



**VIAC** || Vienna International  
Arbitral Centre

# Hearings at VIAC

TERMS AND CONDITIONS

VIAC - Vienna International Arbitral Centre  
Wiedner Hauptstrasse 63, 1045 Vienna  
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E [office@viac.eu](mailto:office@viac.eu)



# Location



10 minutes  
by metro  
from the city  
centre



10 minutes walking  
distance from the  
Vienna Central  
train station



30 minutes  
by car\* from  
Vienna airport

\*onsite parking available

The background image shows a modern interior space, likely a lobby or atrium. In the foreground, there is a staircase with dark steps and a silver metal handrail. The ceiling is white with several circular recessed lights. In the background, there are glass railings, a wooden door, and some framed pictures on the wall. The overall atmosphere is clean and professional.

# Octagon Building

In the main building, we have six rooms arranged in an octagonal layout. These vary in shape and size, offering a wide range of technical facilities to meet different needs. All rooms enjoy natural daylight.

At the centre of the Octagon, there is a spacious area that is ideal for catering, whether you prefer a traditional buffet or a more dynamic flying buffet. The canteen is located closeby. There is also a comfortable seating area in the centre of the Octagon, which offers the perfect space for bilateral meetings.

Rooms in the Octagon are available at weekends.

# Octagon - Pricing

Overview only - surcharges may apply.

## Octagon Building

### Room 1 \*

max. 38 persons

**EUR 327 / half-day\*\***

### Room 2 \*

max. 42 persons

**EUR 355 / half-day\*\***

### Room 3 \*

max. 24 persons

**EUR 150 / half-day\*\***

### Room 4, Room 5 \*

max. 34 persons

**EUR 276 / half-day\*\***

### Room 6 \*

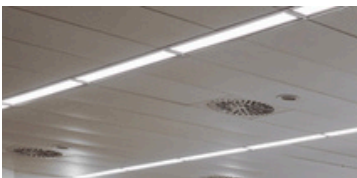
persons upon request,  
surcharges apply

**EUR 766 / half-day\*\***

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\* set-up / tear-down fee is 50 % of the “work day” price

\*\* from 8:00 am to 01:00 pm / from 01:00 pm to 06:00 pm (please note, that an additional surcharge applies after 06:00 pm)

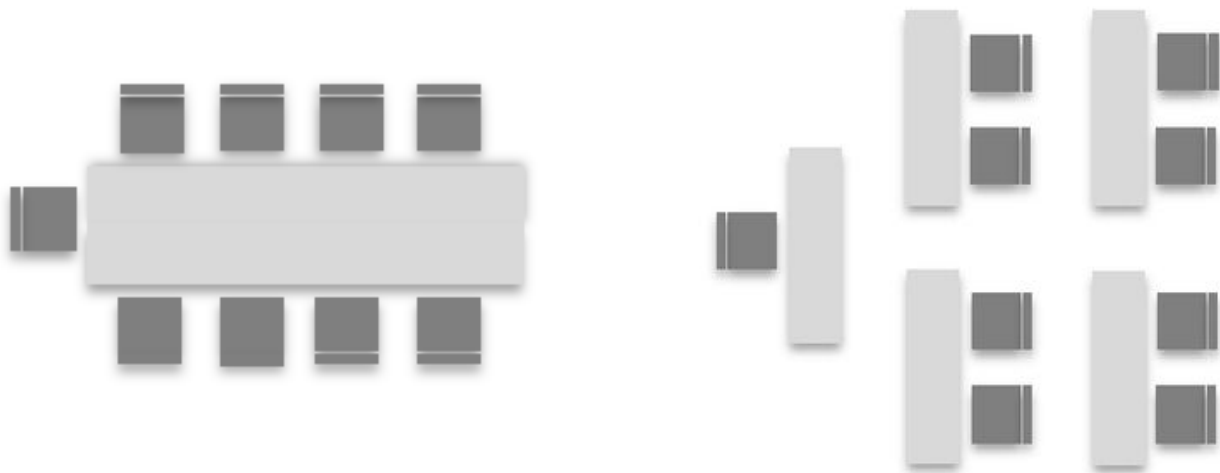


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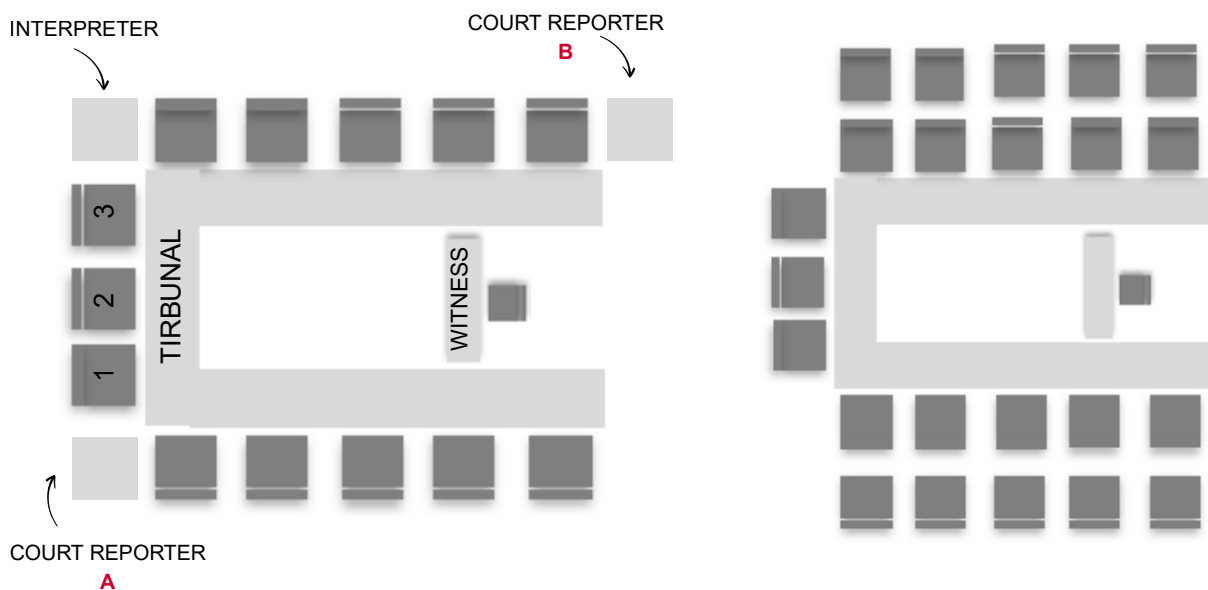
Please note that the above pictures serve as examples of possible room set-ups.

