planners’ guide
austria
The guide to your event.
Your Event.
In Austria.

*abcn austrian business and convention network* is your competent partner in Austria for meetings, incentives, conventions and events. Our specialists are always at your service with professional advice and creative ideas.

**Austria: The Right Choice For Your Event**

Austria - and first and foremost Vienna - ranks among the leading event destinations in the world. Our most convincing assets are our hospitality, the innovative potential of the tourism industry, and the professional, first-rate quality of our programmes. In international comparisons, our country gets top ratings in the statistics of renowned global meeting associations: Both the Union of International Associations UIA and the International Congress & Convention Association ICCA list Austria among the most popular destinations on the global meeting scene.

But what is it that makes Austria such an ideal destination for events, meetings and conventions? Apart from its reliable and excellent infrastructure and its plum position in the very heart of Europe, Austria offers the special add-ons that are bound to make your meeting or event a sure-fire success. Austria is famed for its scenic beauty and diversity, for a wide array of cultural highlights, tasty cuisine, as well as unmatched hospitality and charm. By launching the “Green Events Austria” initiative, Austria has taken on a pioneering role in the meeting and events industry at international level in the sustainable use of resources. Green events do not only offer savings potentials in the organisation of events, but also generate a marketing edge which sponsors, patrons, and the public at large appreciate. In this way, Austria as a convention and meeting destination is making a vital contribution to preserving our living environment.

This Planner’s Guide showcases Austria’s assets and advantages. The team of the abcn austrian business and convention network at the Austrian National Tourist Office will help you present Austria at its best to the participants of your event. As your competent partner, abcn offers professional advice, a full range of services, and ensures efficient cooperation with Austria’s regional convention bureaus. After all, Vienna is not the only first-rate location for business events. Find out for yourself what a multi-faceted and high-quality range of services Austria has to offer as a convention, meeting and incentive destination.

Dr. Petra Stolba
CEO Austrian National Tourist Office

www.convention.austria.info
planners’ guide

austria

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A change of scenery may expand your horizons.
You will want to return again and again.
For these exceptional moments.
Visitors who get to know Austria on business often develop a fondness for this country. No wonder: the sheer beauty and diversity of its natural scenery is overwhelming. Think of sun-kissed Burgenland with its wide stretches of steppe landscape and hundreds of birds species, think of the gently rolling hills of the Wachau valley and its idyllic, terraced vineyards along the banks of the river Danube, or of Austria’s alpine west with its imposing mountain ranges and extensive alpine pastures. Think of lakes and rivers so clean you can drink their water, think of crisp mountain air that reinvigorates with every breath you take, ideal to draw energy and inspiration for novel plans and ideas. And not to forget a myriad of opportunities for hiking and mountain biking, canyoning and rafting, but also skiing, snow-shoe rambling or cross-country skiing – a perfect counterpoise to intellectual flights of fancy.

Whether a convention, meeting or incentive trip, it is always the setting that is critical for the success of your event. And no other destination leaves you with so many close-by choices than Austria.
Always on the agenda: Your meeting with Austria’s cultural treasures.
Austria
Culture & Cities

Whatever location you have in mind for your event in Austria, the next town or city with a panoply of cultural attractions is only a stone’s throw away. Often, historic old city centres can be found side by side with futurist architecture that has caused a buzz internationally, such as the Kunsthart art gallery in the old town of Graz whose facade shimmers in all shades of blue, or the soberly elegant Lentos Museum in Linz on the river Danube. It is always worthwhile to stroll aimlessly through the medieval streets of Vienna, Graz or Salzburg, to soak up the atmosphere, and to stop by at one of the venerable coffee houses for a bracing melange (cappuccino style coffee with milk) and a home-made apple strudel.

The cultural calendar, too, is packed with highlights galore. The whole year round, Austria doubles as a stage for music, theatre and literature festivals. The traditional Salzburg festival or the Innsbruck festival week, avant-garde festivals such as Ars Electronica, a dazzling show of media arts in Linz, the Impulsfestival of contemporary dance in Vienna, or vibrant street festivals such as La Strada in Graz are a perfect complement to any congress or meeting. Unusual locations such as the Bregenz floating stage or the open-air stage in front of Grafenegg castle and their inspiring ambience make every cultural event a one-of-a-kind experience.

In winter, visitors will take home fond memories of the sumptuous balls and classical concerts, opera performances and internationally acclaimed exhibitions in Austria’s cities which are bound to make your own event a downright success.
Get-togethers are a national pastime in Austria.
Throughout the world, Austria is famed for the hospitality and sociableness of its people. Whether at a typical Heurigen wine tavern in Vienna, as a Carinthian skiing lodge or a gourmet restaurant in Vorarlberg - whoever comes here in the company of friends or business partners will stay on for hours on end, not least because there is so much to enjoy. The tasty Austrian cuisine has won acclaim far beyond the country’s borders, serving traditional dishes such as Wiener Schnitzel (Viennese-style escalopes) or the legendary Kaiserschmarren (torn, sugared pancakes with raisins) alongside creative re-interpretations of traditional fare. Because of that fabulous gastronomic wealth, separate culinary regions have been designated, each with their own specialities – from freshly caught Saibling trout in the Ausseerland to spicy Pinzgau alp cheese, bean salad with pumpkin seed oil in southern Styria, or tender venison roast of Hochschwab deer. Austrian wines are appreciated throughout the country and way beyond: In addition to premier white wines, a growing number of red wine varieties are garnering international awards. Apart from the long-standing vintners, a new generation of fledgling winemakers has been stepping into the limelight recently.

