

# Gender Equality and YOU

Young voices. Joint Initiative.

Vienna

11-12 October 2018

e 2 0  
u 1 8  
- a t

# Draft Agenda

## 11 October 2018

- |               |  |
|---------------|--|
| 14.30 – 19.00 | Conference <i>Gender Equality and YOU. Young Voices. Joint Initiative.</i> |
| 19.00 – 21.00 | Welcome Reception  |

## 12 October 2018

- |               |  |
|---------------|--|
| 09.00 – 17.30 | Conference <i>Gender Equality and YOU. Young Voices. Joint Initiative.</i> |
|---------------|--|

# Practical information

## Venue

The conference *Gender Equality and YOU. Young Voices. Joint Initiatives.* will take place at the Permanent Conference Center of the Austrian Presidency:

### **Austria Center Vienna**

Bruno-Kreisky-Platz 1  
1220 Vienna  
Austria

Participants can enter the Austria Center Vienna by the East Entrance which can be reached from the Metro station Kaisermühlen-Vienna International Center (VIC), Exit Schüttaustrasse (Underground line U1 – red) by crossing the Platz-der-Vereinten-Nationen (United Nations Square) and following the Aristides-de-Sousa-Mendes-Promenade. Located immediately following the security check in the entrance area on Level 0 is the accreditation desk for delegates. An escalator and elevators lead to Level -2, where the conference rooms are located.

## Pre-Registration

**To participate in the conference, you are kindly asked to fill out the online pre-registration at your earliest convenience.** Pre-registration will close once the maximum number of 250 participants has been reached or on 10 September 2018 at the very latest. Please note that the Presidency will allocate places following the date of pre-registration.

## Accreditation

Following your pre-registration you will receive a notification email confirming your attendance and including a link for the online accreditation system of the Austrian EU-Presidency.

**The accreditation will be open from 20 August to 27 September 2018.**

Technical queries regarding the accreditation system should be sent to [accreditation@eu2018.at](mailto:accreditation@eu2018.at).

For security reasons, only accredited participants will be admitted to the conference center upon presentation of a valid admission badge. The badge will be given to you at the registration desk on the conference day. It is non-transferable and participants are requested to wear the badges visibly. Please report the loss of a badge immediately to the conference organiser.

## Information on possible funding

This conference is co-funded by the European Commission. Funding for travel and accommodation is provided for one expert from public administration and one NGO representative from each EU Member State. While central nomination is not required, the Presidency encourages experts to coordinate amongst themselves as regards the funded places. The Presidency will otherwise allocate funding following the date of registration. Please note that only residents of an EU-member state can receive funding for travel and accommodation.

To receive reimbursement for the travel costs and accommodation for the conference, you are kindly asked to express your interest in the [online pre-registration](#). Please note that funding is subject to confirmation by the organisers via email after the pre-registration.

## Travel

### How to get to Vienna

*By Plane:* Vienna International Airport (Wien-Schwechat). Central flight information: +43 1 7007-22233; For information on the Vienna Airport, please visit [www.viennaairport.com](http://www.viennaairport.com)

*By Train:* Information on train schedules and ticket prices can be obtained from the Austrian Federal Railways (ÖBB) (+43 5 1717, [www.oebb.at](http://www.oebb.at)) or WESTbahn (+43 1 899 00, [www.westbahn.at](http://www.westbahn.at)).

### How to get from the airport to the Vienna city center

Participants attending events in Vienna are entitled to a free bus or train ticket sponsored by ÖBB Personenverkehr AG (Austrian Federal Railways) for the journey from Vienna International Airport to Vienna city centre or the Austria Center Vienna. The ticket is available at the ÖBB-Welcome Desk or the City Airport Train Counter upon presentation of a notification received by delegates from the Presidency Portal for Informal Events (PPI). Please note that the free tickets are only valid for a single journey between Vienna International Airport and Vienna city centre or the Austria Center Vienna. Tickets must be bought for onward trips as well as for the return journey to the airport.

*Train Connections:* The Austrian Federal Railways (ÖBB) run a Railjet service that connects Vienna Airport with Vienna Hauptbahnhof (main station) in approximately 15 minutes. There are also direct connections to the city center with rapid transit railway line S7. Tickets: single EUR 4.10 [www.oebb.at](http://www.oebb.at).

*Airport Shuttle Service:* The City Airport Train (CAT) offers a direct connection between Vienna Airport and the city center in 16 minutes (Wien Mitte train station –

Bahnhof Wien Mitte). Tickets: single EUR 12 / return EUR 21  
[www.cityairporttrain.com](http://www.cityairporttrain.com)

From Landstraße (Bahnhof Wien Mitte) underground station, you can reach the Austria Center Vienna by taking underground line U4 to Schwedenplatz station and then changing to underground line U1 line which will take you to Kaisermühlen-VIC station.

