Contact-Point@iaea.org, with a copy to Official.Mail@iaea.org</p> |
| Internet Access: | Wireless internet access is available on the conference premises. |
| IAEA website: | <p>The following logistical information is available on the IAEA website:</p> <p>Guide to the Vienna International Centre (VIC) (https://www-pub.iaea.org/iaemeetings/GeneralInfo/Guide/VIC);</p> <p>Hotel information (https://www.iaea.org/sites/default/files/18/04/hotels-2018.pdf) and</p> <p>Vienna Metro Map (https://www-pub.iaea.org/mtcd/meetings/PDFplus/UBahnNetzWien.pdf).</p> |
| CNS secure website: | Contracting Parties will be able to view Agendas, and all presentations and documents released before and during the event. |