Wellbeing also includes finding the right accommodation – so it is all the better that Austria’s hotels and inns have something to offer for every taste and preference, from family-run hotels which you can book exclusively for yourself and your guests to stylish 5-star hotels with up to 1,000 beds. Many businesses attach utmost importance to high-quality organic food and sustainable, eco-friendly management. Customised technical facilities for any kind of meeting and event have long become a matter of course. Yet the real success formula of Austria’s hoteliers and innkeepers has less to do with technology than with heartfelt commitment. Here, hospitality is more than just a tradition, it is a genuine passion. And that is something you can sense at every single moment.
An event at 3000m above sea level?
Just a matter of organisation.
Why Austria

For years, Austria has been top-listed in international rankings as a location for meetings, events and conventions for many reasons — start with its easy accessibility in the very heart of Europe. Add economic and political stability and a high level of security which many organisers consider paramount. The country offers not only an ideal setting for touristic activities and state-of-the-art infrastructure, but scores extra points with its high standards of service. Austrian hosts specialise in providing tailor-made offers for every request and every occasion.

You want your event to be hosted at an exceptional location people will still be talking about in years to come? No problem. You need a multi-functional conference centre for thousands of delegates for your convention? With pleasure. It is this flexibility and professionalism which convinces a growing number of decision-makers in international associations and large corporations just as in small businesses to host their events in Austria.
Sometimes it is the setting that makes a meeting unforgettable.
Sometimes it is the setting that makes a meeting unforgettable.

- Good accessibility due to its central location
- Under 4 hours flying time from anywhere in Europe
- Sports, cultural and culinary highlights all year round: a perfect opportunity to forge new business ties
- Austria is a major business hub in Central Europe
- Great scenic diversity within a close range

Events and Incentives: Nothing is impossible

A stunning location makes any event a memorable affair, be it in rustic country style at an alpine lodge at 3,000m altitude where you can party the night away and enjoy a scrumptious breakfast at sunrise, be it in the romantic, medieval setting of an ancient castle hall, enjoying a torch- or candle-light dinner amidst original knight armours, be it above the rooftops of Vienna with views of St. Stephen’s cathedral, or be it in an underground wine cellar to enjoy a tasting of the new vintage.

For incentives as well, there is ample scope for creativity. You are looking for an adrenaline rush? Why not host a white-water rafting tour in ruggedly beautiful nature: accompanied by a boat guide, you and your staff will ride 15 km on the Salzach river and end the exciting day with a jolly barbecue. Fancying rest and recreation in the pristine Tirolean mountains? Here, soothing yoga and meditation classes ideally complement walking or cross-country skiing. Or are you daring enough for a heavy cocktail of suspense, creativity and viticulture? Equipped with a digital camera, you can produce your own script for a crime story in the mystic wine cellars and cellar lanes of the Wachau valley. Once the task is completed, the buffet of regional specialities served at a local wine tavern will taste all the better. Just turn to us for inspiration and advice!
Who said that professional advice and full-range service need to be pricey? We at the Austrian business and convention network (abcn) make it our business to advise and support you in looking for a perfect location and organising your event as best we can — and free of charge, to boot.

In doing so, our intimate familiarity with the country in which we have been living, working and spending our holidays for many years, is our prime asset. Moreover, we cooperate closely with the convention bureaus in Austria’s provinces — with their in-depth know-how, they will help you fine-tune every offer to perfectly fit your wishes and needs.

access, the trade fair of the convention and meeting industry, offers you a detailed picture of Austria’s multi-faceted programmes.

As one of the five sponsoring organisations of this event, we are able to identify major trends in the convention business and willing to readily share them with you and other industry stakeholders.

For quick reference, we have prepared a venue finder: At www.convention.austria.info you will find information on convention and meeting centres, conference hotels and event locations, alongside the latest incentive ideas and a lot more.
The best things in life are free.
Our advice, for example.
From choosing a location to sorting out the nitty-gritty: Rely on the specialists.
We at the Austrian business and convention network (abcn) offer competent and comprehensive advice when it comes to organising your meetings, incentives, conventions and events.

We help you find and select appropriate venues all over Austria.

Our advice is independent, non-commercial and free of charge.

We help you arrange for individual site inspections.

We are represented at several international fairs and one of the five sponsoring organisations of the access trade fair.

The services of abcn: Competent and creative

No matter what kind or how big an event you are planning, no matter for which occasion – our specialists will readily assist you at any time with professional advice and good ideas and help you plan creative events.

Owing to our long-standing experience, we not only help you best possibly realise your own ideas, but can suggest a whole range of fancy concepts: from a meeting on the sun deck of a Danube cruiser to a picnic amidst idyllic vineyards, or a visit to a rural festival celebrating the annual bringing down of cattle from the alpine pastures in autumn.

Recommended by abcn. And winners of international awards.

Isn’t it fascinating how different meeting venues can be? From a rustic hunting lodge with a private fishery to an ultra-chic luxury locality downtown, or a spacious, hypermodern conference centre able to cater to some 10,000 delegates. What they all have in common is state-of-the-art facilities and the fact that they have been thoroughly vetted by abcn and the convention bureaus and can therefore be wholeheartedly recommended.