*Vienna Airport Lines:* Between 05:00 and 21:00, the Vienna Airport Line 3 offers a direct hourly bus service between Vienna Airport and Kaisermühlen-VIC station. From the airport bus terminal you reach the Austria Center Vienna within 35 minutes. Tickets: single EUR 8 / return EUR 13 [www.viennaairportlines.at](http://www.viennaairportlines.at)

*Taxis and Car Sharing:* It takes around 25 minutes to reach the Austria Center by taxi. [www.viennaairport.com/en/passengers/arrival\\_parking/taxis\\_limousines](http://www.viennaairport.com/en/passengers/arrival_parking/taxis_limousines)  
[www.viennaairport.com/en/passengers/arrival\\_parking/carsharing](http://www.viennaairport.com/en/passengers/arrival_parking/carsharing)

### How to get from the hotel to the Austria Center Vienna

The Austrian EU-Presidency is committed to promoting sustainability. The conference *Gender Equality and YOU* will be a “Green Event” and we therefore encourage all attendees to use public transport.

To get from the conference hotel (see details below) to the Austria Center Vienna you can use underground line U1 from Hauptbahnhof station which is within walking distance from the hotel (approx. 7 minutes). The line U1 (direction Leopoldau) will take to the Kaisermühlen-VIC station. The station is located next to the Austria Center Vienna.

When planning your itinerary please make sure to take into account the security procedure at the conference venue.

## Accommodation

The Austrian Presidency has pre-reserved accommodation at the [Hotel Motel One Vienna Hauptbahnhof](#) for all **participants funded by the organisers**.

A limited number of rooms has also been pre-reserved for the nights of 12 to 13 October. You can reserve an extra night through the pre-registration. Please note that the costs for an extra night will not be covered by the Presidency and are to be paid directly in the hotel.

All **self-financed participants** are kindly requested to make their own accommodation arrangements.

**Motel One Vienna Hauptbahnhof**  
Gerhard-Bronner-Straße 11  
1100 Vienna

Phone: +43 1 6020000

Email: [wien-hauptbahnhof@motel-one.com](mailto:wien-hauptbahnhof@motel-one.com)

## **Presidency Portal for Informal Events**

The Austrian presidency aims to have paper-less events. Therefore, printed documents will not be provided at the meeting. Information materials will be available online through the Presidency Portal for Informal Events (PPI). Following the accreditation, participants will receive an automatic e-mail asking them to register for the PPI. Registered participants will get access to all relevant documents for the conference via the PPI.

## **Practical Information on the Conference Venue**

### **Languages**

Please note that the conference will be held entirely in English, no interpretation will be available.

### **Childcare**

Childcare for children over three years can be provided at the conference venue on 11 and 12 October. Please note that this service is subject to a minimum number of five registrations. Therefore we kindly ask you to indicate in the accreditation system at your earliest convenience whether you would need childcare during the event. The organisers will confirm the availability of this service in September, depending on the number of registrations. For further information please contact [gender.equality@bka.gv.at](mailto:gender.equality@bka.gv.at)

### **Information Desk / IT Helpdesk / Meeting Point**

An information desk has been set up in Foyer D on Level -2. Please direct any questions regarding meetings as well as requests for technical support to the information desk team.

### **Facilities and Services**

Free Wi-Fi, computers, as well as photocopying and scanning facilities will be available.

### **Medical Care**

Medical assistance will be available at the conference center. The examination room is located on Level -2 in room -2.41.

### **Accessibility**

Information and contacts for people with disabilities can be found at [www.wien.info/en/travel-info/accessible-vienna](http://www.wien.info/en/travel-info/accessible-vienna). The permanent conference and media center in the Austria Center Vienna is fully accessible.

### **Security Regulations**

Please note that the security procedure at the conference venue will be similar to airport standards, e.g. liquids will be accepted only up to 100ml.

Items which are not allowed to be brought into the building in accordance with the conference center house rules or the rules laid down by the security authorities may be handed over for safekeeping to the security team members at the entrance. The items will be stored in safe bags and you may pick them up on your departure by presenting the tear-off slip given to you when you handed in the item.

