



VIAC || Vienna International
Arbitral Centre

Hearings at VIAC

TERMS AND CONDITIONS

VIAC - Vienna International Arbitral Centre
Wiedner Hauptstrasse 63, 1045 Vienna
T +43 (0)5 90 900 4398
E 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



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**
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Room 2 *

max. 42 persons	EUR	355 / half-day**
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Room 3 *

max. 24 persons	EUR	150 / half-day**
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Room 4, Room 5 *

max. 34 persons	EUR	276 / half-day**
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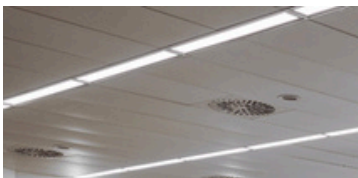
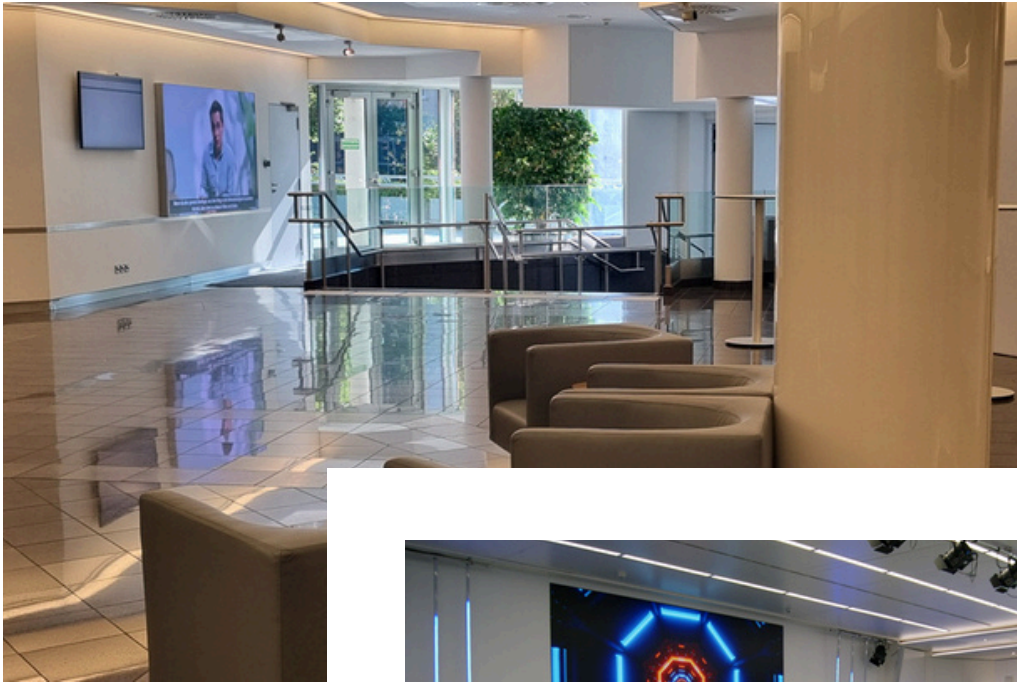
Room 6 *

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)