Our choices have been endorsed by independent, international bodies. The Bregenz Festival and Congress Centre on Lake Constance, for example, has received the APEX Award as one of the top three congress centres world-wide in 2010 for the second time.

The major industry trends at a glance

abcn is one of five co-organisers of the annual access trade fair. This Austrian specialized fair provides a unique platform for over 200 exhibitors from all fields of the conventions, meeting and incentive industry. A great number of national and international trade visitors attend access to find out more about what is new in the industry.
Good partners only recommend what they know. From personal experience. Wholeheartedly.
Who would be more familiar with what a region has to offer than the people who live there? For this reason, we at abcn work closely together with our partners, the Convention Bureaus in Austria’s provinces. They assist us in choosing a destination and come up with proposals for the right location for your event. Our local counterparts are always abreast of the latest developments and can recommend the best conference hotels, convention centres, venues and accompanying programmes.

The following pages present Austria’s nine provinces in a nutshell – find out more about the details in a personal consultation. Upon request, you will be contacted by the specialists from the convention bureaus. For direct, one-on-one advice is always the best you can get.
Vienna Convention Bureau

Obere Augartenstraße 40
1020 Vienna
AUSTRIA
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Fax: +43 (0)1 214 61-17
convention@vienna.info
www.vienna.convention.at

Vienna
abcn Partner

Meeting creates understanding …

Why Vienna? Easy to explain:
- Vienna is the leading meeting & incentive city in Europe, hosting 3,100 events each year.
- Vienna is a compact, green and safe city.
- Vienna is easy to reach.
- Vienna is a rare marriage of old-world charm and modern-day joie-de-vivre.
- Vienna has state-of-the-art locations and premier service providers.

Some figures required? Vienna by international comparison:
- Safety: Rank 5 worldwide after Luxemburg (rank 1), Berne, Helsinki and Zurich. Mercer: Personal Safety Ranking, September 2011.
- European Green City Index 2009: Rank 4 in Europe, behind Copenhagen, Stockholm, Oslo. This index maps the achievements and ambitions of cities in environment and climate protection (energy, buildings, transport, water, waste and land use, air quality, environmental management, CO2 emissions). European Green City Index 2009, Economist Intelligence Unit, published by Siemens.

We...
- present you the numerous locations and help you choose the perfect event location for your event in Vienna
- reserve the required hotel room allocations for your event
- put you in contact with the local service providers
- prepare your detailed bid and presentation materials – digital or printed
- arrange site inspections tailored to your requirements
- provide you and your delegates with promotional material such as brochures, videos, digital pictures and city maps
- publicize your event in the online Vienna convention calendar
- offer all of our services free of charge

Useful links:
NEW: Vienna Meeting Planners’ Guide App
Free download from iTunes App Store
www.vienna.convention.at
www.wien.info
www.viennaphoto.com

Congress and trade fair centres

3 Congress and trade fair centres
93 convention hotels
8 universities
33 historic venues
16 modern venues

Hotel capacity

19 5*-hotels 7,570 beds
160 4*-hotels 26,592 beds
160 3*-hotels 14,817 beds
74 1*/2*-hotels 5,569 beds
8 summer hotels 1,379 beds
In total 421 hotels
with 55,927 beds

Culture and Incentive Highlights

Vienna is the avowed favourite among art and music lovers. It attracts food and wine connoisseurs, holds a nostalgic fascination for those pining for the good old days of the empire, and inspires trend scouts in fashion, design and music. Vienna is not just a city – Vienna is a way of life and a way of meeting!
Events with sun in it

Due to its location in the center of Europe and in the heart of Europe Centrope Burgenland is perfectly suitable for international and national events. From multi-functional conference centers on spectacular event and incentive venues and modern conference hotels to small but excellent seminar facilities Burgenland offers an attractive offer. Burgenland is blessed by the sun. 300 days of sunshine a year and mild climate accompany your event. Short distances and good accessibility, a great variety of your social programme, whether nature, culture, sports, cuisine or spa, and of course the professionalism of our suppliers will convince you. Burgenland - Events with sun in them.

Convention Burgenland
Convention Burgenland supports you as a service center for all aspects of your conference organization in Burgenland. We accompany you from the initial idea through to implementation.

Our services include:
- Advice and selection of a suitable event location
- Organizing an inspection tour in Burgenland
- Finding the appropriate hotel capacity
- Design and creation of a customized framework programme
- Assistance in contacting individual providers

These and many other services we offer completely free and independent of the size of your event. Let us advise and support you and your professional partners. You are welcome!

Useful links:
www.burgenland.info

Convention Burgenland
Johann Permayer-Straße 13
7000 Eisenstadt
AUSTRIA
Tel.: +43 (0)2682 633 84-11
Fax: +43 (0)2682 633 84-20
convention@burgenland.info
www.convention.burgenland.info

Congress and trade fair centres
1 trade fair centre
1 convention centre
5 cultural centres
1 Liszt centre in Raiding
Numerous event locations

Hotel capacity
56 4*/5*-hotels 6,512 beds
148 3*-hotels 4,926 beds
In total 204 hotels with 11,438 beds

Culture and Incentive Highlights
Over 2000 hours of sunshine per year, UNESCO world heritage National Park Neusiedler See - Seewinkel, six nature parks, 13 culinary regions, 18 cultural festivals such as Operetta Festival, Möbisch, St. Margarethen Opera Festival, Haydn Festival in Eisenstadt, and many more.
Lower Austria

Convention Bureau
Lower Austria
Niederösterreich-Ring 2, Haus C
3100 St. Pölten
AUSTRIA
Tel.: +43 (0)2742 9000-19825
Fax: +43 (0)2742 9000-19802
convention@noe.co.at
www.convention-bureau.at

Hospitality, cultural & culinary treats

Lower Austria offers not only a perfect setting for your meetings, events and incentives in an exclusive ambience, but also cultural and gastronomic treats, a sense of joie de vivre and warm hospitality. The Lower Austrian Convention Bureau is your competent partner for finding the right location for your event.