### **Lost Property**

Lost property will be kept at the accreditation desk on Level 0 for a maximum duration of five working days. If the owner can be identified, the host ministry will, if possible, contact the owner and return the lost property item. If the owner cannot be identified and the lost property item is not collected within five working days from the accreditation desk, the item will be handed over to the Lost and Found Service of the City of Vienna where it can be collected during the opening hours listed in the following document: [www.wien.gv.at/verwaltung/fundservice/pdf/fundservice-en.pdf](http://www.wien.gv.at/verwaltung/fundservice/pdf/fundservice-en.pdf)

### **Cash Machines**

The nearest cash machines are located at the main entrance of the Austria Center Vienna as well as at the Raiffeisenlandesbank Niederösterreich-Wien AG, Donau City-Straße 6, Andromeda Tower, 1220 Vienna or at the BAWAG P.S.K., Wagramer Str. 5, 1220 Vienna.

### **Sustainable Event Management – Your Contribution**

The Austrian EU-Presidency is managing its events in a sustainable manner. We encourage you to help us protecting the environment:

- Choose an environmentally-friendly way for travels to and in Vienna.
- Turn off lights and electrical devices (TV, air conditioning, heating, computer, etc.) when you leave your hotel room.
- Recycle your waste (plastic drinking bottles, glass, paper, metal, batteries, etc.) by disposing of it in the containers provided at the conference center.
- If possible, use digital devices instead of paper.
- Use your own writing supplies.
- At the end of the event, place your badges in the container provided at the accreditation desk on Level 0.

Further information can be found at [www.umweltzeichen.at](http://www.umweltzeichen.at). If you have any questions, please contact Ms Alexandra Frei ([alexandra.frei@acv.at](mailto:alexandra.frei@acv.at)) of the Austria Center Vienna.

## Other practical information

### Austrian EU-Presidency Website

[www.eu2018.at](http://www.eu2018.at)

### Information on Vienna

Further information on Vienna and its cultural and recreational offers is available at <https://www.wien.info/en>. An interactive city map of Vienna is provided at [www.wien.gv.at/stadtplan/en/](http://www.wien.gv.at/stadtplan/en/)

### Public Transport

Vienna has a fully integrated public transport network. Between Monday and Friday, the underground, trams and buses run from approximately 5.00 until just after midnight. On Friday and Saturday as well as on the days preceding public holidays, the underground also runs throughout the night. Both during the week and at the weekend, NightLine buses complement the existing services as of midnight.

Prices: Single ticket EUR 2.40 / 24 hours EUR 8 / 48 hours EUR 14.10

EasyCityPass Vienna (1 week, including special offers for tourists) EUR 29.90

For further information on ticket prices and timetables, see [www.wienerlinien.at](http://www.wienerlinien.at).

### Currency

The currency in Austria is Euro.

### Banks and Credit Cards

EC cards as well as major credit cards are widely accepted in Austria.

General bank opening hours are:

Monday-Friday 08.00-15.00

Thursday 08.00-17.30

Many branches have extended opening hours of 09.00-18.00 Monday to Friday or 24-hour foyers.

### Local Time

Austria uses Central European Time (CET), which is GMT plus 1 hour (summer time – between March and October – is GMT plus 2 hours).

### Electricity



220 volt AC. Plugs and sockets conform to the European norm. It is advisable, however, to bring an adapter with you.

## Smoking

Smoking is prohibited in indoor public areas.

## Important Telephone Numbers

European emergency number	112
Fire	122
Police	133
Ambulance	144
Emergency doctor	141
Pharmacy emergency and night service	1455
Search for emergency dentists at	<a href="http://www.zahnaerztekammer.at">www.zahnaerztekammer.at</a>

## Dialling Codes in Austria

Austria: +43

Vienna: (0)1

## Foreign Representations in Austria

See [www.bmeia.gv.at/en/embassies-consulates/](http://www.bmeia.gv.at/en/embassies-consulates/)

## Visa Requirements (if relevant)

If applicable, a valid Schengen visa must be obtained before arrival in Austria. Delegates requiring an entry visa must submit their request to the competent Austrian authority at least three weeks before their expected travel date. In general, the competent authority is the Austrian embassy or consulate general in the country of residence of the applicant. It is recommended to consult the website of the embassy or consulate general in good time before the intended date of travel. For information on Austrian embassies and consulates general abroad, please see [www.bmeia.gv.at/en/embassies-consulates/](http://www.bmeia.gv.at/en/embassies-consulates/).

## Contact information

Please address your questions to the Division for Women and Equality in the Austrian Federal Chancellery at [gender.equality@bka.gv.at](mailto:gender.equality@bka.gv.at)



Federal Minister for Women,  
Families and Youth



Funded by the Rights, Equality and  
Citizenship (REC) programme of the  
European Union