



Welcome to the JVI Residence!

GENERAL INFORMATION

1. Reception

You will check in and out at the Reception desk, located on the right-hand side of the foyer, where a receptionist is on duty 24 hours/7 days a week. Upon arrival, you will be given a key card and an information packet that includes an inventory list.

Key card—The key card will enable you to enter your room and will provide access to the JVI building and lecture rooms, other areas open to residents (computer room, fitness room, etc.), and to the garden. When you enter your room, you must insert this card in the box on the wall to turn on the lights. Please remember to take your card with you when you exit your room and to keep it with you at all times.

2. Telephones

There are four public telephones located in the hallway across from the Reception area. Coins can be used for two telephones, and prepaid telephone cards (available at Tabak shops) can be used with the other two.

3. Lounge

Residents are welcome to relax and enjoy the television, DVD, VCR, CD player, and radio in the lounge, which is adjacent to the reception area. Please ask the receptionist to assist you with the use of this equipment. There is a wireless internet access from the lounge and reception areas. The lounge also has a selection of books for your reading pleasure.

4. Breakfast room

You will find the breakfast room as you continue down the hallway. Breakfast is available for all residents Monday to Friday from 7 - 8:45 a.m., on Saturdays and Sundays from 7 - 10 a.m.

5. Computer room

By using your key cards, you have 24-hour access to the computer room, which is located on level "0." Computers are connected to the JVI network. Participants may also access the internet. There is a printer and a copy machine in this room also.

6. Refreshments

Coin operated snack and drink machines are located on the ground floor, next to the elevator and in the hallway near the breakfast room. Please note that tap water in Austria is drinkable!

7. Tea kitchens

Tea kitchens with refrigerators, microwaves, ovens, and dishwashers are available for use on the 2nd, 4th, 6th, and 8th floors. Kitchen and cleaning utensils are provided in the kitchens. Please clean all dishes, utensils, and pots and pans when you are finished using them. Please **DO NOT REMOVE** anything from the kitchen area.

8. Laundry room

The laundry room is located on the “0” level, around the corner from the computer room, and contains three washing machines, two dryers, ironing boards, and an ironing machine. (You may request an iron from the reception desk.) Directions for using these machines are posted on the wall.

The cost for using these machines is as follows:

- Washing machine - €2
- Dryer - €2
- Ironing machine - €2 for 30 minutes
- Iron - free of charge.

9. Fitness room

You can use of the fitness room, which is equipped with weights and aerobic equipment, located on the “0” level down the hall from the laundry room. In the same area residents can enjoy the sauna, steam room, and solarium. Ladies’ and men’s locker rooms and showers are located opposite the fitness room.

10. No smoking policy

Please note that smoking is not permitted in the JVI facility or JVI Residence.



BEDROOMS

Participants are accommodated in **single** rooms at the JVI Residence. *Please note that spouses/guests are not permitted to stay at the JVI Residence.*

Each room is equipped with the following:

- safe
- telephone
- television with clock, radio, and alarm included
- water cooker
- refrigerator
- hairdryer
- dishes and eating utensils
- high speed WIFI (see reception for password details)

You will have to complete an inventory of the items and return it to the receptionist. It will be checked prior to your departure.

How to use the safe

To open the safe for the first time, press START, then 123, then START again.

To program a new user code, press the red button (at the hinges inside the door).

You will hear a short sound, after which SET CODE appears on the display.

Enter a code of your choice. It must be at least three numbers, but no more than eight numbers.

Confirm your entry by pressing the button START. A signal sounds and you can see IN on the display and the numbers you have programmed. The programming was successful.

If you have a problem with the safe, please notify the Reception desk for assistance.

How to use the telephone

To call a guest in another room, please dial 5 + the room number.

To contact the reception desk, lift the headset and press the RECEPTION button.

To call a number outside the JVI you must use one of the paid public telephones located on the ground floor. It is not possible to call an outside number from the telephone in your room.

Calls from outside the JVI will come through:

1. The reception desk. The number to reach you from outside the JVI is: (43-1) 596-4989-100 and the receptionist will put the caller through, or
2. Directly to your number. The caller should dial: (43-1) 596-4989-5 + your room number. If for example, your room number is 203 the caller should dial: (43-1) 596-4989-5203. If after 5 rings no one picks up the phone, the call will be transferred to reception and they will take a message for you.

How to use the television, radio, and alarm clock

Please use the remote control to operate the television; do not use the buttons on the television itself. You can search for channels by using the big blue arrow button (left and right) in the middle of the remote control.