You are planning a business meeting in a royal palace? An event beyond compare in a modern event hotel? Or an elegant banquet in a romantic Baroque castle? Welcome to Lower Austria! The Lower Austrian Convention Bureau and its top partners can suggest the perfect location for every occasion to combine a hard day of business with the more pleasant sides of life.

In addition to a top-grade location in terms of business environment and infrastructure, stimulating surroundings are a vital ingredient for success. Those who opt for Lower Austria will be spoilt for choice: some 40 premier tourist attractions and just as many well-groomed hiking and cycling trails, or sumptuous gardens to take your pick from. Should you wish to add inspirational moments in pristine natural surroundings to your agenda, you will find recluse spots for contemplation and drawing fresh energy: the Waldviertel region, for instance, for meditation and self-withdrawal, the invigorating thermal spa region, the idyllic Weinviertel, or the climatic health resorts in the alpine south.

On top of that, Lower Austria offers a diverse backdrop for sophisticated and culturally inspiring social programmes. The Wachau valley, for instance, one of the most notable wine-growing regions in the world, was awarded world heritage site status by UNESCO for its unmatched beauty. The second UNESCO world heritage site in Lower Austria, the Karl Ritter von Ghega railway up mount Semmering, is considered a brilliant achievement of railroad engineering. Historic art and culture has been preserved for centuries by the big monasteries. For a rendezvous with contemporary art, we suggest a visit to the exhibition centres in many of the major fortresses and castles and different museums.

Alongside its cultural treasures, Lower Austria is famed for sublime culinary treats, mouth-watering delicacies and heart-felt hospitality to be found along the 830km of wine roads, or in some 260 inns that cultivate and preserve regional dining culture as their hallmark.

Useful links:
www.niederoesterreich.at
Styria
As a destination for meetings, Styria combines all of Austria’s precious assets.

Graz - Austria’s second largest city and UNESCO world heritage site - is a city of culture, fine dining, universities and conventions. Unspoilt nature, mountains, gorges and crystal-clear rivers will make your incentive trip an unforgettable experience. Soothing and relaxing thermal spas and ultra-modern wellness hotels add to the success of your meeting. Wine, apples, pumpkins, Styrian cheese and a hearty farmer’s snack are the ingredients that will spoil your palate! Tradition and modernity, professional providers and first-rate service. Styria is an ideal destination for congresses, business functions, incentives or events, the whole year round!

Steiermark Convention is a competent service agency to help you organise your meeting in Styria. Ask us and our professional, experienced partners for advice and assistance. We will readily assist you free of charge in fully planning and professionally organising your event.

Our services
- We help you select a suitable conference hotel, location, congress centre and event agency.
- We put you in touch with providers.
- We recommend incentive ideas and fringe programmes.
- Our website features a venue finder and search system geared to your specific needs.
- We accompany decision-makers on site inspections.
- We supply free advertising material on the entire province of Styria.
- We provide regular information by free newsletters.

Our meeting specialists
- 33 conference hotels
- 6 convention centres
- 9 event locations
- 1 convention bureau
- 2 event agencies
- 2 excursion destinations

Order your free meeting planner featuring 53 event providers of Steiermark Convention at www.steiermarkconvention.com.

Useful links:
www.graz.at/kongress
www.convention-leoben.at
www.steiermark.com
www.flughafen-graz.at

St.-Peter-Hauptstraße 243
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Fax: +43 (0)316 4003-10
info@steiermark-convention.com
www.steiermark-convention.com
www.facebook.com/steiermark.convention

Congress and trade fair centres
15 congress, trade fair and convention centres
70 exceptional locations
23 palaces and museums
20 universities and educational institutions

Hotel capacity
246 4*/5*-hotels 21,821 beds
824 3*-hotels 26,612 beds
In total 1,574 hotels with 64,998 beds

Culture and Incentive Highlights
UNESCO world heritage site Graz
Wine route, apple route, Styrian volcano region for culinary discoveries
Historic castle route
Styrian thermal spa region with 5 thermal resorts
Top sports regions with international sports events
Schladming-Dachstein
Upper Austria

Oberösterreich Tourismus Information
Freistädter Straße 119
4041 Linz
AUSTRIA
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Fax: +43 (0)732 7277 701
tagung@oberoesterreich.at
www.tagung.info

Independent advice

The Upper Austrian Convention Bureau provides fast, competent and free advice for the organisation of events in Upper Austria. Within our main service, we search for free capacity in seminar hotels, congress and convention centres and locations. We will readily identify a suitable location that caters to your needs. We support you with competent, impartial advice in planning and organising your event. ICCA member since 2009.

