



**OSCE Chairmanship Seminar
on Present State and Prospects of Application of Electronic Voting in the OSCE
participating States
16-17 September 2010**

Information Package

1. Venue and date

The Chairmanship Seminar on Present State and Prospects of Application of Electronic Voting in the OSCE participating States will be held on 16 - 17 September 2010 in Vienna. Sessions will convene at the Hofburg Congress Center (Neuer Saal, 2nd floor, Heldenplatz, A-1010 Vienna).

2. Registration/Accreditation

Registration will take place online at <http://www.osce.org/cio/> and participants are encouraged to register as early as possible. In case of any questions, please contact Ms. Anna Sierant at Anna.Sierant@odihr.pl or at tel.: +48 22 520 0627

Registration and collection of badges for access to the seminar premises will be available on Thursday, 16 September 2010, from 9.00 a.m. and throughout the seminar in the Hofburg Congress Centre, in Segmentgalerie, 1st floor.

3. Hofburg Congress Center

Plane: Vienna International Airport – Schwechat: 15km / 30min via Shuttle; 15min via City Airport Train to Wien Mitte/Landstrasse. Subsequently take the U4 (green line, in the direction of Hutteldorf) to Karlsplatz.

Train: South (Sudbahnhof) and West (Westbahnhof) Railway Station (3 km / 15 min)

Bus/Car: Follow signs towards “Zentrum” (City Center) / Hofburg

Underground: Herrengasse, Stephansplatz or Karlsplatz Stations (walking distance)

City Bus: Michaelerplatz Station (walking distance)

4. Documents and Guidelines for Debate

The intention is to develop a free-flowing discussion based on the keynote speeches of the opening session and short, introductory panel discussions in the beginning of each session. Prepared statements, background documentation, comments or other written materials may be submitted for circulation in advance or during the Seminar by the OSCE Documents Distribution Centre (documents@osce.org). This should not hinder the ad hoc discussion during meetings but contribute to better communication.

5. Languages

There will be simultaneous interpretation between the six OSCE official languages (English, French, German, Italian, Russian, and Spanish).

6. Technical equipment

The Neuer Saal at the Hofburg Congress Center will be equipped with technical facilities for power point presentations. The equipment consists of a large screen, projector, laptop (Microsoft Windows XP, office XP) with remote control, VCR (VHS, S-VHS), mini DV and DVD player, CD-player, floppy disk station and USB-port.

7. Transport

Participants will be required to make their own transport arrangements, at their own expense, both from the airport/train station to their hotels, and for the duration of their stay in Vienna. Taxis are readily available in the entire city. Moreover, Vienna has an excellent public transport network, which consists of the underground (U-Bahn), trams, buses and a fast running local train network (S-Bahn). It is inexpensive and reliable with most services running on a regular 4-10 minute interval. Tickets can be purchased at most main underground stations or in the tobacco shops (TABAK). Please note that daily tickets have to be validated in one of the blue stamp machines (Entwerter). If you are caught traveling on public transport without a ticket/or have forgotten to validate the one you bought, there is an instant cash fine of Euro 60 plus the price of the ticket.

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) and traffic conditions.

Transportation from the Airport to Vienna city centre:

Further information on the transfers Vienna Airport – Vienna city centre can be found on www.viennaairport.com.

Taxis: Taxis are waiting right in front of the arrival building of the airport. The fare depends on the destination in Vienna and is approx. 30.00 - 40.00 € otherwise taxis - for a pick up at the airport - can be booked in advance at a more moderate price from the company C&K (Tel: +43 1 44444 - price: €29 one way).

Trains:

a) City Airport Train (CAT) – to Vienna "Wien-Mitte" – Landstraße/Hauptstraße with access to the Underground (U-Bahn) and taxis:

www.cityairporttrain.at

The City Airport Train is the nonstop 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 05:38 to 23:08 every 30 minutes
- **from the airport** to Wien Mitte: from 06:05 to 23:35 every 30 minutes

Fare

- one way ticket for one adult: from 8.00 €
- round-trip ticket for one adult: from 15.00 €

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.

b) Schnellbahn (S1, S2 or S7) – to Vienna “Wien-Mitte-Landstraße Hauptstraße” with direct access to the Underground (Line U-4) and taxis.

