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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

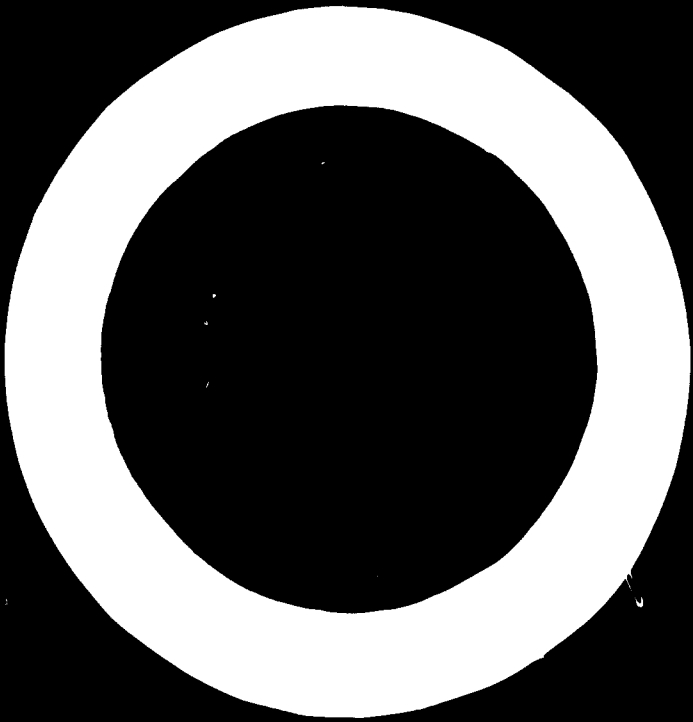
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**INFORMATION
FOR
DELEGATIONS**

INDUSTRIAL DEVELOPMENT BOARD

Fourth Session

Vienna, 20 - 30 April 1970



ID/B/INF. 20



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

**INFORMATION
FOR
DELEGATIONS**

INDUSTRIAL DEVELOPMENT BOARD

Fourth Session

Vienna, 20–30 April 1970

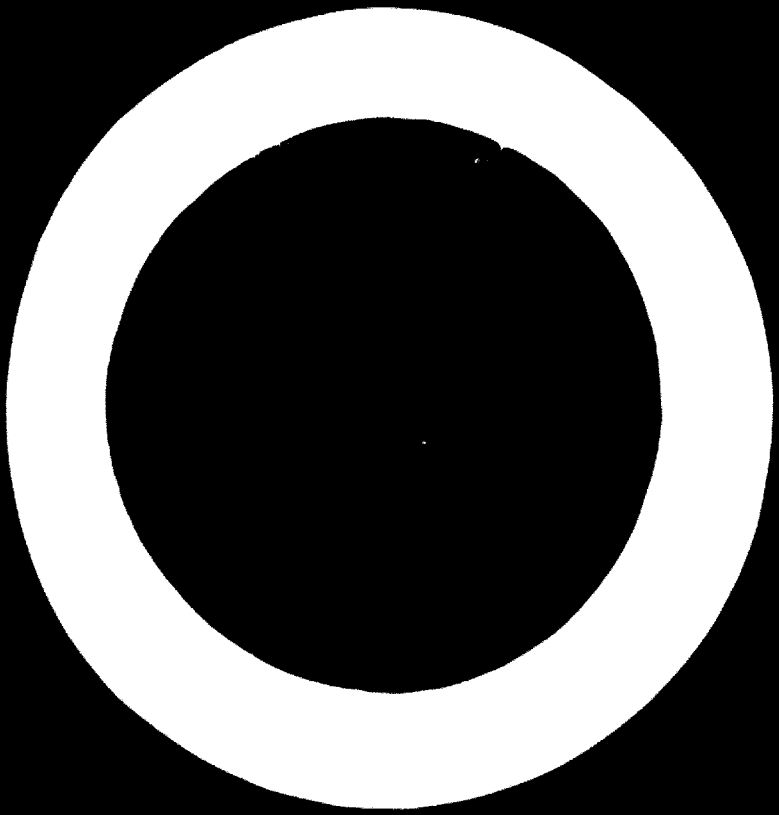


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GENERAL ARRANGEMENTS

(1) Date and place of the session

The Fourth Session of the Industrial Development Board will be held from 20 to 30 April 1970 in the Kongresszentrum, Neue Hofburg, Heldenplatz, Vienna 1.

The opening meeting will take place at 10.30 a.m. on Monday, 20 April, in the "Festsaal".