To listen to the radio, press RADIO+ on the remote control. To turn off the radio, press RADIO - on the remote control.

To set the alarm clock, press ALARM+ on the remote control. After selecting the time that you wish the alarm to ring (shown on the television screen), press ALARM+ again. A red light on the watch at the bottom of the television indicates that the alarm has been set and is on.

Please return the remote control to the stand when you are not using it.

How to adjust the heating and air conditioning

A small white box from which you can adjust the heating and cooling is located next to the entrance to your room. To cool your room, scroll toward the minus (-) sign; to heat your room, scroll toward the plus (+) sign.

Please note that if you open the windows or the terrace door the air cooling will turn off automatically.

Safety

Please note the location of the nearest fire extinguisher, fire alarm and escape routes (marked by green signs).

All bedrooms, kitchens, etc., are equipped with highly sensitive smoke detectors. If smoke is detected, an alarm alerts the fire brigade directly which responds promptly. Heavy cigarette smoke and/or candles positioned directly below a smoke detector, or the use of small cooking appliances without sufficient ventilation will trigger the alarm.

Any resident who sets off the alarm will be charged for the cost of the fire brigade.

SMOKING and IRONING are not permitted neither in the rooms no on the balconies!

What to do in the event of a fire?

In case of fire, you will hear a continuous siren. Follow the signs along the escape routes and leave the building immediately but **DO NOT USE THE LIFTS.**



PUBLIC TRANSPORT SYSTEM IN VIENNA

The following information applies to travel on the underground (U-Bahn), fast trains (S-Bahn), local buses and trams. In general, if the words: "Bitte entwerfen" (Please validate) are shown, you have to stamp the ticket or one strip of the "Streifenkarte" at the outset of your journey.

A single ticket is valid for one journey within Vienna Zone 100 using any combination of public transport and costs €2.20 when purchased from the automatic ticket machines at the underground stations. Use a direct route to your final destination. Single tickets bought on local buses or trams cost €2.30. You may purchase single tickets in advance from Austrian Tabak stores, or buy them from the automatic ticket machines at the underground stations.

A 24 hour card, which must be stamped at the outset of the first journey, entitles you to unlimited travel within the city for 24 hours from the time stamped. The cost is €7.60

A 72 hour card, which must be stamped at the outset of the first journey, entitles you to unlimited travel within the city for 72 hours from the time stamped. The cost is €16.50.

An 8-day "Klimakarte" entitles you to unlimited travel within the city and costs €38.40. The card does not have to be used on consecutive days and can be used by more than one person as long as each section is validated once, for each person travelling, on the day of use. Each section is valid for 1 day's unlimited travel within the city.

A 1 week travel card (valid from Monday-Sunday) costs €16.20 and a 1 month travel card (valid from the 1st of the month to the 2nd of the following month) costs €48.20. No photograph is required for either of these cards.

One week and **one month travel cards** are transferable, i.e., can be shared by several people travelling at different times.

When buying these tickets from a ticket machine, look for the red button marked W (week) or M (months).

All tickets are available at automatic dispensers (which accept coins and notes) in the large underground stations and from all the Austrian Tabak stores throughout the city.

The Vienna Card/Wien Karte (48 hour) costs €21.90 and the Vienna Card/Wien Karte (72 hour) costs €21.90 and can be used on any underground, bus or tram to explore the city and to enjoy some of the most attractive sights at special reduced prices. The Card entitles you to reduced rates for guided tours, discounts for shopping, and special offers in cafes, at Heurigen taverns, and in restaurants. You can buy your Vienna Card at tourist information offices (for example, 1st district, Albertina Platz/Tegetthoffstr. 2, open daily 09:00 - 19:00) or from Wiener Linien (Vienna Transport) sales counters and information offices (Stephansplatz, Karlsplatz, Westbahnhof, Landstraße/Wien Mitte).

Vienna underground (U-Bahn) operates Monday-Friday from 05:00 to 00:30, on the week-ends and before public holidays - around the clock (at 15 minute intervals).

Nightline buses operate at 30 minute intervals from midnight to the resumption of normal daily services (about 05:00). Not all tickets include nightline buses. Please check your ticket to see if it is valid for this bus. You may be required to purchase an additional ticket.



SIGHTSEEING IN VIENNA

Vienna has a rich cultural heritage, historic buildings and churches, excellent museums and galleries, an extensive music program, lovely gardens and parks, and famous restaurants and cafes. Walking around in historic downtown will give you an impression of the many things to explore. Below are some suggestions for inexpensive ways to see Vienna - and don't forget your camera!

