



Interparliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP)

Vienna, 11 - 12 October 2018

General Information

Conference Venue

ERSTE Campus
Am Belvedere 1
1100 Vienna

Registration and accreditation

- The Austrian Presidency has implemented an online registration system for all meetings. You are kindly requested to notify an Delegation Accreditation Officer (DAO) of your Chamber/Parliament (name, e-mail address and phone number) to: CFSP-CSDP-AT2018@parlament.gv.at.

Your DAO will receive a link to the registration system via e-mail, at which he/she can view the accreditation status in the system and make modifications among the registered persons until the registration deadline.

- Contact for technical support: accreditation@eu2018.at
- Every DAO is kindly asked to fill in the **online registration form** for the delegation no later than **4 October 2018**.
- Welcome desks will be open at the conference hotels on Wednesday, 10 October 2018, from 17:00 to 19:00, for delegates to pick up welcome bags and identity badges. Delegates arriving later will be able register at the conference venue on Thursday, 11 October 2018, from 9:00.
- **For security reasons, all participants are requested to wear their identity badges visibly at all times during the event.** If you lose your identity badge, please contact the organisers immediately.
- Delegates not staying at one of the recommended conference hotels are requested to notify the organisers at which of the conference hotels they would like to pick up their welcome bags and badges at the times indicated above. They are also welcome to join the transfer from this hotel to the conference venue or to the dinner.

Colour coding of the identity badges and lanyards:

Red	Head of delegation
Blue	Member of delegation
Green	Delegation staff
Yellow	Media
Orange	Interpreter
Grey	Speaker
Violet	Observer
White	Organisers, technical support

Hotels

Delegates are kindly requested to make **their own room reservations** as soon as possible in one of the hotels recommended below, using the reservation links and/or the booking codes indicated.

Block reservations have been made from 10 - 13 October at the following four hotels:

Grand Hotel

(80 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior, queen or twin-bedded	€ 150/€ 180
including	breakfast, WiFi, VAT
Check in/check out	15:00/12:00
Reservation deadline	10 August 2018
Cancellation deadline	48 hours prior to arrival

Please book directly on the [hotel website](#) using the Corporate Code: **CFSPDAT**.

Contact details Grand Hotel Wien:

Kärntner Ring 9

1010 Vienna

Phone: +43 (0) 1 515 80 0

Fax: +43 (0) 1 515 80 - 10

E-Mail: info@grandhotelwien.com

Website: <http://www.grandhotelwien.com/en/>

Steigenberger Hotel Herrenhof

(50 rooms)

Room type	Rate per night per room (single/double occupancy)
Superior	€ 185/€ 210
Deluxe	€ 205/€ 230
including	breakfast, WiFi, VAT
Check in/check out	15:00/12:00
Reservation deadline	12 September 2018: 80% of the pre-reserved room contingent expires 19 September 2018: end of reservation period
Cancellation deadline	21 days prior to arrival

[Click here](#) to book directly with the hotel.

Contact details Steigenberger Hotel Herrenhof:

Herrengasse 10

1010 Vienna

Phone: +43 (0) 1 53404 0

Fax: +43 (0) 1 53404 155

E-Mail: herrenhof-wien@steigenberger.at

Website: <https://www.steigenberger.com/en>

Le Meridien

(60 rooms)

Room type	Rate per night per room (single/double occupancy)
Classic Courtyard	€ 200/€ 220
including	breakfast, WiFi, VAT
Check in/check out	16:00/12:00
Reservation deadlines	10 July 2018: 40 % of the remaining contingent expires 29 August 2018: 40 % of the remaining contingent expires 12 September 2018: end of reservation period
Cancellation deadline	21 days prior to arrival

Click [here](#) to book directly with the hotel.

Contact details Hotel Le Meridien:

Robert-Stolz-Platz 1

1010 Vienna

Phone: +43 (0) 1 588 90 0

Fax: +43 (0) 1 588 90 3801

E-Mail: info@lemeridienvienna.com

Website: www.lemeridienvienna.com

Grand Ferdinand

(60 Zimmer)

Room type	Rate per night per room (single/double occupancy)
Comfort	€ 195
including	breakfast, WiFi, VAT
Check in/check out	14:00/12:00
Reservation deadlines	15 August 2018: one third of the remaining contingent expires 29 August 2018: 50% of the remaining contingent expires 12 September 2018: end of reservation period
Cancellation deadline	3 working days prior to arrival

Please book directly at the hotel by sending an email to reservations@grandferdinand.com indicating this booking code: **CFSP-CSDP**.

Contact details Hotel Grand Ferdinand:

Schubertring 10-12

1010 Vienna

Phone: +43 (0) 316 703 400

Fax: +43 (0) 316 703 400 88

E-Mail: reservations@grandferdinand.com

Website: www.grandferdinand.com

Transfers

- Delegations are kindly requested to make their own arrangements for transportation from and to the airport. Vienna International Airport (<http://www.viennaairport.com/en/passengers>) is located about 18 km from the city centre, which is approximately a 20 minutes' drive depending on traffic. You can reach Vienna by train ([City Airport Train](#) or [ÖBB Railjet Train](#)), [taxi](#) or bus ([Vienna Airport Lines](#)).
- The Austrian Parliament will provide transportation service for the delegates to and from the conference and dinner venues.