(2) Registration of delegations

Delegations are invited to register on arrival in Vienna at the Registration Desk in the "Kleiner Saal", Mezzanine 1, of the Kongresszentrum, which will be open as of 8.30 a.m. on Monday, 20 April. Delegations are requested to notify the Registration Desk or the Office of the Secretary of the Board¹, in writing, of any changes subsequently required in the particulars entered on the registration form, so that the list of delegations may be kept up to date.

(3) Credentials

Any member of a delegation who has been unable to submit his credentials earlier, is requested to deposit them at the Office of the Secretary of the Board as soon as possible.

(4) Documents Distribution

During the session, delegations will be able to collect their documents from Documents Distribution in the "Vorsaal".²

The Chief of Documents Reproduction and Distribution is available to help delegations with documents distribution arrangements. Each delegation is requested to hand in, as early as possible, the form indicating how many copies are requested and in which language.

Documents Distribution will be open every working day of the session, from 8.30 a.m. It will close half an hour after the end of the last meeting of the day.

¹See the plan on page 16.

²See the plan on page 15.

(5) Information Desk

The Information Desk will be on the Mezzanine floor of the *Kongresszentrum*, at the top of the main staircase.³ In addition to giving information about the session, it will take messages for participants, and arrange for them to be paged when necessary, especially for incoming telephone calls.

(6) Public Information Service

The Chief of the Public Information Service, Miss Leila Doss, will be ready to help delegations to arrange press conferences and to circulate information material.

The location of the office and the telephone number will be indicated in the first issue of the Board Journal.

(7) Accommodation for private meetings

Three conference rooms will be available for delegations wishing to hold group meetings. Application should be made to the Administrative Co-ordination Office (Room 417) or, during meetings, to the Conference Officer, Extension 300 or 261 respectively.

(8) Passes

When registering, participants will be given a pass for entry into the premises of the *Kongresszentrum* and a car label if needed.

(9) Bars

Arrangements have been made to have two snack bars available at the conference premises, one opposite the "Festsaal"⁴ (Mezzanine) and one adjacent to the "Ratsaal"⁵ (First floor).

Both snack bars will be open from 9.00 a.m. until half an hour after the end of the last meeting. Sandwiches and light refreshments can be obtained there.

³See the plan on page 15.

⁴See the plan on page 15.

⁵See the plan on page 16.

The management of the UNIDO restaurant, bar and cafeteria in the Hostel at Lerchenfelderstrasse 1, will be pleased to serve participants of the Industrial Development Board at the following hours

Cafeteria open from 9.00 a.m. – 4.30 p.m.

Bar and restaurant open from 11.30 a.m. – 3.00 p.m. and from 4.30 p.m. – 7.30 p.m.

There are several restaurants in the immediate vicinity of the Kongresszentrum.

(10) Bank⁶

The "Creditanstalt-Bankverein" will provide banking facilities from 9:00 a.m. to 1:30 p.m. and from 2:30 p.m. to 5:30 p.m., Monday to Friday.

(11) Post, telegrams and telephones

The *post office*⁷ will be open from 9:00 a.m. to 1.30 p.m. and from 2:30 p.m. to 6:30 p.m., Monday to Friday.

Telegrams can be dispatched from the post office. Incoming telegrams will be held at the Information Desk and announced on a blackboard there and by paging. If not applied for, they will be forwarded after a few hours to the addressee's private address in Vienna.

Local *telephone calls* are free of charge from telephones in the Lounge, and in the lobbies alongside the "Festsaal". Long-distance calls may be placed only with the post office. The number of the *Kongresszentrum* switchboard is 57 55 76. Incoming calls can be taken by the Information Desk.

(12) Car traffic

A car park for participants, the Press and the Secretariat will be provided in the Heldenplatz immediately outside the *Kongresszentrum*.

⁶See the plan on page 14.

⁷See the plan on page 14.

Only cars displaying a car label issued by the Registration Desk will be admitted to it. Participants are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the police officers at the entrance to the car park.

Participants may have their chauffeur-driven cars summoned by loudspeaker when they leave the building if they apply to the porter. The porter will also call taxis on request.

(13) Travel Desk⁸

A Travel Desk by Wagons Lits/Cook will be at the disposal of participants for any assistance concerning travel, sightseeing and excursions, and for booking theatre tickets, etc. Hours of business will be 9.00 a.m. to 6.00 p.m. Monday to Friday.

(14) First Aid (Ground floor, ext. 295)⁹

Emergency medical attention will be obtainable in the First-aid Room during the working days of the session, from 9:30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the porter in the entrance lobby (telephone 57 55 76, extension 440).

ARRANGEMENTS CONCERNING THE SESSION

(15) Board Journal

The Board Journal will appear every day first thing in the morning. It will give such information as the programme of meetings for the day, a brief summary of the meetings held the day before, a forecast of the meetings for the following day and various announcements, including any necessary changes in the information given in this handbook, and notice of social events taking place during the session.

