

# High-Level Conference of European Ministers responsible for Family Affairs Vienna, 13 June 2024

Practical Information Note

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# 1 General Information

This Practical Information Note provides delegations with information on the administrative and logistical organisation of the High-Level Conference of European Ministers responsible for Family Affairs, which will take place on 13 June 2024 in Vienna, Austria.

The information provided in this note may be subject to change and will be updated accordingly.

## 1.1 Organisation

The conference hosted by the Federal Minister for Women, Family, Integration and Media, Ms. Susanne Raab, is organised by the Austrian Federal Chancellery. Kindly note that no protocol assistance will be provided outside the conference venue.

## 1.2 Date and Venue

The conference will take place in Vienna, Austria, on 13 June 2024. The venue of the conference is Palais Niederösterreich (Herrengasse 13, 1010 Vienna). Besides the conference, the programme also includes a side programme for the high-level participants with an evening reception on 12 June and a visit to the Vienna International Centre the same day as well as a visit to the Spanish Riding School following the conference on 13 June. We kindly ask you to inform us before visiting the Spanish Riding School if you have an animal hair allergy or an allergic rhinitis (“hay fever”). For detailed information on the programme, please refer to the attached concept note.

## 1.3 Delegation Format

The format for the official delegations will be 1+1.

## 1.4 Registration and Accreditation

The venue of the conference can only be accessed upon presentation of a valid accreditation badge. All delegates participating in the conference must be accredited via an online accreditation-link. The link will be sent to a delegation-accreditation-officer (DAO) named by the delegation who is responsible to fulfil the accreditation form for all delegates. Please send the contact information of your DAO (Name, Surname, Email-Address, Phone Number) to [visits@bka.gv.at](mailto:visits@bka.gv.at) until 11 April to receive the link and all further information. Accreditation needs to be fulfilled until 3 June.

## 1.5 Badge and Access

Each delegation will receive:

- 1 PIN for participating Ministers or State Secretaries or 1 red badge for other Heads of Delegation
- 1 red badge for accompanying persons

Please note that the badges are personalised, non-transferable and must be worn visibly at all times during the conference.

Delegations may collect their PINS and badges upon arrival at the check-desk at the conference venue.

## 2 Arrival, Departure and Transportation

Delegations arrive at and depart from the venue of the conference on 13 June 2024 individually. A shuttle service will be provided for the visit to the Vienna International Centre on 12 June 2024.

Delegations are kindly requested to communicate the estimated times of arrival and departure at Vienna Airport or the estimated date and time of the border crossings as well as detailed information on any accompanying security officers (including weapons information if armed) via Note Verbale to the Protocol Department of the Federal Ministry for European and International Affairs.

If you need any information regarding transportation from /to the airport, we are at the disposal of your embassy for support.

## 3 Accommodation

The Austrian Federal Chancellery will cover the accommodation for one night from 12 to 13 June 2024 for the Head of Delegation and one more delegation member.

The rooms provided by the Federal Chancellery are reserved both at the Hotel Steigenberger Herrenhof (Herrengasse 10, 1010 Vienna) and the Radisson Blu Style Hotel Vienna (Herrengasse 12, 1010 Vienna) which are located in walking distance to the conference venue.

## 4 Additional Information

### 4.1 Language regime

The working language of the conference is English only.

Upon reasoned request, Ministers and State Secretaries may be accompanied by a personal interpreter.

### 4.2 Medical and Emergency Services

<b>Ambulance</b>	144
<b>Police</b>	133
<b>Fire Brigade</b>	122
<b>European Emergency Number</b>	112

# 5 Photography

## 5.1 Official Photographers

Kindly list any official photographers accompanying your delegation on the registration form.

## 5.2 Photo Service

Pictures of the conference will be provided free of charge by our photo service on the website [www.fotoservice.bundeskanzleramt.at](http://www.fotoservice.bundeskanzleramt.at).

# 6 Contact Information – Federal Chancellery

## Coordination

Ms Regina Hartweg-Weiss

Phone: +43 1 531 15 633 263

Mobile: +43 664 83 12 893

Email: [regina.hartweg-weiss@bka.gv.at](mailto:regina.hartweg-weiss@bka.gv.at)

## Protocol

Mr Dominik Sedlitzky

Phone: +43 1 531 15 202 389

Email: [visits@bka.gv.at](mailto:visits@bka.gv.at)

## Security

Mr Christian Mikulanec

Phone: +43 1 531 15 202 167

Mobile: +43 664 610 45 26

Email: [christian.mikulanec@bka.gv.at](mailto:christian.mikulanec@bka.gv.at)

Mr Marco Prayer (contact person at the venue)

Phone: +43 11 531 15 202 437

Mobile: +43 664 883 740 46

Email: [marco.prayer@bka.gv.at](mailto:marco.prayer@bka.gv.at)