



**INTERNATIONAL
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General Conference

Second regular session

HOTEL ACCOMMODATION FOR DELEGATIONS

Note by the Secretariat

1. The attention of Governments is drawn to the fact that the second regular session of the General Conference is to be held in Vienna during the tourist season, and that consequently it will be difficult to secure the hotel accommodation they will require for their delegations. The Secretariat therefore suggests that it would be most advisable for reservations of all the hotel accommodation required to be made as soon as possible.
2. Since the Secretariat has no special facilities for obtaining hotel accommodation on a priority basis, it is suggested that it would be preferable for requests for reservations to be made direct to hotels. However, should any Government have difficulties in following this course, the Secretariat will be glad to provide such assistance as it can.
3. Requests for reservations should be addressed to:

The Division of Conference and General Services,
International Atomic Energy Agency,
Vienna I,
Austria.

As much of the following information as is relevant will be needed for each member of a delegation to be accommodated:

- A. Name
- B. Rank or title
- C. Proposed date of arrival in Vienna
- D. Any preference for particular hotels
- E. Accommodation needed: single bed or double bed, with or without a bath.
- F. Additional accommodation needed for adults or for children (whose ages should be given).

4. Although every effort will be made to meet Governments' wishes, the Secretariat cannot guarantee to provide all or any of the accommodation that may be requested. It will also be understood that all reservations made will be for the account of the Government concerned.