Upper Austria – Diversity at your doorstep

Upper Austria has a number of modern, multi-purpose convention centres, both in the metropolitan triangle of Linz, Wels and Steyr, as well as in the Salzkammergut lake district. Congress centres for meetings and events are available from the Böhmerwald region to the Dachstein massif. Upper Austria boasts an exceptional diversity for any kind of meeting or event.

From the three-city triangle it is only a stone’s throw to amazingly diverse natural scenery and a great variety of side programmes or separate events to choose from. The Mühlviertel district, with an abundance of fortresses and monasteries, is a much-coveted destination for glorious walks and rambles. The picture-pretty Salzkammergut lake district has fascinating mountains and woods alongside romantic lakes to offer. It is known all over the world as a spot that has managed to retain its original, unspoilt authenticity. The region around the Kalkalpen National Park holds a wide spectrum of outdoor activities and nature discovery in store.

In Upper Austria, scenic diversity pairs with a sheer endless array of culinary delights. Rustic inns, alpine huts or local taverns are bound to please even the most discriminating tastes.

Useful links:
www.tagung.info
www.oberoesterreich.at
www.linz-airport.com

Congress and trade fair centres

19 congress & convention centres
3 exhibition and trade fair centres

Hotel capacity

130 4*-hotels 11,538 beds
345 3*-hotels 14,877 beds
In total 475 hotels with 26,415 beds

Culture and Incentive Highlights

100 year-old Dachstein caves – cave trekking in the Hallstatt/Dachstein World Heritage Site
Meeting and motivating in the snow
Guided Segway tours
Night watch dine-around
With the city of Salzburg as a cultural hotspot and the Salzburger Land mountains and lakes nearby, Salzburg is a perfect setting for any kind of meeting. From the city, the Salzkammergut lake district and the alps that beckon with a multitude of activities are virtually at your doorstep.

In the summer months, Salzburg turns into a larger-than-life open-air stage, not only because of the world famous festival. Strolling through the old town of Salzburg is a journey into long bygone days. For a fuller view, mount above the city’s rooftops and make out the spires of the numerous churches and peaks of the surrounding mountains from the incomparable vantage point of Hohensalzburg fortress. Granted, many cities boast their affinity with music. Salzburg, however, is really and truly the city of music. Not just the music of Mozart and all the other old masters, but also that of contemporary artists performing at the jazz festivals in Salzburg or Saalfelden.

And should summer in the city get all too hot, you can always escape to the great outdoors and take a refreshing dip in one of many crystal-clear lakes or draw fresh energy on a mountain summit. If folklore is your preferred association with music, why not listen to one of many local brass bands, all dressed up in national costumes, performing at local folk festivals in the surroundings. Not to forget the Trapp family of the legendary “Sound of Music” film that is still very much alive in the Salzkammergut. Winter in Salzburg is a season full of magic moments. Horse-sleigh rides, a glass of hot punch, and a myriad of snow-carpeted spots and parks in the city create a truly special flair. What could be more delightful than withdrawing to one of the legendary coffee houses or strolling through the brightly lit narrow lanes in the old town?

For those of a sporting bent, Salzburger Land has 1700km of runs and 570 lifts in a total of 22 ski areas that make for a perfect winter experience.

Salzburg’s central location in Austria and in the heart of Europe and its unmatched mix of culture, nature and tradition will allow every organiser to find a suitable offer to host a truly memorable event.

Useful links:
www.salzburgcb.com
www.salzburg.info
www.salzburgerland.com
www.via-culinaria.com

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Auerspergstraße 6
5020 Salzburg
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convention@salzburgcb.com
www.salzburgcb.com

Congress and trade fair centres
2 trade fair centres
9 congress centres
Numerous event locations from baroque to modern

Hotel capacity
452 4*/5*-hotels 43,391 beds
1,048 3*-hotels 41,140 beds
In total 1,500 hotels with 84,531 beds

Culture and Incentive Highlights
Salzburg old town
UNESCO world heritage site
www.salzburg.info
Salzburg fortresses & castles
www.salzburg-burgen.at
Hellbrunn summer palace and trick fountains
www.hellbrunn.at
Giant Ice Cave Werfen
www.eisriesenwelt.at
Kitzsteinhorn Glacier Zell am See
Kaprun - www.kitzsteinhorn.at
Carinthia

Conventionland Carinthia

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Carinthia
The heart of the Alps-Adriatic region and a place where three cultures meet, presents itself to its guests with its warm atmosphere, a Mediterranean charm, genuine hospitality and a zest for life which is infectious and, among many other factors, determines the quality of life and quality of holidays in our sunny province. The many crystal-clear lakes provide refreshment and make Carinthia a lake district. The southernmost Austrian province is also a region of mountains with marvellous sceneries that are perfect for hiking. The secret recipe for connoisseurs: a variety of traditional Carinthian dishes combined with Alps-Adriatic cuisine – this is the taste of the south.

Here you will immediately notice that business and pleasure go hand in hand. Having arrived in Carinthia, it’s time to take a deep breath first and recharge your batteries. To help you do so, Carinthia’s convention establishments are on hand to offer you top quality and professional service. Customised, individual support and care is a priority here in the south. Great hotels, modern conference centres and a variety of locations make each and every event a success.

Green Meeting

Can you imagine that every single person attending a conference accounts for 5.5 kg of paper and 3.5 kg of non-recyclable waste a day? Conventionland Carinthia prevent intends to such unnecessary waste. As Austrian Ecolabel licensees, we support our clients in organising and running events and conferences in compliance with the Austrian Ecolabel criteria. Please contact us if you are interested in turning your event into a green meeting.