# Octagon - Seating Possibilities

Hearing with a Sole Arbitrator:



Hearing with a Tribunal:



The seating structure can be tailored to the specific hearing. Please note that not all set-ups are possible in every room.

# Octagon - Technical Equipment

Overview only - more information upon request.



**PTZ-Camera**



**Microphones**



**Screen**

Technical assistance can be arranged upon availability and with a surcharge.

## Prices

PTZ-Camera

**EUR 86 / day**

Microphone set (25 pieces)

**EUR 185 / day**

Additional screen

**EUR 53 / day**

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Please note that the above photos serve simply as an example of technical equipment available. Technical equipment cannot be provided in any A-building and B-building rooms.

# Octagon Room 6 - Translation Facilities

Overview only - more information upon request.



Translation booths in Room 6, Octagon.

- Room 6 in the Octagon provides built-in translation booths.\*
- Buildings A and B cannot facilitate translation booths.

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\* Technical equipment for simultaneous translation has to be booked from an external provider.



# Buildings A and B

We also have two additional buildings, designated as buildings A and B, which offer a number of options, in addition to the Octagon facilities.

Building A houses 14 rooms, while Building B contains eleven rooms. Every room varies in capacity, with the largest accommodating up to 28 people. Many of these rooms boast natural daylight.

The majority of rooms offer video conferencing equipment and allow for hybrid hearings. There are also a number of smaller rooms available that could serve as break-out rooms or be suitable for bilateral meetings.

Buildings A and B rooms are not available at weekends.

# Buildings A / B - Pricing

Overview only - surcharges may apply

## Video Conferencing Rooms

**B2 2, B3 1\*, B3 2, B4 1\*, B4 2, B5 1\*, B5 2**  
max. 22-26 persons depending on room

**EUR 64 / 2 hours**

**B2 1\*, B2 4**  
max. 18-20 persons

**EUR 56 / 2 hours**

**A1 1, A2 1, A3 1, A4 1, A5 1, A6 1, A7 1,  
A8 1, A9 1**  
max. 10 persons

**EUR 48 / 2 hours**

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\*These rooms are equipped with two video conferencing screens. All other video conferencing rooms are equipped with only one screen.

Please note that B2 rooms are windowless.

## Meeting Rooms

**A3 2, A4 2, A5 2, A7 2, A8 2, A9 2**  
max. 12 persons

**EUR 25 / 2 hours**

**B4 3, B5 3**  
max. 15 persons

**EUR 26 / 2 hours**



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Please note that the above photos serve simply as an example of possible room set-ups. Changes are only possible upon prior notification and in consultation with the facility management (surcharges may apply). Tables cannot be moved independently by the parties.

# All Rooms - Technical Support

A mandatory tech check\* is booked for the start of every hearing day. The earliest a tech check can take place is 8:00 am.

Tech check surcharge

**EUR 42 / day**

An internal laptop is booked based on availability for the duration of the hearing. The laptop connects the room to the available cameras/microphones and serves as a back-up for file-sharing.\*\*

Laptop surcharge

**EUR 53 / day**

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\*The tech check includes a technician who explains the technical set-up within the room. We highly recommend that at least one person from the tribunal and one from each side attends the tech check.

\*\*Depending on the (firewall) settings, file-sharing might not work from private laptops.

# All Rooms - Cancellation Policy

Cancellations are possible under the following conditions:

Cancellation up to **3 weeks** before the booked date

**0 %**

Cancellation **8 to 21 days** before the booked date

**50 %**

Cancellation up to **7 days** before the booked date

**100 %**

# Availability and Opening Hours

The VIAC Secretariat is happy to assist you during office hours:

Monday: 08:00 am – 05:00 pm

Tuesday: 08:00 am – 04:30 pm

Wednesday: 08:00 am – 04:30 pm

Thursday: 08:00 am – 04:30 pm

Friday: 08:00 am – 04:00 pm

+43 (0)5 90 900 4398

[office@viac.eu](mailto:office@viac.eu)

VIAC will provide you with a reservation form, if you wish to book any of our facilities.

If you are also interested in booking catering, we will provide you with an overview of the options available and pricing. Please note inhouse catering is not available at weekends.

Please do not hesitate to contact us via [office@viac.eu](mailto:office@viac.eu) or call +43 90 900 4398, if questions should arise.

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