Information on current events is available at the Reception desk.

City Walk

Take the U3 to Stephansplatz, 1st district, the center of the city, where the famous gothic Stephansdom is located. Walk down Kärtner Straße to the Staatsoper, turn right and walk along the Ringstraße (this street is in a form of a ring) until you return to the starting point. You will see many of the major buildings - Parliament, City Hall, University, the Burgtheater, Votivkirche - on the way. This route is particularly recommended at night when the buildings are floodlit.

Around the Stephansdom in the first district, you will find most of Vienna's historic churches and palaces, including the imperial Hofburg, the Augustinerkirche and the Burgkapelle, and market squares like the Freyung and Neue Markt with shops and restaurants. The Graben and Kaerntnerstrasse are famous for their elegant shops. Typical Viennese coffee houses you may wish to visit are Café Demel, Café Landmann, Café Havelka, Café Griensteidel, and last but not least, the famous Hotel Sacher where the Sachertorte originated. Not only for children is a visit to the famous Spanische Hofreitschule with its unique Lipizzaner horses.

View of Vienna from Kahlenberg

Take the U3 to Landstraße/Wien Mitte, change to the U4 towards Heiligenstadt (the terminus). Then take the 38A bus from just outside the U4 terminus up the mountain to Kahlenberg (the 38A terminus). There is a viewing platform and café/restaurant to suit everyone's pocket.

Schönbrunn Palace

U3 to Landstraße/Wien Mitte, change to U4 (towards Hütteldorf), exit at Hietzing, turn left and follow the road to the Gothic church about 100 metres from the station. Entrance is to the left of the church through large iron gates.

Walk up the main tree-lined avenue to the Palace on the left or to the Gloriette on the right. Enjoy a coffee in the café! In summer, visit the open-air swimming pool in the park.

Belvedere

These baroque castles - the Upper and the Lower Belvedere - and a beautiful park are well worth a visit. Several collections, among them mediaeval, baroque, and 20th century art—including, paintings by Gustav Klimt and Egon Schiele—are housed in the Belvedere. The Belvedere is located at the Prinz Eugen Strasse, near the Karlsplatz, in the 3rd district (take tram D from the Opera).

Naturhistorisches and Kunsthistorisches Museums (not municipal museums)

The Naturhistorisches and the Kunsthistorisches Museums are located at the Maria-Theresien-Platz (U3/Volkstheater). The Kunsthistorisches Museum has the world's largest collection of Breughel's works; the paintings of Tizian, Rembrandt and Veronese are impressive.

Museumsquartier Wien

The most recent addition to Vienna's rich cultural offering is the Museumsquartier, located at Museumsplatz 1, 1070 Vienna, within walking distance from the JVI.

The Museumsquartier houses the Leopold Museum and the Museum of Modern Art Ludwig Foundation.

Albertina

The newly renovated 18th century Albertina houses one of the most famous collections of graphic art in the world. It also features important art and photography exhibits.

Secession

Located at Friedrichstrasse 12 in the 1st district, the Secession is a key example of modern architecture and art of the 20th century. Famous names associated with the Secession are Otto Wagner, Adolf Loos, and Gustav Klimt.

KunstHaus Wien

The works of Hundertwasser, one of Austria's most famous artists of the 20th century, are on permanent display. Open daily from 10:00 to 19:00. The Kunsthaus is located at Untere Weissgerberstrasse 13, 1030 Vienna.

Vienna's famous composers

Joseph Haydn's house is in the 6th district (Haydngasse. 19, 5 minutes walking distance). Mozart's Figaro House is at Domgasse. 5 (U3/Stephansplatz).

Beethoven's Heiligenstadt residence, where at the age of 32 he wrote the "Heiligenstadt Testament" is at Probusgasse 6 in the 19th district (bus number 38A from U4/Heiligenstadt).

Schubert was born at Nußdorferstr. 54 in the 9th district (trams 37 and 38) and died in the 4th district at Kettenbrückengasse 6 (U4/Kettenbrückengasse).

The home of waltz king Johann Strauss the younger can be visited at Praterstr. 54 in the 2nd district (U1/Nestroyplatz); he was living here when he composed The Blue Danube Waltz in 1867.