⁸See the plan on page 14.

⁹See the plan on page 14.

(16) Times of meetings

Morning meetings will normally begin at 10:00 a.m. and afternoon meetings at 3:00 p.m.

(17) Meeting rooms

Plenary meetings will take place in the "Festsaal" and group meetings can be held in the "Neuer Saal" and the "Ratsaal".

(18) Languages and interpretation

Chinese, English, French, Russian and Spanish are the official languages of the Board. English, French and Spanish are the working languages.

Portable radio sets which participants can use to listen to the proceedings will be available; directions for their use will be provided in the meeting rooms. It is particularly asked that these sets, with their headphones, be left behind after meetings, since they must be serviced and tested before they can be used again.

(19) Sound recordings of meetings

A participant wishing to listen to the sound recording of a meeting should request the Conference Officer to make the necessary arrangements.

(20) Statements, draft resolutions and other documents

Texts of statements made by delegations during the General debate, when available, should be provided in seven copies to the Board Secretariat, as early as possible.

Delegations wishing to submit draft resolutions or other documents to the Board are requested to provide the Board Secretariat with seven copies of the text as early as possible.

(21) Voting by show of hands

To facilitate the counting of a vote by show of hands, delegates are asked to register their votes by raising the name plate they will find on their desks.

(22) Offices

The officers of the Board and senior members of the Secretariat will have use of the following offices:¹⁰

| | | |
|--|--------------------------|-------------------|
| <i>President</i> | Room 409 | Extension 223/313 |
| <i>Rapporteur</i> | Room 406 | Extension 238/239 |
| <i>Executive Director</i> | Room 401 | Extension 203 |
| <i>Senior Adviser to</i> <i>Executive Director</i> | Room 404 | Extension 234 |
| <i>Directors</i> | Room 303 | Extension 339 |
| <i>Secretary of the Board</i> | Room 408 | Extension 248 |
| <i>Chief, Co-ordination and</i> <i>External Relations Section</i> | Room 405 | Extension 236 |
| <i>Chief, Conference Services</i> | Room 417 | Extension 307/308 |
| <i>Chief, Languages Section</i> | Room A-212 ¹¹ | Extension 505/506 |
| <i>Chief, Documents Section</i> | Room C-308 ¹¹ | Extension 591/592 |
| <i>Chief, Public Information</i> <i>Service</i> | Room 207 | Extension 415/325 |
| <i>Legal Liaison Officer</i> | Room 407 | Extension 243 |
| <i>Chief Interpreter</i> | Room 422 | Extension 263/264 |
| <i>Assistant Secretary</i> <i>of the Board</i> | Room 407 | Extension 244 |
| <i>Administrative Co-ordinator</i> | Room 417 | Extension 308/310 |

¹⁰All offices, except Rooms A-212 and C-308, are on the First floor, Mezzanine I and Mezzanine II.

¹¹Offices situated in Annexes A and C of UNIDO Headquarters, Lerchenfelderstrasse 1, A-1070 Vienna.

ANNEXES

ANNEX I

MEMBERS OF THE INDUSTRIAL DEVELOPMENT BOARD FOR 1970

| | <i>Expiration of Membership</i> |
|--------------------------------|---------------------------------|
| 1. Austria | 31 December 1970 |
| 2. Belgium | 31 December 1970 |
| 3. Brazil | 31 December 1971 |
| 4. Chile | 31 December 1971 |
| 5. Cuba | 31 December 1971 |
| 6. Czechoslovakia | 31 December 1970 |
| 7. Denmark | 31 December 1971 |
| 8. Federal Republic of Germany | 31 December 1972 |
| 9. France | 31 December 1971 |
| 10. Ghana | 31 December 1972 |
| 11. Guinea | 31 December 1970 |
| 12. Hungary | 31 December 1972 |
| 13. India | 31 December 1971 |
| 14. Indonesia | 31 December 1970 |
| 15. Iran | 31 December 1972 |
| 16. Iraq | 31 December 1971 |
| 17. Italy | 31 December 1970 |
| 18. Ivory Coast | 31 December 1972 |
| 19. Japan | 31 December 1971 |
| 20. Kuwait | 31 December 1971 |
| 21. Mali | 31 December 1972 |
| 22. Mexico | 31 December 1972 |
| 23. Netherlands | 31 December 1971 |
| 24. Nigeria | 31 December 1970 |
| 25. Norway | 31 December 1972 |
| 26. Pakistan | 31 December 1972 |
| 27. Peru | 31 December 1970 |
| 28. Philippines | 31 December 1972 |