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 04:56 to 21:56 every 30 minutes
- **from the airport** to Vienna: from 05:39 to 22:39 every 30 minutes

Fare

- one way ticket for one adult: 3.40 €

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.

c) Bus Services Vienna Airport Lines (2 lines)

Price :€ 6 one way; € 11 return

Busses go either to Morzzinplatz/Schwedenplatz or to Südbahnhof/Westbahnhof (both having access to the Underground). Please check before taking the bus.

The Vienna Airport Lines operate several bus lines between Vienna and the Vienna International Airport.

Wien Schwedenplatz - Vienna International Airport

The trip takes approx. 20 min. From Schwedenplatz you have **access** to the underground lines U1 and U4.

- to the airport: from 05:00 to 23:30 every 30 minutes
- from the airport: from 06:20 to 00:20 every 30 minutes

www.postbus.at – Tel: +43 (1) 7007-32300

8. Visas

Participants, if required under the Austrian law, can secure those at the nearest Austrian diplomatic or consular office, or any diplomatic or consular authority of any State participating in the Schengen Agreement and acting on behalf of Austria. Further details can be found on www.bmeia.gv.at.

Those, requiring a letter of invitation for visa application should address their requests to elke.lidarik@osce.org. The registration form/confirmation as well as a copy of the passport has be provided together with the request.

9. First Aid (In Vienna, dial 144 for an ambulance or “Rettungswagen”)

The First Aid Station in the Hofburg is located on the basement floor; about 70m from the main entrance and is open from 9:30 to 17:00. A nurse is available the entire time.

10. Mobile Phones, Laptops and Electrical Current

Participants from non-European countries are advised to check with their mobile phone providers whether their handset is compatible with the Austrian/European standard. Participants are kindly asked to keep their mobile phones switched off inside conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation. The use of laptops in conference rooms causes similar problems. Participants are kindly requested not to use laptops next to open microphones. The electrical current in Austria is 220 volts.

11. Accommodation

Participants are kindly requested to make their own travel arrangements, which will not be paid for by the OSCE. Hotel rooms are in constant demand in Vienna, therefore it is recommended that the reservations are being made as soon as possible. Participants are kindly invited to arrange for hotel rooms directly with the respective hotel. For your convenience, a list of hotels in Vienna is attached hereto (Annex 1).

Practical information about Vienna can be found at <http://www.hotels-austria.com/vienna-info/wien-practrestaurants.htm>.

12. Points of Contact

All questions regarding logistical and administrative issues should be addressed to Ms. Elke Lidarik (e-mail: elke.lidarik@osce.org; tel.: +43 1 51 436 6392).

