

12 January 2017

English only

**Committee on the Peaceful
Uses of Outer Space
Scientific and Technical Subcommittee
Fifty-fourth session
Vienna, 30 January - 10 February 2017**

Information for participants

Opening date and place of the session

1. The fifty-fourth session of the Scientific and Technical Subcommittee of the Committee on the Peaceful Uses of Outer Space will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220, Vienna. The session will open on Monday, 30 January at 10 a.m. in **Board Room D**. The subsequent meetings of the Subcommittee will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Registration of delegations and identification badges

2. For security reasons, conference/grounds passes are necessary for admittance to the Vienna International Centre. Conference badges will be issued at the United Nations Security and Safety Section **Pass Office at Gate 1**. The Pass Office will be open from 8 a.m. to 4 p.m. Delegations are requested to indicate, in advance, the composition of their delegations to the Secretariat.

3. Pre-printing of the badges can be arranged if Permanent Missions send their accreditations to e-mail ooa@unoosa.org at least **one week** before the opening of the session, in electronic **word version** and providing **an e-mail address for each of the delegates**. If this information is provided, participants would be able to upload their pictures to the system. The photos should be JPG format and the size 2 x 2 inches (5 x 5 cm).

4. Participants without a valid grounds pass are kindly asked to enter via Gate 1, where they can have their badge issued. Participants should provide an appropriate form of identification at the entrance.

Documents

5. The documents for the fifty-fourth session of the Scientific and Technical Subcommittee will be available at the Documents Distribution Counter (pigeon

holes) adjacent to the Board Room D, and on the following web page: www.unoosa.org/oosa/en/ourwork/copuos/stsc/2017/index.html (case sensitive). The Journal will set forth the daily programme and other information related to the conduct of the session.

6. In accordance with the content of the note verbale sent to Permanent Missions in Vienna, dated 12 February 1996, pre-session documents, which have already been distributed to Permanent Missions, will not be included in the set provided to all participants at the opening of the session. However, in-session documents and conference room papers will be provided to delegates at the VIC, as appropriate. Delegates are kindly requested to bring with them the copies received at the Permanent and Observer Missions and keep them throughout the session.

Copies of the statements

7. Delegates are reminded that the work of the interpreters will be greatly facilitated if the **texts of statements** can be **provided to the conference officers** in Board Room D in advance of the delivery of the statements. At least 15 copies would be required for that purpose. Texts of statements should **not be sent to the Office for Outer Space Affairs**.

8. If delegations may wish to disseminate copies of statements and other informal papers at least 90 copies should be provided for distribution.

Postal service

9. A post office on the first floor of building C provides all regular postal services, Monday through Friday from 8 a.m. to 6 p.m.

Banks

10. The Bank Austria-Creditanstalt has a branch on the first floor of building C that provides full banking services. Bank hours are Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and Thursdays from 9 a.m. to 5.30 p.m.

Medical services

11. Medical attention is available from the clinic operated by the Joint Medical Service located at the VIC, building F, seventh floor (extension 22225 and, for emergencies 22222).

Catering services

12. A cafeteria, a restaurant and a bar are located in building F, entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11.30 a.m. to 3 p.m. The cafeteria is open from 7.30 to 10 a.m. and from 11.30 a.m. to 2.45 p.m. The opening hours of the coffee corner in the cafeteria are from 8 a.m. to 3.30 p.m. The coffee bar located on the seventh floor of the C building opens daily from 9 a.m. to 4.30 p.m. There are coffee corners on the second and fourth floors of the C building that are not always open.

Travel services

13. American Express Travel Services is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. The office is located in the corridor in building F. The office hours are Monday through Friday from 8.30 a.m. to 5 p.m.

Commissary privileges

14. The Pass Office, located at Gate 1, will issue commissary passes to the head of delegations.

Press releases

15. Questions concerning the press releases should be directed to the Information Officers at the United Nations Information Service (G-0585), extensions: 3329/4666.