Annex I (continued)

| | |
|---|------------------|
| 29. Poland | 31 December 1971 |
| 30. Rwanda | 31 December 1970 |
| 31. Somalia | 31 December 1970 |
| 32. Spain | 31 December 1972 |
| 33. Sudan | 31 December 1971 |
| 34. Sweden | 31 December 1970 |
| 35. Switzerland | 31 December 1970 |
| 36. Thailand | 31 December 1971 |
| 37. Trinidad and Tobago | 31 December 1970 |
| 38. Turkey | 31 December 1972 |
| 39. Union of Soviet Socialist Republics | 31 December 1970 |
| 40. United Kingdom of Great Britain and Northern Ireland | 31 December 1972 |
| 41. United Republic of Tanzania | 31 December 1970 |
| 42. United States of America | 31 December 1971 |
| 43. Upper Volta | 31 December 1971 |
| 44. Uruguay | 31 December 1972 |
| 45. Venezuela | 31 December 1972 |

ANNEX II

ADDRESSES OF EMBASSIES AND MISSIONS IN VIENNA

| | | |
|---------------------|-------------------------------------|-------------|
| Albania | 1030 Jacquingasse 41 | 73 51 95 |
| Argentina | 1010 Hoher Markt 1/1 | 63 85 77 |
| Australia | 1010 Concordiaplatz 2/III | 63 98 41/42 |
| Belgium | 1010 Parkring 12/6 | 52 86 88/89 |
| Brazil | 1010 Lugeck 1/V/15 | 52 06 31 |
| Bulgaria | 1040 Schwindgasse 8 | 65 64 44 |
| | | 65 31 13 |
| Canada | 1020 Obere Donaustrasse 49 51 | 33 42 27/29 |
| Chile | 1010 Lugeck 1/III/8 | 52 33 70 |
| Colombia | 1010 Stadiongasse 6 8 | 42 42 49 |
| Costa Rica | 1070 Neustiftgasse 117 | 93 28 085 |
| Cuba | 1130 Eitelberggasse 24 | 82 81 98 |
| Czechoslovakia | 1140 Penzinger Strasse 11 13 (Emb.) | 82 26 26 29 |
| | (Perm. Mission) | 82 21 01 |
| Denmark | 1010 Führichgasse 6 | 52 79 04/05 |
| Ecuador | 1040 Mostgasse 8a/1/7 | 57 05 73 |
| Finland | 1020 Untere Donaustrasse 13 15 | 24 75 21 |
| France | 1040 Technikerstrasse 2 | 57 96 07 |
| Germany, | | |
| Federal Republic of | 1030 Metternichgasse 3 | 73 65 11 17 |
| Greece | 1040 Argentinerstrasse 14 | 65 31 03 |
| Hungary | 1010 Bankgasse 4 6 (Embassy) | 63 26 31 |
| | 1020 Hollandstrasse 4 (Mission) | 35 91 61 |
| India | 1010 Opernringhof | 57 81 03/12 |
| Indonesia | 1010 Schwedenplatz 2/V/38 43 | 63 71 27/28 |
| Iran | 1010 Schwarzenbergplatz 2 | 72 26 50 |
| | | 72 26 57/59 |
| Iraq | 1010 Johannesgasse 26 | 73 81 95 |

Annex II (continued)

| | | |
|---------------------|---|----------------------|
| Israel | 1190 Peter Jordanstrasse 66 | 36 16 50 |
| Italy | 1030 Rennweg 27 | 72 51 21 |
| Japan | 1010 Rengasse 10/V | 63 46 95 |
| | | 63 46 99 |
| Korea, | | 63 95 21 |
| Republic of | 1130 Hietzinger Hauptstrasse 31 | 82 63 41/42 |
| Lebanon | 1190 Hohe Warte 11 | 36 13 80 |
| Mexico | 1010 Gonzagagasse 2/1/4 | 63 59 33 |
| Netherlands | 1020 Untere Donaustrasse 13 1 ^c /8 | 24 85 87 |
| Norway | 1030 Bayerngasse 3 | 72 58 23 |
| Pakistan | 1030 Bayerngasse 3/4/12 | 73 53 67/68 |
| Panama | 1040 Joliann Straussgasse 6 | 65 85 88 |
| Peru | 1030 Gottfried Keller-Gasse 2 | 73 43 77 |
| Poland | 1130 Hietzinger Hauptstrasse 42c | 82 31 03 |
| | | 82 55 56 |
| Portugal | 1010 Strauchgasse 3/I | 63 93 25 |
| | | (Consulate) 63 28 31 |
| Romania | 1040 Prinz Eugenstrasse 60 | 65 32 27 |
| | | 65 23 43 |
| Saudi Arabia | 1010 Wallnerstrasse 3/V | 63 82 74 |
| | | 63 62 45 |
| Senegal | 1010 Opernring 1, Stiege R (Liaison office) | 56 33 56 |
| South Africa | 1030 Reisnerstrasse 48 | 73 56 32/33 |
| Spain | 1040 Argentinierstrasse 34 | 65 91 66 |
| | | 65 85 54 |
| Sweden | 1020 Obere Donaustrasse 49 51 | 33 45 45 47 |
| Switzerland | 1030 Prinz Eugenstrasse 7 | 72 51 11 15 |
| Thailand | 1010 Rengasse 4 | 63 13 22 |
| Turkey | 1040 Prinz Eugenstrasse 40 | 65 34 17, 64 34 78 |
| | | 65 25 10, 65 35 08 |
| Tunisia | 1010 Himmelpfortgasse 20 | 52 85 65/66 |
| Union of Soviet | | |
| Socialist Republics | 1030 Reisnerstrasse 45/47 (Emb.) | 73 12 15, 72 12 29 |
| | | (Consulate) 72 32 33 |
| | 1040 Wohllebengasse 4 (Perm. Mission) | 65 81 75 |