HOTELS IN VIENNAOSCE Special Rate
No Special Rate Offered

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Vienna MARRIOTT Hotel	vienna.reservations@marriotthotels.com www.marriott.de (booking code: OSXC PPLUS NO 036544)	Parkring 12a, 1010 Wien	515 18 53	515 18 6736	€155 breakfast from €17.50
INTER- CONTINENTAL Wien	vienna@interconti.com www.intercontinental.at	Johannesgasse 28, 1037 Wien	711 22 26	711 22 344	€135/ €155 incl. breakfast
Hotel DE FRANCE	defrance@austria-hotels.at www.hoteldefrance.at	Schottenring 3, 1010 Wien	313 68-0	319 59 69	€132/ €152 incl. breakfast
Hotel HERRENHOF	reservation@herrenhof-wien.steigenberger.at www.herrenhof-wien.steigenberger.at	Herrengasse 10, 1010 Wien	534 04	534 04 100	€139 deluxe €169 breakfast €26
RADISSON SAS STYLE Hotel Vienna	infostyle.viennaradissonblu.com www.radissonblu.com	Herrengasse 12, 1010 Wien	22 78 00	22 780 79	Government rate €165/ €180 incl. breakfast
HILTON VIENNA PLAZA	Reservations.vienna@hilton.com www.hilton.at	Schottenring 11, 1010 Wien	313 90	313 90 2209	€129 €154 incl. breakfast
VIENNA HILTON	Reservations.vienna@hilton.com www.hilton.at	Am Stadtpark, 1030 Wien	717 14 000	717 00 11 000	€129/€154 incl. breakfast
HOTEL SACHER	Reservation.vienna@sacher.com	Philharmonikerstrasse 4. 1010 Wien	514 56-0	514 56-799	€199 buffet breakfast from €30
BEST WESTERN HOTELS WORLDWIDE	www.bestwestern.at , www.bestwestern.com , www.bestwestern-ce.com OSCE company ID: ID 01487680	Worldwide	505 47 06-11		

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Best Western Hotel KAISERHOF Vienna	reservation@hotel-kaiserhof.at www.hotel-kaiserhof.at	Frankenberggasse 10, 1040 Wien	505 17 01 81	505 88 75 88	€109 superior €132 incl. breakfast
Hotel AM PARKRING Wien (Schick Hotels)	parkring@schick-hotels.com www.schick-hotels.com	Parkring 12, 1010 Wien	514 80	514 80 40	€119/ €163 incl. breakfast
Best Western Hotel ERZHERZOG RAINER (Schick Hotels)	rainer@schick-hotels.com www.schick-hotels.com	Wiedner Hauptstr. 27-29, 1040 Wien	22 111	22 111 350	€98/ €138 incl. breakfast
Hotel CAPRICORNO Wien (Schick Hotels)	capricorno@schick-hotels.com www.schick-hotels.com	Schwedenplatz 3-4, 1010 Wien	533 31 04	533 76 714	€100/ €144 incl. breakfast
Hotel CITY CENTRAL Wien (Schick Hotels)	city.central@schick-hotels.com www.schick-hotels.com	Taborstrasse 8, 1020 Wien	211 05	211 05 140	€100/ €144 incl. breakfast
Hotel STEFANIE Wien (Schick Hotels)	sabine.pollak@schick-hotels.com www.schick-hotels.com	Taborstrasse 12, 1020 Wien	211 500	211 50 160	€113/ €147 incl. breakfast
Hotel AMADEUS	office@hotel-amadeus.at www.hotel-amadeus.at	Wildpretmarkt 5, 1010 Wien	533 87 38	533 87 38 38	€90-126 / € 162 incl. breakfast
Hotel ASTORIA (Austria Trend Hotels & Resorts)	astoria@austria-trend.at www.austria-trend.at	Kärntnerstraße 32-34, 1010 Wien	515 77	515 77 82	€123/ €153 incl. breakfast
Hotel JOHANN STRAUSS	info@hotel-johann-strauss.at www.hotel-johann-strauss.at	Favoriten Strasse 12, 1040 Wien	505 76 24	505 76 28	€88/ €125 incl. breakfast
Das TYROL	reception@hotel-tyrol-vienna.com www.das-tyrol.at	Mariahilferstraße 15, 1060 Wien	587 54 15	587 54 15 9	€129/ €165 incl. breakfast
Hotel REGINA (Kremslehner Hotels)	regina@kremslehnerhotels.at www.kremslehnerhotels.at	Rooseveltplatz 15, 1090 Wien	404 46	408 83 92	€79/ €109 incl. breakfast
GRABEN Hotel (Kremslehner Hotels)	graben@kremslehnerhotels.at www.kremslehnerhotels.at	Dorotheergasse 3, 1010 Wien	512 15 31	512 15 31 20	€79/ €109 incl. breakfast
Hotel ROYAL (Kremslehner Hotels)	royal@kremslehnerhotels.at www.kremslehnerhotels.at	Singerstraße 3, 1010 Wien	515 68 96	513 96 98	€79/ €109 Incl. breakfast

