



International Atomic Energy Agency

# General Conference

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## HOTEL ACCOMMODATION FOR DELEGATIONS

### Note by the Secretariat

1. The attention of Governments is drawn to the fact that the fourth regular session of the General Conference is to be held in Vienna during the tourist season, and that consequently it will be difficult to secure the hotel accommodation they will require for their delegations. The Secretariat therefore suggests that it would be most advisable to reserve all the accommodation that may be required as soon as possible.
2. Since the Secretariat has no special facilities for obtaining accommodation on a priority basis, it would be preferable for applications for reservations to be made direct to hotels. However, should any Government have difficulties in following this course, the Secretariat will be glad to provide any assistance it can. If assistance is needed, the necessary applications should preferably be made immediately, but in any case not later than the first week of August.
3. Although every effort will be made to meet Governments' wishes, the Secretariat cannot guarantee to provide all or any of the accommodation that may be requested. It will also be understood that all reservations made will be for the account of the Government concerned; it would therefore be advisable for the Secretariat to be notified without delay of any reduction in requirements or of any subsequent decision to reserve the accommodation needed through different channels.
4. Requests to the Secretariat to make reservations should be addressed to:  
The Conference Accommodation Office,  
International Atomic Energy Agency,  
Vienna I,  
Kaerntnerring 11,  
Austria.

As much of the following information as may be relevant will be needed for each member of a delegation to be accommodated:

- (a) Name;
- (b) Rank or title;
- (c) Proposed date of arrival in Vienna;
- (d) Any preference for particular hotels;
- (e) Accommodation needed, e.g. a room with one or two single beds or a double bed, with or without a bath; and
- (f) Any additional accommodation needed, e.g. for adults or children (whose ages should be given), or for use as conference rooms or offices.