Annex II (continued)

| | | |
|--|--|--------------------|
| United Arab Republic | 1190 Gallmeyergasse 5 (Emb. & Mission) | 36 11 34,35 |
| | 1080 Trautsohnngasse 6 (Consulate) | 42 67 21 |
| United Kingdom of Great Britain and Northern Ireland | 1030 Reisnerstrasse 40 | 73 15 75 77 |
| United States of America | 1090 Boltzmannngasse 16 (Embassy) | 34 66 11, 34 75 11 |
| | 1010 Kärntner Strasse 42 (Consulate) | |
| | 1080 Schmidgasse 14 (Perm. Mission) | |
| Uruguay | 1010 Elisabethstrasse 6/7/27 | 57 83 72 |
| Venezuela | 1010 Rotenturmstrasse 5 9/VII/18 | 63 59 20/27 |
| Yugoslavia | 1030 Rennweg 3 | 73 25 95-98 |

Kongress-Zentrum



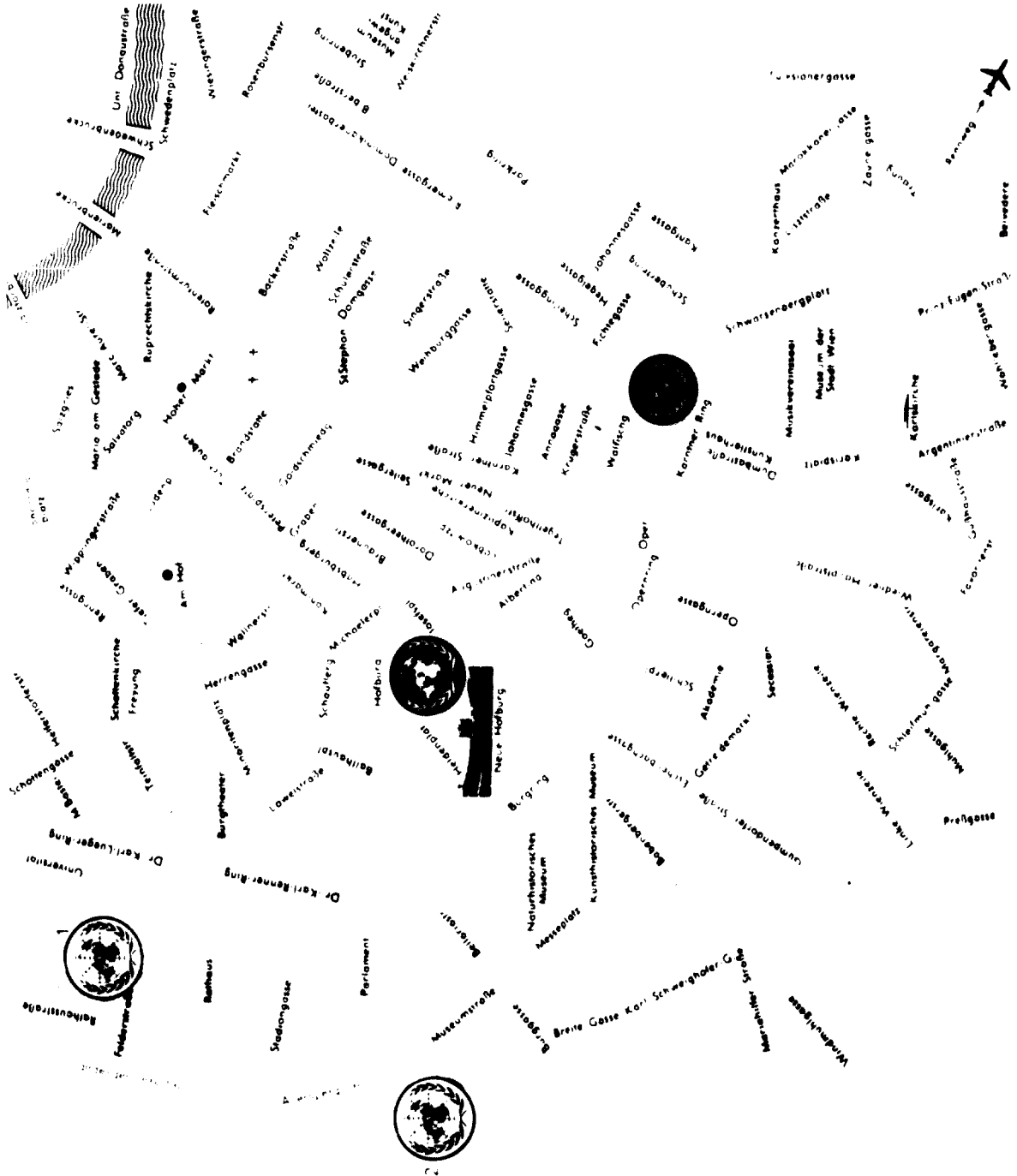
Temporary Headquarters building of UNIDO