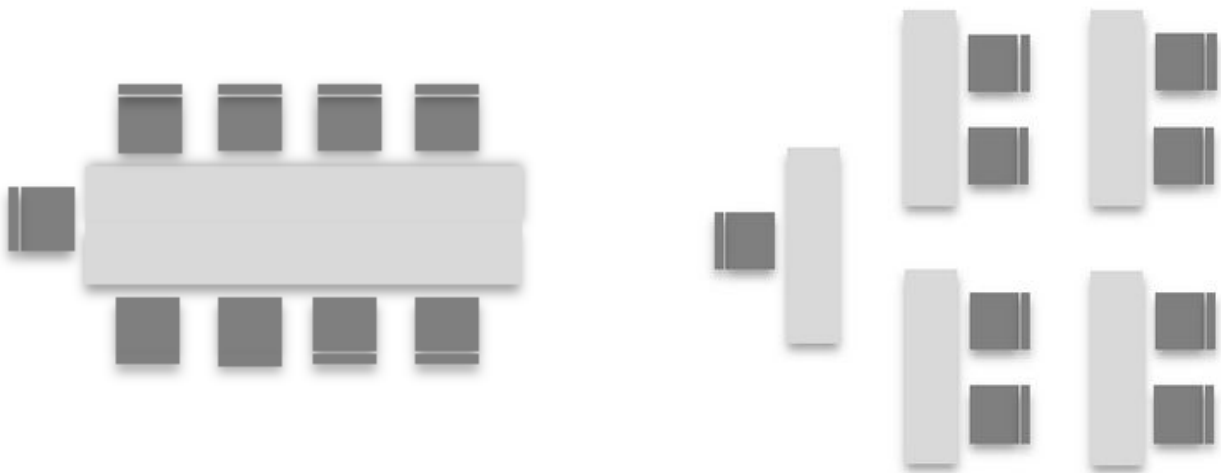
Please note that different prices apply for weekends.



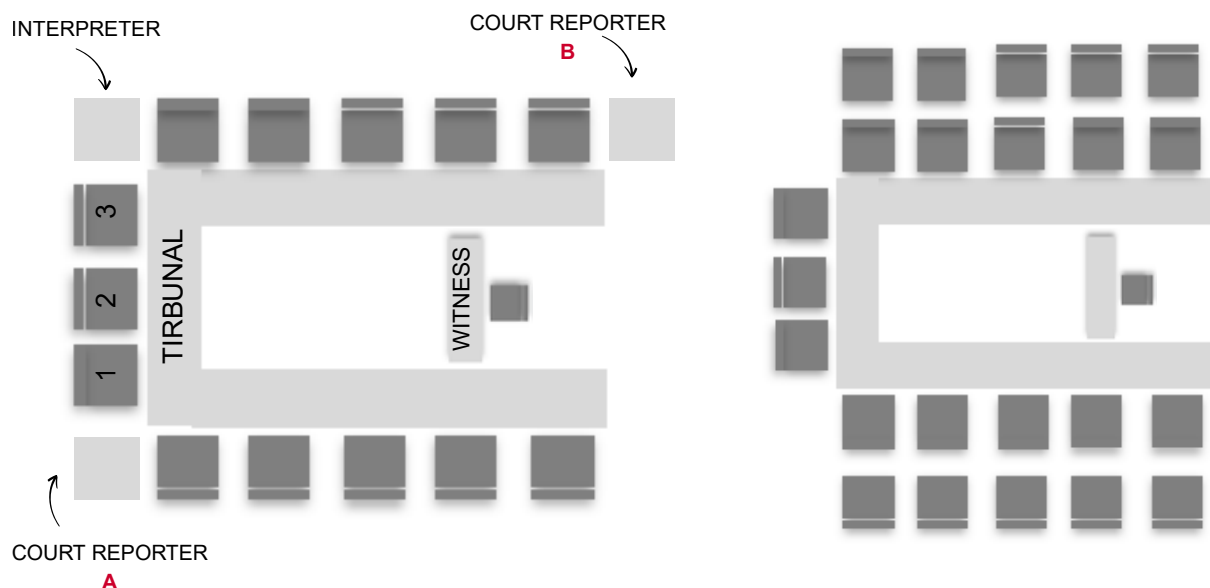
Please note that the above pictures serve as examples of possible room set-ups.

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



Audio System



Screens

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

Prices

PTZ-Camera

EUR 86 / day

Audio System (25 microphones)

EUR 185 / day

Additional screen

EUR 53 / day

Printers and document storage are available upon request.

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 boasts built-in translation booths.
- Buildings A and B cannot facilitate translation booths.



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

*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



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 provided 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

*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

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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 or call +43 90 900 4398, if questions should arise.



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