Conventionland Carinthia is a central and independent point of contact and service centre for all kinds of events in Carinthia. We will be happy to help you with the planning and organisation of your event in Carinthia – professionally, quickly and free of charge.

Our Services

- Support in selecting suitable conference hotels, meeting and event locations
- Obtaining non-binding offers from convention establishments
- Competent assistance in organising incentive programs
- Organisation of site-inspections
- One overall offer for all services

Useful links:
www.convention.kaernten.at
www.kaernten.at

Events and conferences south of the Alps

The heart of the Alps-Adriatic region and a place where three cultures meet, presents itself to its guests with its warm atmosphere, a Mediterranean charm, genuine hospitality and a zest for life which is infectious and, among many other factors, determines the quality of life and quality of holidays in our sunny province. The many crystal-clear lakes provide refreshment and make Carinthia a lake district. The southernmost Austrian province is also a region of mountains with marvellous sceneries that are perfect for hiking. The secret recipe for connoisseurs: a variety of traditional Carinthian dishes combined with Alps-Adriatic cuisine – this is the taste of the south.

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Culture and Incentive Highlights

Culture:
Transformale, Carinthian Summer, Villach fair, Gmünd - city of art, Trigonale, Castle ruin Finkenstein

Incentive:
Alpe-Adria-Trail, Culinary art tour, Noetsch, Lake Millstättersee, Biosphere park Nockberge

Hotel capacity

<table>
<thead>
<tr>
<th></th>
<th>4*/5*hotels</th>
<th>3*hotels</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>26,734 beds</td>
<td>29,693 beds</td>
<td>56,427 beds</td>
</tr>
</tbody>
</table>

Congress and trade fair centres

- 4 congress centres
- 1 exhibition and trade fair centre
- Various event and meeting locations

Useful links:
www.convention.kaernten.at
www.kaernten.at
As a professional non-profit service agency, Convention Bureau Tirol supports and assists the organisation of conventions, conferences, incentives and other events. Closely associated with more than 50 partners, it is the central marketing organisation and representation lobby of Tirol as a convention and business events location.

Tirol – A harmony of opposites

Inspired by a multi-faceted symphony of nature, proud mountain peaks and picturesque valleys, rocky cliffs and lush alpine pastures, sparkling mountain lakes and majestic glaciers. Centuries-old customs and ultra-modern art. Antiquated hay barns and state-of-the-art architecture. Bacon dumplings and nouvelle cuisine. Field work and high-tech research. Festive dirndl costumes and sleek business suits. Tirol numbers among the leading holiday destinations in the Alps; above and beyond that, it is also a sought-after goal for conventions, conferences, incentives and other types of special occasions. Guests treasure the incomparable, splendid scenery in the summer and winter; the high quality of services and infrastructure; and the internationally acclaimed hospitality.

Large-scale scientific conventions with hundreds of invited guests and participants or small conferences. International symposia or company-internal seminars. Spectacular incentives or scintillating public happenings. Our professional agencies organise and realize your events to logistical perfection, in accordance with your own individual ideas and wishes, even putting together and carrying out background programmes of eye-opening diversity in the mountains of Tirol.

Convention Bureau Tirol – professional consulting and service

- competent and neutral non-profit service and consulting platform
- central contact point for inquiries and information
- contacts to members, ongoing information about their products
- recommendations about regional sights and suggestions for background programme enhancements
- planning and organisation of site inspections
- organising technical inspections of selected Tirolean companies
- website with convention calendar and venue finder
- basic advertising materials and photos available free-of-charge
- assistance in advertising and planning conventions

Useful links:
www.convention.tirol.at

Convention Bureau Tirol
Maria-Theresien-Straße 55
6010 Innsbruck
AUSTRIA
Tel.: +43 (0)512 5320-670
Fax: +43 (0)512 5320-92-670
convention@tirol.at
www.convention.tirol.at

Congress and trade fair centres
1 trade fair centre
4 convention centres
6 universities and higher education institutions
> 50 special event locations

Hotel capacity
759 4*/5*-hotels 69,715 beds
1,424 3*-hotels 59,492 beds
In total 2,183 hotels with 129,207 beds

Culture and Incentive Highlights

Sporting highlights
Four Hills ski jumping tournament, FIS world cup opening, Hahnenkamm ski race
Kitzbühel, Innsbruck summer of Dance, www.kultur.tirol.at

Incentive ideas
From glacier safaris and adventure camps to gourmet dinners at 3,000m above sea level
Vorarlberg

culture and incentive highlights

Convention Partner Vorarlberg

Bodensee-Vorarlberg Tourismus GmbH
Römerstraße 2
6900 Bregenz
Austria
Tel.: +43 (0)5574 43443-23
Fax: +43 (0)5574 43443-4
service@convention.cc
www.convention.cc

Convention Partner Vorarlberg (CPV) draws together more than 45 providers from all over Vorarlberg, amongst them the highly modern and oft-awarded Festspielhaus Bregenz, the multi-functional Kulturhaus Dornbirn and the Montforthaus Feldkirch, which, following a general makeover, will re-open in 2014. In addition to that, we have conference and event venues, theater stages, concert auditoriums, Lake Constance boat rides and mountain restaurants, seminar hotels in cities and in the rural or mountainous countryside as well as providers of excursions, day trip programmes and incentives.

