



From the Executive Director  
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Dear Conference Participant,

The Euro-ISME Board of Directors is looking forward to welcoming you to our forthcoming conference at the Austrian National Defence Academy. We all hope that you have a safe and trouble-free journey to Vienna.

For your convenience, I am enclosing with this letter the practical information that was contained in the registration folder, updated with some other relevant information.

The most up to date programme can be viewed on our website. A hard copy of the programme, a list of participants and other useful information will be available in your conference pack at registration. Please remember to bring your photo ID with you to ensure trouble free access to the Academy.

Before we immerse ourselves in the business of the conference, there will be a meet and greet icebreaker at the Academy. This will begin at 1800 hrs on Tuesday 21 May and will finish at 1930 hrs. It will be held in the meeting space adjacent to the Sala Terrena, which will be the venue for the main conference sessions. If your travel plans allow, I hope that you will be able to join us at this event.

There is no programme for the rest of that evening, to allow you to see a little of the wonderful city of Vienna, or to get over your jet lag, if that is what's needed.

Conference registration will be at the same venue the following morning, starting from 0830 hrs. As mentioned in the programme, there will also be a service of ecumenical morning prayer on each day of the conference at 0800 hrs. This will be held in the Stiftskirche, which is at the corner of the Stiftsgasse (the same street as the Academy) and Maria Hilferstrasse

Our welcoming and professional hosts, The Austrian National Defence Academy, are working hard to ensure that we can get the most out of our time together. As you will see from the programme, we are fortunate to have a stimulating and interesting group of speakers. I know that you will not be timid about joining in what promises to be a very interesting debate.

See you in Vienna,

John Thomas

# Practical information

## Travel to Vienna

**Arriving by air** International flights arrive at Vienna Schwechat airport. This is located approximately 18km southeast of central Vienna.

Further information, including terminal maps, can be found at:

[www.viennaairport.com/en/passengers/airport](http://www.viennaairport.com/en/passengers/airport)

### **Travel from the airport to Vienna centre :**

The City Airport Train (CAT) provides a fast and efficient service from the terminals to Vienna Central railway station (Wien Mitte). The train runs every 30 minutes and the journey takes 16 minutes. The return adult fare bought online is €19. Tickets can be bought online in advance to avoid queues at the airport. Tickets are also available in the airport baggage hall and arrivals area.

There is also the facility for travellers on certain airlines to check in themselves and their hold baggage at the Wien Mitte terminal on departure. This can also help to avoid airport queues.

Full details are available at: [www.cityairporttrain.com/en/home](http://www.cityairporttrain.com/en/home)

### **Taxi from the airport :**

The single taxi fare is about €40.

Several companies offer a pick up service that can be booked in advance. You are advised to only use the taxi rank directly in front of the arrivals hall or the “City Transfer” counter in the arrivals hall.

If you are approached in the arrivals hall by a taxi service, it is in your best interest not to use it. This is an illegal business conducted by people who in many cases also do not have the required business licence.

### **Travel within Vienna**

Vienna is a relatively small city and most places within the central area can be reached within 30 minutes on foot.

There is also an efficient metro and tram service.

Further details can be found at:

[www.wien.gv.at/english/transportation-urbanplanning/public-transport/](http://www.wien.gv.at/english/transportation-urbanplanning/public-transport/)

## Conference venue

By kind permission of the Commandant and the Austrian MOD, the conference will take place at the Austrian Defence Academy in Vienna.

The postal address of the Academy is: Stiftgasse 2A, 1070 Wien, Austria

Tel. +43(0)50201-1028201

The academy (marked Bundesheer Stift Kaserne on the map below) is located on the south eastern side of the centre of Vienna, immediately south east of the Museumsquartier, which is a well signposted tourist attraction.



## Conference Working Language

The main conference language will be English. However, we are making special arrangements in order to have simultaneous Spanish-English interpretation for one panel. Any PowerPoint slides should preferably be in English. Photographs without captions may be in any language. The Defence Academy authorities have asked that you bring any PowerPoint presentations on a USB storage device, so that they can be uploaded onto the Academy's IT for display.

## Chatham House Rule

The conference will be held under the Chatham House rule.

For those not familiar with the Chatham House Rule, it states that:

*'When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.'*

In addition, no part of the conference may be recorded by the audience (sound and/or vision) without the written permission of the presenter and the executive directors. This includes any sessions at which an 'official' film crew might be present. The only exceptions are the formal opening and closing addresses and the prize ceremony at the conference dinner.

The benefits of using the Rule are that it allows people to speak as individuals, and to express views that may not be those of their organisations, and therefore it encourages free discussion. People usually feel more relaxed if they don't have to worry about their reputation or the implications if they are publicly quoted.

The Rule is primarily about the dissemination of the information after the event - nothing should be done to identify, either explicitly or implicitly, who said what. This includes what might be said during the informal parts of the conference, such as lunches or our meet and greet.

## Conference dinner

The conference dinner and prize ceremony for the Euro-ISME 2018 Ethics Prize will be held at the Vienna Marriott hotel. The address is:

Parking 12a, 1010 Wien, Austria

Tel: [+43 1 515180](tel:+431515180)

The cost for dinner includes a welcome drink, a three course meal with coffee and wine or soft drinks with the meal.