Languages

For the Interparliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP), simultaneous interpretation will be provided in English, French and German. A limited number of booths will be made available **on a first-come, first-served basis** to delegations wishing to bring their own interpreters. Please inform the organisers about the need for an interpreting booth in advance and no later than 31 August 2018.

Conference documents

Documents will be available on www.eu2018parl.at and at the conference secretariat during the meeting.

Media

The meeting will be broadcast as a live stream on www.eu2018parl.at in German and English, and the video will subsequently be made available in English on [youtube](#). Upon accreditation to the conference, you agree to transfer to the Republic of Austria, represented by the Austrian Parliamentary Administration, the non-exclusive, perpetual, irrevocable and worldwide right to your speech and/or statements and to all images and videos of you produced at the conference. This includes the right to sublicense, reproduce, modify, distribute, broadcast, publicly perform, publicly display and make available to the public in any form and in any medium, whether known or later developed

Smoking

Smoking is permitted only in designated smoking areas.

Contact/EU- and International Services of the Austrian Parliament

Ms Petra Rund
International Relations Department

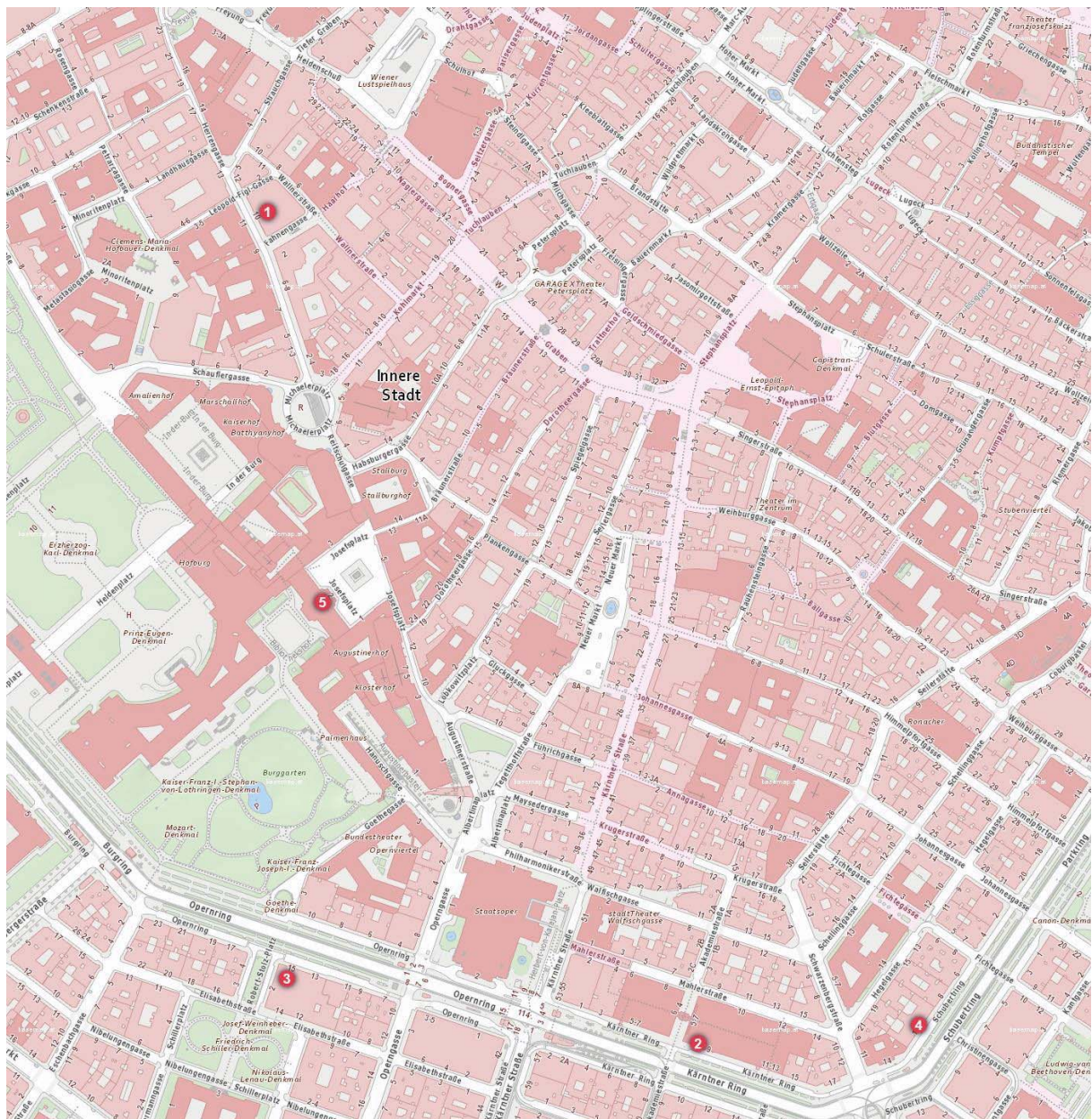
Ms Sandra Kusmierczyk
EU Participation and European Relations
Department