Convention Partner Vorarlberg (CPV) as the on-site supervising organisation of these providers can plan and organise your event according to individual desires, either in part or entirety, from the selection of an appropriate venue to generating quotations, booking reservations, coordinating room contingents, organising transfers and background programmes all the way to registering participants and reservations and collecting fees.

Environmentally sustainable events: more than a buzzword

In Austria, Vorarlberg is considered to be the leading eco-friendly province in many respects, also in the sector of Green Meetings and Green Events it will rank at the top of the pyramid. Together with the Austrian Ecology Institute, CPV is making every effort to raise the awareness of environmentally sustainable events among Vorarlberg’s providers and a variety of other business sectors, of anchoring them in the consciousness of local enterprises and developing them jointly. Since March 2013, CPV has been a licensee of the Austrian Environmental Seal “Green Meetings and Green Events.”

Useful links:
www.convention.cc
www.vorarlberg.travel

Creative, environmentally friendly conferences in Vorarlberg

Vorarlberg has made a name for itself not only as a cultural hub but also as a place where special occasions attain a certain format. Your accommodations are quietly located, the arrival times are short, the conference venues are highly modern and the leisure activities agenda is vast. Event organisers and participants alike are enthusiastic about conventions in Vorarlberg, nestled in the four-country corner between Lake Constance and the high Alps.

The right partner for every event

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Useful links:
www.convention.cc
www.vorarlberg.travel
Too many meetings? No - just too many that feel like it!

Österreich
abcn austrian business and convention network

www.convention.austria.info
One of the greenest countries in the world also thinks green.
Stainability is an important issue, these days. To Austria’s meeting organisers and restaurateurs, sustainable thinking has long become second nature. Not only does Austria occupy a leading position in international congress statistics, it is also a trailblazer for environmental protection in the meeting and event industry. Green Events Austria is an initiative promoting the adoption of standards for sustainable events and meetings in different categories.

Over the last few years, meeting organisers have been focusing more and more on a sustainable use of resources, starting with caterers who use as much seasonal produce from the region as possible, to green waste management, maximum energy efficiency, or reliance on public transport.
From A to Z: Austria at a glance
Facts & Figures

Don’t we all love surprises that lighten our daily routines? Yet bolts out of the blue are most unwelcome at professional business events. In a nutshell, the formula for success runs as follows: the more you know about a country and its people, the easier it is to plan a perfect meeting, convention, event or incentive. The following pages list all essential facts about Austria you may need to know - from how to get here, weather conditions and public holidays to tax information that pays off both for you as organiser and for your guests.
**Facts & Figures**

**Arrival by air**

Austrian Airlines (AUA) as well as a lot of international airlines connect Austria.

All of Austria’s 6 airports offer international connections:

- Flughafen Wien-Schwechat/Vienna International Airport
  [www.flughafenwien.at](http://www.flughafenwien.at)

- Airport Salzburg W.A.Mozart-Maxglan
  [www.salzburg-airport.com](http://www.salzburg-airport.com)

- Airport Linz-Hörsching
  [www.flughafen-linz.at](http://www.flughafen-linz.at)

- Airport Graz-Thalerhof
  [www.flughafen-graz.at](http://www.flughafen-graz.at)

- Airport Innsbruck-Kranebitten
  [www.flughafen-innsbruck.at](http://www.flughafen-innsbruck.at)

- Alpe-Adria Airport Klagenfurt
  [www.klagenfurt-airport.at](http://www.klagenfurt-airport.at)

**Austrian Airlines**

With a wide range of flights to and from Austria, Austrian Airlines AG is the ideal partner to the Austrian convention business. Numerous international awards bear witness of the airline’s high service and quality, combining the typical Austrian charm and hospitality with elevated technical standards. Currently, the fleet serves a route network of 120 destinations all over the world. Apart from its strong presence in Western Europe its successful “Focus-East-Strategy” has made it the market leader also in Eastern Europe. The worldwide Star Alliance association, to which Austrian Airlines is member, serves 1077 destinations.

Austrian Airlines is the official carrier to more than 70 international congresses and meetings in Austria and contributes significantly to Vienna’s ranking on top of the ICCA destinations worldwide. We shall gladly assist you with creating tailor-made packages.

For further information please contact:

**Austrian Airlines AG**

Head Office, Office Park 2
P.O.Box 100
1300 Vienna-Airport
Austria

[conventions@austrian.com](mailto:conventions@austrian.com)
[www.austrian.com](http://www.austrian.com)
16 minutes to the city centre

In just 16 minutes, the City Airport Train (CAT) takes you from Vienna-Schwechat Airport to the terminal Wien-Mitte (underground U3/U4 Wien-Landstrasse) in downtown Vienna where you may also check in your luggage upon departure.

www.cityairporttrain.com

Arrival by train

The Austrian Federal Railways (ÖBB) network covers some 11,000km and is fully integrated into the European railroad network. A cross-linked, interval-based timetable with one- and two-hour intervals on all major Austrian routes ensures rapid transfers.

www.oebb.at
Entering Austria

Austria is a member of the European Union and the Schengen Convention. EU-citizens require an official ID to enter Austria. Citizens from non-EU countries are advised to obtain information about the regulations governing entry into Austria applicable to their country before starting their trip. While there are no border controls between Schengen countries, it is still mandatory to carry an ID.

