

## Annex 7

### OECD MULTILATERAL TAX CENTRE IN VIENNA



#### *Location*

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The Centre is situated ten minutes from the centre of Vienna in a purpose-built training centre of the Austrian Federal Finance Academy, which was constructed in 1989. The entrance to the Centre is set back from the road and is marked by a prominent sign referring to the OECD. The address is:

BundesFinanzAkademie  
186-190 Erdbergstrasse  
1030 Vienna  
Tel.: (43-1) 717 44 4520  
Fax: (43 1) 7985820



#### *Getting There*

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Please ensure that you are aware of the visa requirements before your departure for Austria. Upon arrival in Vienna it is easiest to take a taxi directly to the Centre from the airport. Show the driver the address set out above. **The taxi will cost approximately 30 €.** There are two companies, which offer special flat-rate fares between Schwechat airport and the seminar centre, both are listed below:

- APS - tel: 43 1 7007 6880 / fax: 43 1 7007 6840 / email: alt@pass-service.at
- C&K - tel: 43 1 68 96 969 / fax: 43 1 688 40 460

However, you may wish to book your taxi before travelling. **The flat fare to the airport is 27 €.** It is normal to tip approximately ten per cent.

The reservation can be done by the contact point Ms. Anita Csenar in advance.

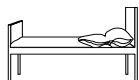
However, if you prefer to make your own way to the Centre from the airport the directions are attached.

If you arrive by car make sure you do not park your car in front of the Center as parking time is limited there and needs to be paid by using certain parking tickets.

The Center offers parking facilities for appr. 1,5€ per day. The permission for parking you can get from the doorman by paying the whole sum in advance for the whole duration.

When you arrive in the Centre please ask the doorman to inform Ms. Anita Csenar of the OECD (our contact point) of your arrival. **We also remind Participants to keep a copy of your invitation letter as you will be requested to show it to the doorman upon arrival, otherwise accommodation will not be provided.** Ms. Csenar will issue you with an entrance card and the key for your room. Please ensure that you keep this key on you for entering the Centre during your stay.

Please make sure you exchange money at the airport, as the banks in Vienna are closed on weekends.



### ***Accommodation and Meals***

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**All Experts and event participants will be accommodated free of charge at the Centre. This provides the maximum opportunity for interaction and dialogue between Experts and participants and flexibility in relation to the development of the event.** As the Centre is not a hotel it does not provide towels, soap etc., and it is advisable to bring these personal items with you. Sports facilities and a television room are at your disposal, though it is necessary to book the sports facilities in advance.

The Centre has a self-service restaurant located on the top floor where you can have breakfast and lunch for a modest cost. This restaurant is open Monday through Thursday from 06.00 a.m. to 15.00 p.m., Friday from 06.00 a.m. to 14.30 p.m. and is closed Saturday and Sunday. There are a number of restaurants in the vicinity of the Centre and evening meals can be taken there or in downtown Vienna.

Kitchen facilities are also available for those who prefer to cook for themselves (the kitchen is in the yellow area only). **Please note that the kitchen does not include utensils, dishes or cups.** There are a number of small shops and supermarkets near the Centre.



### ***Office Facilities and Support Staff***

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Our contact person at the Centre is Ms. Anita Csenar, who speaks English, Russian and German. She will be on hand to welcome you and show you to your room.

Ms. Csenar can usually be found in the OECD office (first floor, blue area Room 139B) which is equipped with a computer, fax machine, photocopier and the OECD library. There is one classroom which is equipped with a PC, a projector and whiteboards as well as interpretation equipment for three languages.



### ***Social Events***

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A dinner is held in a restaurant usually at the beginning of the week. For two week Events a cocktail is held on the evening of the first day of the Event with a dinner in the middle of the second week. All Experts and participants are invited to these events which we find provide a good opportunity to get to know the participants on a social level and considerably enhance the discussion in the classroom on subsequent days. Details of social events are provided by Ms. Csenar.



## ***Touring Vienna***

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The Experts usually spend some evenings and any weekend days available to visit Vienna. A metro station "Erdberg" U3 line is near the Centre and it takes about ten minutes to ride downtown by train. It is not necessary to take a taxi. Experts are recommended to buy a one week ticket which is valid from Monday to Monday 9.00 of the following week on all forms of public transport. **The cost of this ticket is 12.50 €** and can be purchased in any local tobacconist or metro station, a photograph is not required for purchase.

Below is the address and telephone number of a reasonably priced hotel in the centre of Vienna for any Experts who intend spending the weekend in Vienna.

Kaiserin Elizabeth Hotel  
1st District  
Weihburg Gasse 3  
Tel.: 51526

**(rates to be confirmed with Ms. Csenar)**  
***(all rates include breakfast and you will receive a further 8% discount on rates on mentioning OECD)***

Further tourist information can be obtained from Ms. Csenar or from the Tourist Information Centre, 38 Kaerntnerstrasse, Tel.: +431 211 140 which is open from 9:00 to 19:00.



## ***Further Information***

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Please do not hesitate to contact the following person if you have any queries about the administration of the Event or workshop:

Leonora Lynch-Stein

Tel.: (33 1) 45 24 89 13

Fax: OECD, Paris (33 1) 45 24 18 84

Fax: Anita Csenar (43 1) 7985820

## HOW TO GET TO THE SEMINAR CENTRE (VIENNA) FROM THE AIRPORT

**(BundesFinanzAkademie, 186-190 Erdbergstrasse, 1030 Vienna)**

1. Take the high-speed railway 07 to LANDSTRASSE (Wien-Mitte) and then Subway U3 (orange) to ERDBERG.
2. Take the airport bus to the City Air terminal (Hotel Hilton) and then Subway U3 (Orange) to ERDBERG.
3. Take the speed train CAT (16 minutes) to LANDSTRASSE (Wien Mitte) and the Subway U3 (orange) to ERDBERG