Ms Julia Krajcik
Protocol, Visits and Conference
Organisation Department

Ms Marlis Schmidt
Protocol, Visits and Conference
Organisation Department

Should you need further information, please contact:
CFSP-CSDP-AT2018@parlament.gv.at

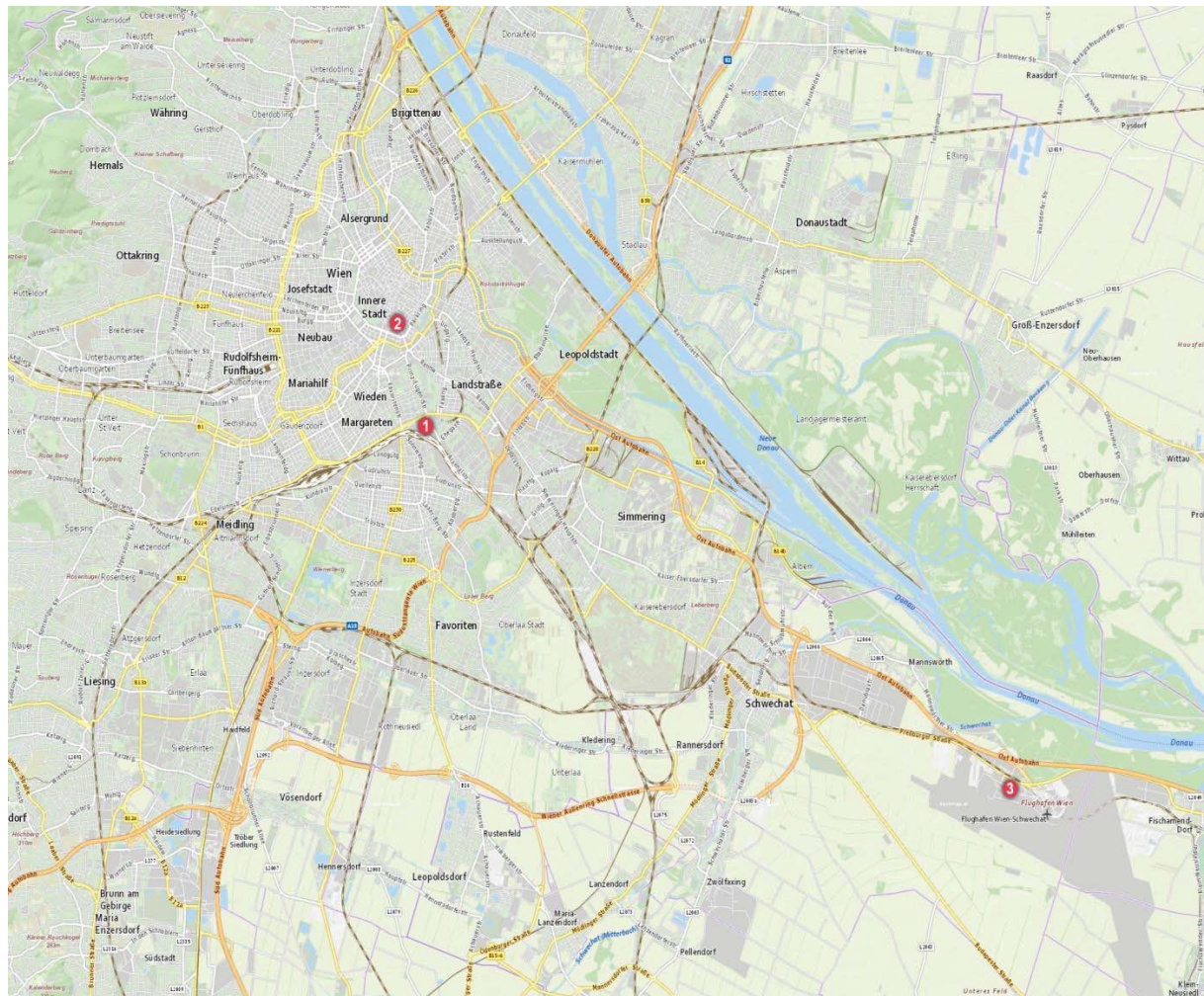
Map of city centre, hotels



Titles © [basemap.at](https://www.basemap.at)

- 1 Steigenberger Hotel Herrenhof
- 2 Grand Hotel
- 3 Le Meridien
- 4 Grand Ferdinand
- 5 Evening Event, Austrian National Library

Map of Vienna



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- ① ERSTE Campus, Am Belvedere 1
- ② Hotels
- ③ Vienna International Airport