Information on passport and visa requirements for Austria:
www.aussenministerium.at
www.bmeia.gv.at/en/foreign-ministry.html

Customs regulations

For EU citizens, the regulations applicable within the European Union apply. Travellers from non-European countries require a valid passport that entitles them to a three-month stay in Austria. Visitors from these countries may only import “personal travel goods” customs-free, i.e. such goods as they need on a temporary basis for their personal use or consumption or to exercise their profession.

More information at:
www.bmf.gv.at

Austria in figures

Surface area: 38,879 km²
Inhabitants: 8.44 million
Language: German
Time zone: Central European Time (CET)

Provinces / capitals:
Vienna – Vienna
Lower Austria – St. Pölten
Burgenland – Eisenstadt
Styria – Graz
Upper Austria – Linz
Salzburg – Salzburg
Carinthia – Klagenfurt
Tirol – Innsbruck
Vorarlberg – Bregenz

Climate

Austria’s climate is moderate and agreeable. While temperatures are higher in the eastern regions (hot summers, moderately cold winters) they are cooler in the mountain areas (shorter summers, longer winters). May, September and October tend to be the driest months, April and November are the wettest periods.

Currency

The currency unit used in Austria is the EURO.
1 Euro = 100 cent
Bank notes of 5, 10, 20, 50, 100, 200 and 500 Euros and coins of 1 and 2 Euros as well as of 1, 2, 5, 10, 20 and 50 cents are in circulation.

Foreign currency is exchanged at all banks at the official
daily rate of the Vienna stock exchange; exchange offices at train stations and airports charge a handling fee. National and foreign currency may be imported and exported in unlimited amounts. The easiest and fastest way is to withdraw cash from one of many ATMs (“Ban-komat”) using an international MAESTRO card or a credit card with a personal PIN code.

www.maestro.at
www.mastercard.at
www.visa.at
www.americanexpress.com/austria
www.dinersclub.at

Electricity
230 V /50Hz AC.
Connector plugs/sockets conform with the Euro Norm.

Telephone
All coin- and card-operated phone boxes may be used for domestic and international calls. Hotels may collect a surcharge for domestic and international calls made by their guests.

Mobile telephony:
There are GMS networks in the 900-MHz range and in the 1,800-MHz range as well as GPRS, UMTS, UMTS Edge networks and HSDPA networks.
Country code for Austria: +43

Weights and Measures
1 metre (m) 3.281 feet 39.37 inches
1 kilometre (km) 3,281 feet 0.621 miles
1 square km (m²) 1,550 sq inches 10.76 sq feet
1 kilogram (kg) 35.274 ounces 2.205 pounds
VAT Refund

Purchases

For purchases exceeding EUR 75, travellers residing outside the European Union may apply for a reimbursement of value-added tax (VAT) provided these goods are exported and the required export customs formalities are completed. The required forms are available in shops and stores displaying the TAX-FREE sticker.

www.globalrefund.com

Own invoices

International conference organisers who qualify as businesses subject to VAT in their country of residence are subject to VAT when organising a congress in Austria and charge Austrian VAT to their clients (congress delegates and Austrian exhibitors).

From the total VAT due, they deduct Austrian VAT charged by hotels etc. as input VAT. Similar to other EU countries, Austrian VAT does not add to your costs. If you do not have a registered seat or domicile in Austria, your VAT will be calculated and settled by a “fiscal representative” (tax adviser).

Advertising

Advertising services provided by the organiser for non-Austrian companies which e.g. exhibit products at the congress are not subject to VAT (following the EU reverse charge system).

Non-profit organisations

Non-profit organisations which are not subject to VAT abroad are not subject to VAT in Austria either. They do not charge VAT and are not refunded for input VAT. The rules applicable to non-profit organisations are the same as those applicable in other EU countries. The Austrian VAT rate for accommodation and food/catering is 10%, and 20% for all other goods and services.
Your tax adviser can arrange for the VAT returns required by the Austrian tax authorities. If needed, please contact a specialist Austrian tax adviser.
Applications for a refund of VAT must be filed with the tax office Finanzamt Graz-Stadt no later than six months after the end of the calendar year when the congress was held.

Graz Tax Office/Finanzamt Graz-Stadt (FA 68)

Conrad-von-Hötzendorf-Straße 14–18
8010 Graz – Austria
Tel. +43 (0)316 881
Fax +43 (0)316 817608
<table>
<thead>
<tr>
<th>State holidays</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<tr>
<td>New Year’s Day</td>
<td>January 1</td>
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<tr>
<td>Epiphany</td>
<td>January 6</td>
<td>January 6</td>
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<tr>
<td>Easter Monday</td>
<td>April 1</td>
<td>April 21</td>
<td>April 6</td>
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<td>National Holiday</td>
<td>May 1</td>
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<tr>
<td>Ascension Day</td>
<td>May 9</td>
<td>June 29</td>
<td>May 14</td>
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<td>May 20</td>
<td>June 9</td>
<td>May 25</td>
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<tr>
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<td>May 30</td>
<td>June 19</td>
<td>June 4</td>
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<tr>
<td>Assumption Day</td>
<td>August 15</td>
<td>August 15</td>
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<tr>
<td>National Holiday</td>
<td>October 26</td>
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<tr>
<td>Allhallows</td>
<td>November 1</td>
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<tr>
<td>Feast of the Immaculate Conception</td>
<td>December 8</td>
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</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>December 25</td>
<td>December 25</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>December 26</td>
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