NH Hotels	m.kral@nh-hotels.com	Airport, Belvedere, Mariahilfe strasse	260 20 8110	260 20 8108	€95/ €110 incl. breakfast €80/ €80 excl. breakfast
Mercure Secession	H3532@accor.com	Getreidemarkt 5	58838	58838212	€95/ €110 incl. breakfast
Best Western Hotel DAS TIGRA	info@hotel-tigra.at www.hotel-tigra.at	Tiefer Graben 14, 1010 Wien	533 96 41	533 96 45	€104 / €142 incl. breakfast
Hotel MAILBERGER HOF	reception@mailbergerhof.at www.mailbergerhof.at	Annagasse 7, 1010 Wien	512 06 41	512 06 41 10	€80 - €95 incl. breakfast
Hotel MARC-AUREL	info@hotel-marcaurel.at www.hotel-marcaurel.com	Marc-Aurel-Straße 8, 1010 Wien	533 36 40	533 00 78	€99 - €159 (variable price) incl. breakfast

<i>name</i>	<i>booking e-mail address website</i>	<i>address</i>	<i>telephone</i>	<i>fax</i>	<i>sgl/dbl rate</i>
Pension NOSSEK & Co	reservation@pension-nossek.at www.pension-nossek.at	Graben 17, 1010 Wien	533 70 41	535 36 46	€76-80/ €120 incl. breakfast
Hotel ALPHA	alpha@austria-hotels.at www.hotelalpha.at	Buchfeldgasse 8 1080 Wien	403 52 91	403 52 91-62	€80/ €90 incl. breakfast
Hotel GRAF STADION	hotel@graf-stadion.com www.graf-stadion.com	Buchfeldgasse 5, 1080 Wien	40 55 284	40 50 111	€60-85/ €80-150
Hotel POST	office@hotel-post-wien.at www.hotel-post-wien.at	Fleischmarkt 24, 1010 Wien	515 83	515 83 808	€73/ €100 Apr-Oct €87/ € 100
Hotel SCHWEIZERHOF	office@schweizerhof.at www.schweizerhof.at	Bauernmarkt 22, 1010 Wien	533 19 31	533 02 14	€90/ €130 incl. breakfast
Hotel zur WIENER STAATSOPER	office@zurwienerstaatsoper.at www.zurwienerstaatsoper.at	Krugerstraße 11, 1010 Wien	513 12 74	513 12 74 15	€87-95/ €117-135
Hotel WANDL	reservation@hotel-wandl.com www.hotel-wandl.com	Petersplatz 9, 1010 Wien	534 550	534 55 77	Government rate €99/ €153
Hotel KÄRTNTNERHOF	info@karntnerhof.com www.karntnerhof.com	Grashofgasse 4, 1011 Wien	512 19 23	513 22 28 33	€80- 103/ €124- 157 incl. breakfast

Hotel DREI KRONEN	office@hotel3kronen.at www.hotel3kronen.at	Schleifmühlgasse 25, 1040 Wien	587 32 89	587 32 89 11	€69-99 - €79-148 incl. breakfast
CLIMA CITY Hotel	reservierung@climacity-hotel.com www.climacity-hotel.com	Theresianumgasse 21a, 1040 Wien	505 16 96	504 35 52	€75/ €90
Hotel AUSTRIA Wien	office@hotelaustria-wien.at www.hotelaustria-wien.at	Am Fleischmarkt 20, 1010 Wien	515 23	515 23 506	€83-95 - €114- 129 incl. breakfast
Hotel-Pension MUSEUM	info@hotelmuseum.at www.hotelmuseum.at	Museumstraße 3, 1070 Wien	523 44 26	523 44 26-30	€70/€125 Double for single use €85 incl. breakfast

