



**INFO
LETTER**



PEMPAL EXECUTIVE MEETING

July 15-17, 2015

Location: Hotel Am Konzerthaus, Vienna, Austria

Dear Participants of PEMPAL Executive Meeting,

On behalf of the World Bank PEMPAL team and the 2015 PEMPAL Executive Meeting Organizing Committee, we wish to express our pleasure in welcoming you to Vienna. We would like to make your visit as pleasant as possible.

Please find below information about transport, accommodation and meeting arrangements.

**Yours,
Organizing Committee**

ABOUT VIENNA

Vienna is the capital and largest city of Austria, with a population of about 1.757 million (2.4 million within the metropolitan area), and it is the cultural, economic, and political centre.

Major tourist attractions include the imperial palaces of the Hofburg and Schönbrunn (also home to the world's oldest zoo, Tiergarten Schönbrunn) and the Riesenrad in the Prater. Cultural highlights of the city are the Burgtheater, the Vienna State Opera, the Lipizzaner horses at the Spanisch Riding School Hofreitschule, and the Vienna Boys' Choir.

There are also more than 100 art museums, which together attract millions of visitors per year. The most popular ones are Albertina, Belvedere, Leopold Museum in the Museumsquartier, KunstHausWien, BA-CA Kunstforum, the twin museum - Museum of Art History and Museum of Natural History, and the Technical Museum.

Vienna's many churches also draw attention, famous of which is St. Stephen's Cathedral.

Source: wiki

AT THE AIRPORT

For all members of PEMPAL Executive Committees, transfer from the Vienna Airport to [Hotel Am Konzerthaus Vienna](#) and back is arranged according to the flight schedule. The transport costs will be covered by PEMPAL.



Upon arrival to the Vienna Airport please look for the taxi drivers with the PEMPAL logo in hands. They will be meeting you in the exit hall.

If, by any chance, you arrive at a different time than originally planned, please contact **Dafne Hauck** of Konzerthaus at telephone **+43 (1) 71616-858 (English)** or **Ms. Ksenia Galantsova** at **+7-968-813-2133 (Russian)** to re-arrange transfer to the hotel. To avoid waiting at the Vienna Airport an advance call is recommended in case of a delayed arrival.

The transfer will also be arranged from the hotel back to the airport. You will be informed about exact time of the departure to the airport by the organizers during the event. Please wait for the taxi driver in front of the hotel for departure to the airport.

All other participants are expected to arrange their own transportation to/from the airport. Those who feel they need help, please contact Virginia Yates (mobile: +1 703-795-6067) or Dafne Hauck of Konzerthaus (phone number +43 1 716 16 858).

WHERE WILL YOU SLEEP?

The World Bank has made room reservations for all the participants at the “**Hotel Am Konzerthaus Vienna**”, located in the centre of Vienna at Am Heumarkt street 35-37, 1030 Wien. The hotel reservation is made in your name. In case of your late arrival please notify the organizers and/or hotel directly.

For the members of COP Executive Committees, the hotel accommodation in a single room (with all meals included) will be paid by PEMPAL for the duration of the meeting, as well as for the arrival and/or departure day. The costs of telephone calls, minibar and other personal expenses of the participant have to be paid by the participant on the spot. Extra overnight stays before or after the event (if permitted by visa regulations), have to be booked and paid directly by the participant.

Hotel payment arrangements for other participants differ and respective information will be provided separately to those involved. In case you are not sure about the payment arrangements applicable in your case, please contact Organizing Committee member, Virginia Yates, in charge of hotel reservations.

Please, note that check-in time at the hotel is 2:00 pm. In case of early arrivals, the rooms might not be ready for early check in. However, you will be able to store luggage at the reception for the time you need to wait for the room. Check-out time is noon.

Hotel view and contact details:



Hotel Am Konzerthaus Vienna

35-37 Am Heumarkt street,
1030 Wien
Austria

Tel: +43 (1) 716160

MEETING INFORMATION

You are kindly invited for a **welcome reception** that will be held in **Oskars Restaurant** at **Konzerthaus**, on **July 15** at **19.00**.

Registration and distribution of **materials** for the main Executive meeting will start on **July 16** at **8.30** in Belvedere conference room.

The PEMPAL Executive meeting will be delivered according to the **Agenda** which is attached to this letter. The COP specific meetings on July 15th will be conducted according to the individual agendas, which will be provided by COP Executive Committees directly to the participants.

WHEN YOU GET HUNGRY & SOCIAL PROGRAM

Lunches & dinners:

Lunches and dinners organized at the hotel will be served in the **Oskars Restaurant** at **Konzerthaus**. Dinners on July 16th and 17th will be organized outside the hotel, details on those arrangements will be provided by the Organizing Committee during the meeting.

Please note that any lunch or dinner arranged by self cannot be covered by PEMPAL.

Social program:

On **July 16, 2015** PEMPAL will organize the afternoon cultural program in Vienna. More details about it will be provided to you during the event.

ADDITIONAL INFORMATION

If you need additional information or help, please do not hesitate to contact:

Ms. Virginia Yates (English, overall event organization)

E-mail: vyates@worldbank.org

Mobile phone: 1 703 795 6067

Ms. Kristina Zaituna (Russian, English, air travel arrangements, Internal Audit COP)

E-mail: kzaituna@worldbank.org

Mobile phone: +7-964-518-8854

Ms. Ksenia Galantsova (Russian, English, Budget COP)

E-mail: kgalantsova@worldbank.org

Mobile phone: +7-968-813-2133

Ms. Ekaterina Zaleeva (Russian, English, Treasury COP)

E-mail: ezaleeva@worldbank.org

Mobile phone: +7-916-137-0773

We are looking forward to welcoming you in Vienna!