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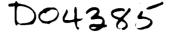
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United Nations Industrial Development Organization

# Industrial Development Board

Fifth Servion Vienna, 24 - 25 May 1971

# ADVANCE INFORMATION FOR DELEGATIONS

# Opening date and place of the session

1. The fifth session of the Industrial Development Board will open on Monday 24 May 1971 at 10 a.m. It will be held in the <u>Kongressgentrum</u>, Neue Hofburg, Heldenplatz, Vienna I.

2. A short meeting of heads of delegations is to be held in the <u>Kongresszentrum</u> at  $9.3^{\circ}$  a.m on 24 May for an exchange of views on the organization of the work of the session.

# Composition of delegations

3. Rule 16 of the rules of procedure of the Board provides that "each member of the Board shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required".

4. The first edition of the list of members of delegations will have to go to press on 17 May, so as to be available before the session opens; it will not be revised until after the session has begun. Only hames which are communicated to the secretariat by 12 May at the latest can be included in the first edition of the list, and Governments are accordingly requested to communicate at least the provisional composition of their delegations in good time.

# Credentials of representatives

5. Rule 17 of the rules of procedure of the Board provides that "the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend". Credentials must be issued either by the Head of the State or Government or by the Minister for Foreign Affairs. Governments are requested to ensure that they reach the Executive Director before 21 May; he will then submit them to the Bureau of the Board which will examine them and present its rejeft to the Board.

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. Deterations whose presentant have not been sent in advance should prevent them on their arrival to the Secretariat of the Industrial Development Board is the <u>Kongresssectrum</u> (Miss Vida Jovanovic, Oberliehtensan, room 113).

### Freintration of delegations

7. There will be a guide on duty in the entrance hall who will direct members of delegations to the protocol office which will open in the <u>Kongresszentrum</u> on Monday 24 May at 9 a.m. for the registration of <u>delegations</u>. Any <u>delegation</u> wishing to register earlier is invited to communicate with the Secretariat of the Board in the <u>Kongresszentrum</u>.

#### Documents

8. The provisional agenda of the session is contained in documents ID/B/79 and ID/B/79/Add.l. Documents relating to the various agenda items, as well as information papers for the Board, will be circulated as they come off the press.

9. During the session, documents may be collected from the documents station at the <u>Kongresszentrum</u>, where each delegation will be provided with a distribution box. This will initially contain:

- (a) A handbook of information about the session;
- (b) A set of the documents already issued;
- (c) The first issue of the Board Journal; and
- (d) A form on which the delegation should state the documents it will require during the session, mentioning the number of copies and the working language desired.

10. The secretariat will translate and reproduce papers (memoranda, draft resolutions, etc.) that are formally introduced as Board documents. For translation, typing or reproduction in Vienna of papers other than official documents, delegations are asked to make advance arrangements, with which the secretariat will be glad to give such help as it can.

#### Reservation of hotel rooms

11. The secretariat wishes to draw the attention of the delegations to the fact that during the month of May a number of conferences and cultural events will take place within the framework of the Vienna Festival. Consequently, it is <u>strongly</u> recommended to make hotel reservations as soon as possible. Although the secretariat is not responsible for reserving hotel rooms, it is at the disposal of participants to help them in this matter if needed.

### Currency

12. Bank notes, travellers' cheques and letters of credit may be brought into Austria without restriction, but a few currencies may not be easily negotiable. Departing visitors may take with them the foreign currency and securities they brought into the country and up to 15,000 schillings in Austrian currency.

### Bank

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13. The Creditanstalt-Bankverein will have an office on the ground floor in the <u>Kongreessentrum</u>. This office will be open during Conference working hours.