1. Felderhaus
2. Annexes A, B and C
and Hostel

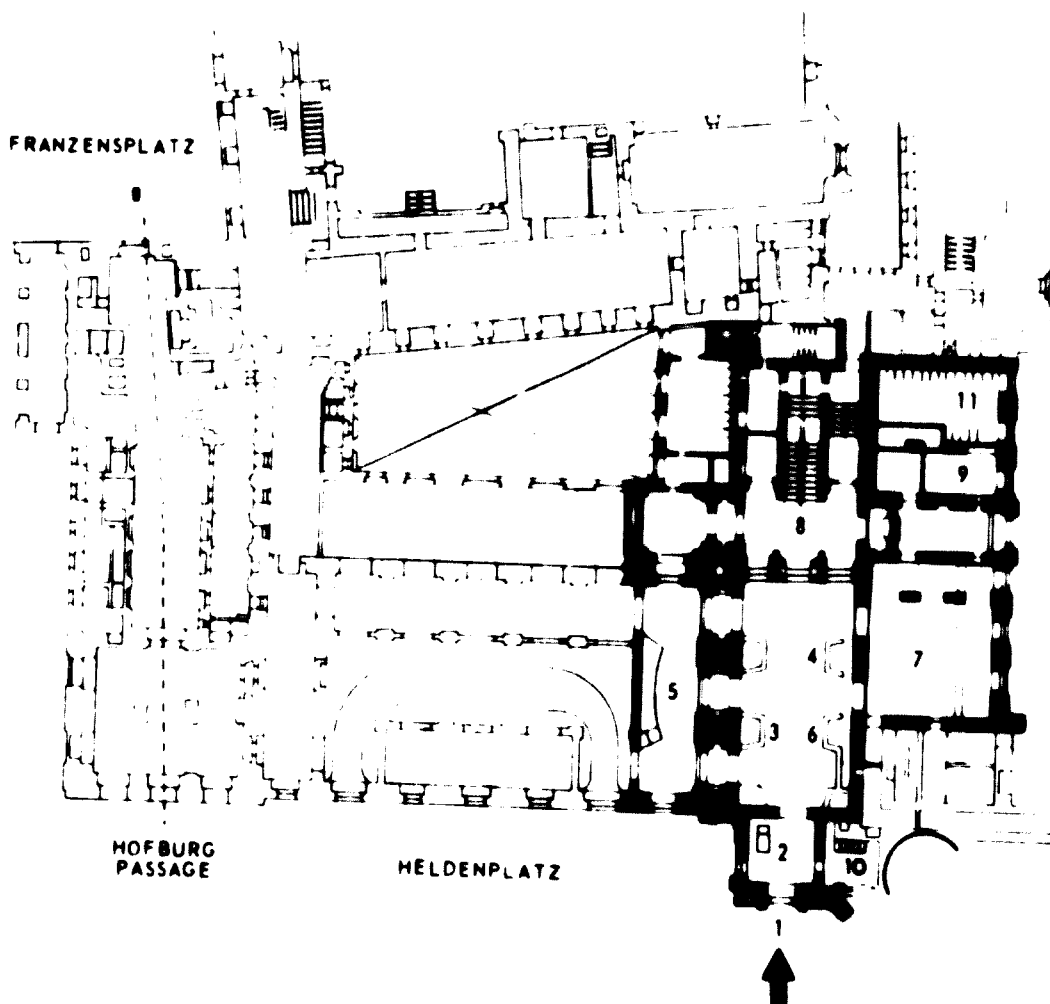


Temporary Headquarters building of IAEA



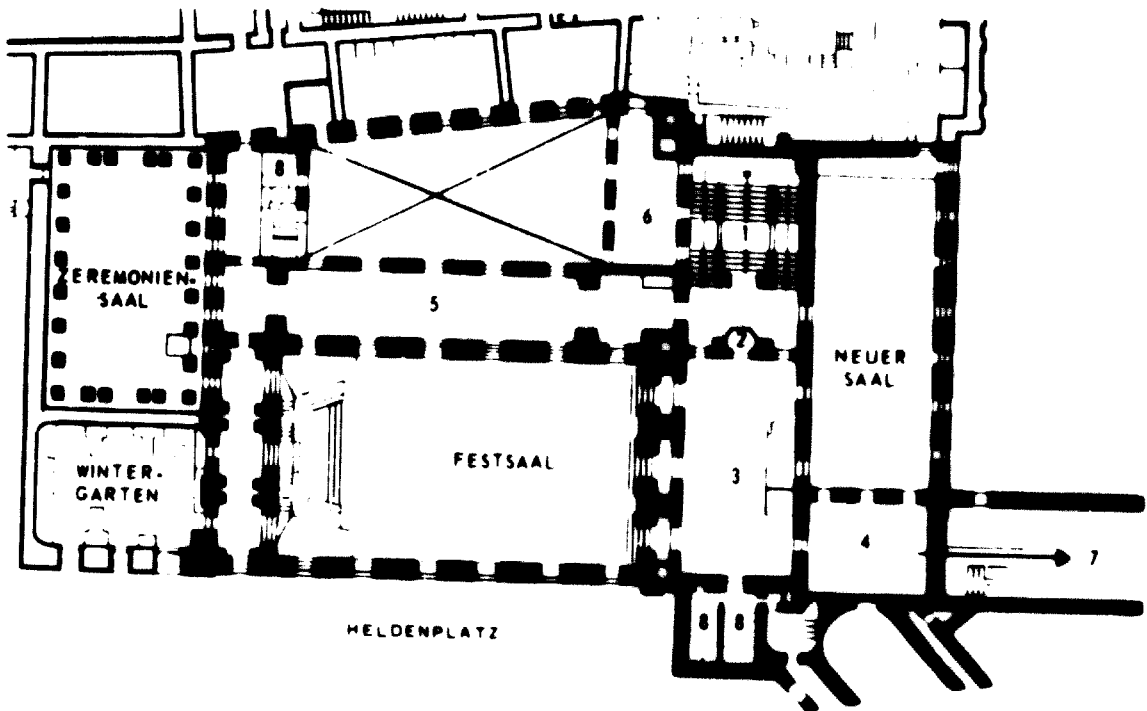
GROUND FLOOR

- | | |
|-----------------|------------------|
| 1 Main Entrance | 7 Cloak-room |
| 2 Porter | 8 Main Staircase |
| 3 Newspapers | 9 First Aid |
| 4 Bank | 10 Lift |
| 5 Post Office | 11 Lavatories |
| 6 Travel Desk | |



