

# Logistical Brief

Evidence for Policy in Disaster Risk

Management (DRM) Summer School 2024

26-27 September 2024, Vienna, Austria

*This activity has been funded via the European Commission's framework contract for services No ECHO/B3/FWC/2022/SI2.2966. The opinions expressed are those of the contractor(s) and might not represent the Commission's official position.*



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**Contents**

INTRODUCTION	3
LOGISTICAL INFORMATION	4
Venue	4
Accommodation and meals	5
Arrivals and transfers	5
COVID-19 INFORMATION	6
CONTACTS	6

## INTRODUCTION

The Evidence for Policy in Disaster Risk Management is organised by the Civitas Soteria Consortium namely ICF and Scuola Superiore Sant'Anna and hosted by the University of Vienna,

on behalf of the Directorate-General for European Civil Protection and Humanitarian Aid Operations of the European Commission (DG ECHO).

This document contains useful information regarding the logistical organisation of the workshop in Vienna, including travel, accommodation, and meals. Participants will also find additional information about the venue and a list of key contacts for the Organising and Support team.

Closer to the date of the event, participants will receive a final logistical information package containing additional information regarding the organisation of the event (including Masterclasses) and their stay in Vienna.

**Please read the entire document carefully.**

## HOST AND LEAD ORGANISER OF THE WORKSHOP: ICF

The Evidence for Policy in DRM Summer School is hosted by the University of Vienna, that is one of the oldest and most renowned universities in Europe. Established in 1365, it has a rich history of excellence, where a total of 85,000 students can select out of 186 study programs. The University of Vienna comprises 15 faculties and 5 centers, providing space for approximately 10,600 employees, including 7,500 researchers and educators. Among these faculties, the Department of Geography and Regional Research, where the Summer School will take place, is part of the Faculty of Earth Sciences, Geography, and Astronomy.

## LOGISTICAL INFORMATION

The workshop will start on **Thursday 26 September 2024 at 09:00** and will finish on **Friday 27 September 2024 at 17:30 (+ closing dinner)**. We expect that all participants will arrive in Vienna on Wednesday 25 September and leave in the morning of 28 September (alternatively during the evening of 27 September after the workshop ends).

**Please also be advised that:**

- We cannot accept late arrivals or early departures.
- Travel reservations will not include travel insurance or medical cover. You are responsible for arranging your own insurance. We recommend that you obtain a policy that is adequate and suitable for this trip.
- We are only able to book and pay for mainline travel and transfers in Austria, to and from the venue. **We do not cover, and are unable to reimburse, the cost of additional local travel within your own country, including local airport transfer, buses, trains, or taxis.**

## Venue and location



The sessions will be held at the **University of Vienna in Lecture Hall 1** in the NIG (Neues Institutgebäude, Universitätsstraße 7, 1010 Vienna).

Other smaller rooms and outdoor training areas will also be used during the event.

## Accommodation and meals

Participants will be offered full board accommodation (breakfast included) in a single room with a private bathroom, TV, telephone and internet, in high-quality hotels in Vienna, located within walking distance from the University. During the Summer School, coffee breaks, lunch and dinner will be offered. Social events will be catered for.



The cost of the accommodation (bed and breakfast), along with lunch, dinner and coffee breaks, is covered by the training organisers (check-in: 25 September 2023 – check-out: 27 or 28 September 2024).

Kindly note that extra costs such as drinks (other than those provided during the coffee breaks, meals and during the planned social activities) will be covered by the participant.

## Arrivals and transfers

Participants are expected to arrive in Vienna throughout the day on **25 September 2024** and leave in the morning of 28 September (alternatively during the evening of 27 September after the workshop ends).



Please note that travel and local transfers will be organised by ICF, the lead partner of the Civitas Soteria consortium. ICF will get in contact with each participant, upon registration, to proceed with the booking of the international travel.

ICF will also organise accommodation in hotels in Vienna. Detailed information regarding accommodation and the transfer from the airport will be shared with participants after the registration.

**Participants should not make travel arrangements by themselves.**

## COVID-19 INFORMATION

No EU COVID-19 certificate is required to enter Austria from EU Member States and other foreign countries. The training organisers will inform you, in due time before the beginning of the workshop, about any changes that may occur.

## CONTACTS

The name and contact detail of key staff from the University of Vienna:

Annika Froewis MEd  
 Email: [annika.froewis@univie.ac.at](mailto:annika.froewis@univie.ac.at)  
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The names and contact details of key staff involved in the Training Programme and logistical organisation:

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