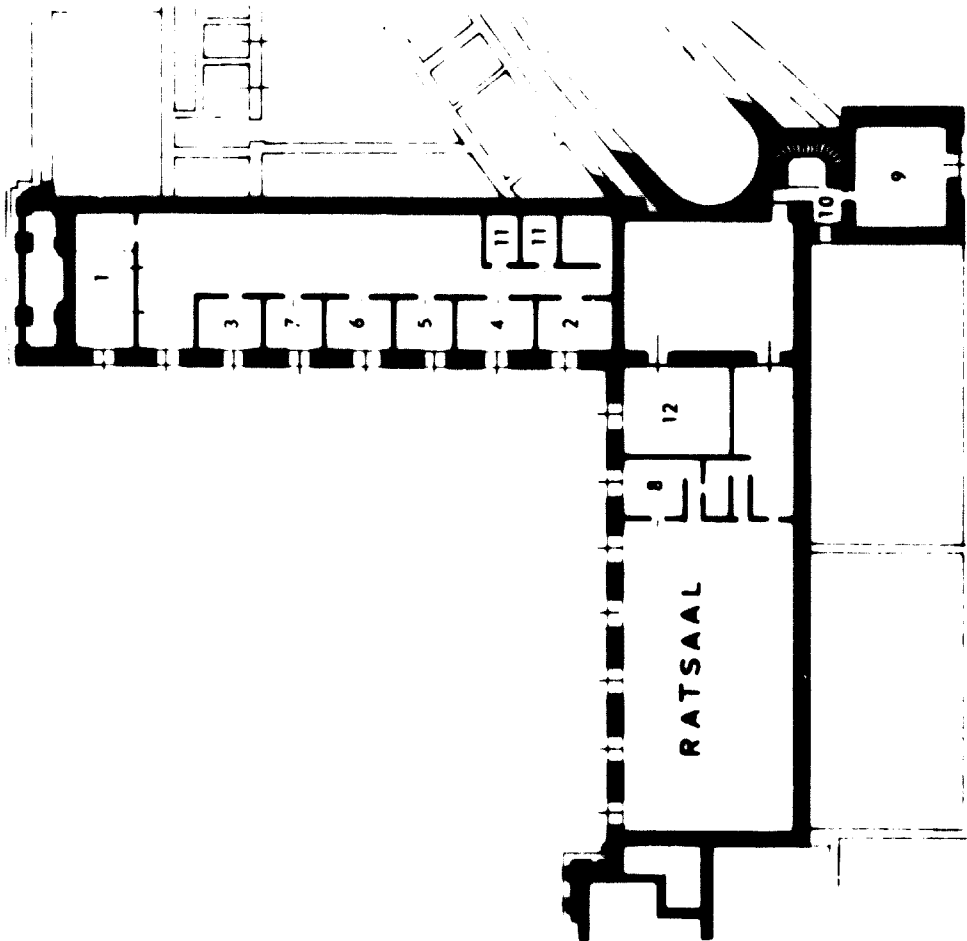
MEZZANINI FLOOR

- 1 Main Staircase
- 2 Information Desk
- 3 Vorsaal
- 4 Kleiner Saal (Registration Desk)
- 5 Lounge
- 6 Snack Bar
- 7 Offices of Public Information
- 8 Lavatories

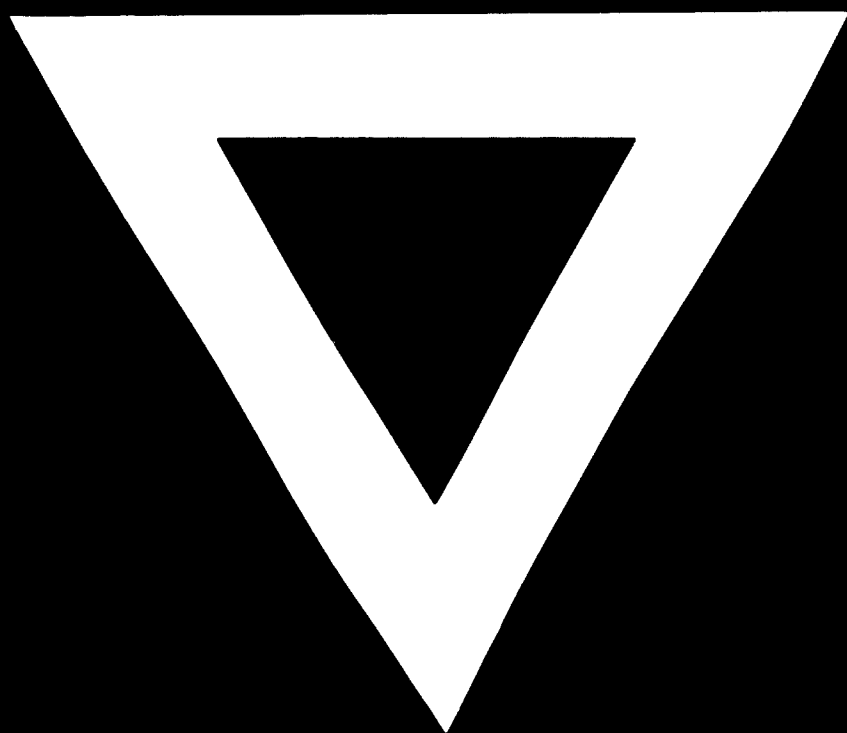


FIRST FLOOR

- | | |
|--|---|
| 1 Executive Director | 7 Chief, Co-ordination and External Relations Section |
| 2 President of the Board | 8 Conference Services |
| 3 Senior Adviser to the Executive Director | 9 Room 425/Private Meeting Room |
| 4 Secretary of the Board | 10 Lift |
| 5 Assistant Secretary of the Board | 11 Lavatories |
| 6 Rapporteur | 12 Snack Bar |



Printed in Austria



22.7.74