The Zentralfriedhof contains the graves of some of Vienna's great composers - Beethoven, Schubert, Brahms, the Strausses, Schönberg, among others. To reach the Zentralfriedhof from the JVI, take the U3 to Simmering, and then change to tram 71. Leave the tram at the stop named Zentralfriedhof, Tor 2 (gate 2). Walk about 100 metres along the main avenue towards the church and look for a small sign on the left that says Musiker. This leads to the graves of Beethoven, Schubert, Brahms, and the Strausses. Schonberg's grave is further up the main avenue at the square by the church, the Karl-Lueger-Kirche.

The monument to Wolfgang Amadeus Mozart is a memorial only; the approximate location of his actual burial, in an unmarked grave, can be seen at the now deconsecrated St. Marx-Friedhof at Leberstraße 6-8 (tram 71).

Theaters (German Speaking)

Burgtheater	1010, Dr.-Karl-Lueger-Ring 2	514 44 4140
Volkstheater	1070, Neustiftgasse 1	523 35-01
Akademietheater	1030, Lisztstr. 1	514 44 4140
Theater in der Josefstadt	1080, Josefstaedter Str. 26	427 00-0

Theaters (English Speaking)

Vienna's English Theatre	1080, Josefsgasse 12	402 12 60-0
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Opera

Staatsoper	1010, Opernring 2	514 44-0
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Operetta and Musicals

Volksoper	1090, Waehringer Str. 78	514 44-0
Theater an der Wien	1060, Linke Wienzeile 6	588 30-0
Raimundtheater	1060, Wallgasse 18-20	599 77-0

Concert Halls

Musikverein	1010, Dumbagasse 3	505 81 90
Konzerthaus	1030 Lothringerstr. 20	712 12 11

Cinemas

Apollo (German)	1060, Gumpendorferstr. 63	587 96 51-0
Burgkino (original language or English)	1010, Opernring 19	587 84 06
Artis (English)	1010, Schulterg 5	535 65 70
Haydn Cinema (English)	1060, Mariahilferstr. 57	587 22 62



SHOPPING

Most shops in Vienna are open Monday-Friday from 9 a.m. - 6/7 p.m. On Saturdays most shops are open from 9 a.m. - 5 p.m. Some food stores at railway stations are open longer. (They are more expensive.) Shops in Vienna are closed on Sundays!

Stores and restaurants close to the Residence

Store	Address	Telephone
Banks		
BAWAG	1060, Mariahilferstr. 89a	586 56 08
ERSTE	1060, Mariahilferstr. 69	596 97 70
BANK AUSTRIA	1070, Mariahilferstr. 92	523 76 01
RAIKA	1070, Mariahilferstr. 88a	526 52 11
Currency Exchange	Westbahnhof, 1st floor at the departure hall	
Computer Equipment		
Esprit EDV	1070, Mariahilferstr. 74B/10	524 73 14
Apcon EDV	1060, Mariahilferstr. 123/3	599 99 655
Indigo EDV	1060, Mariahilferstr. 103/3/2	597 37 10
Cosmetics/Beauty Salons		
Salon Marta	1070, Neustiftgasse 120	526 11 95
Institut Millet	1060, Webgasse 6	597 50 84
Stella	1060, Mariahilferstr. 93	596 37 92
Life Style	1070, Neubaugasse 64-66	526 45 15
Yasmine	1070, Neubaugasse 16	523 75 73
Drugstores		
BIPA	1060 Mariahilferstr. 7	581 88 70
DM	1060 Mariahilferstr. 89a	586 17 37 15
Müller	1060 Mariahilferstr. 97	595 61 620
Flowers		
Fleurop Blumen Naderer	1070, Kirchengasse 21	523 83 89
Fleurop - M. Müller	1070, Neubaugasse 1	523 55 65
Hairdressers		
Gruppa l`Ultima	1070, Mariahilferstr. 120	524 08 70
Happy Hair	1060, Stumpergasse 32	596 19 65
Strassl	1060, Mariahilferstr. 77-79	586 38 07

Pharmacies

"Zur Kaiserkrone"	1070, Mariahilferstr. 110	52 62 647
"Marienapotheke"	1060, Schmalzhofg. 1	59 70 207
"Kreuz Apotheke"	1070, Mariahilferstr. 72	523 33 10

Photo Shop

Hartlauer	1060, Mariahilferstr. 51	587 95 75
DITech	1070, Mariahilferstr. 99	

Restaurants**Traditional Austrian**

Schnitzelwirt	1070, Neubaugasse 52	523 37 71
Steman	1060, Otto Bauer Gasse 7	597 85 09
beim Novak	1070 Riehtergasse 12	523 32 44

American Fast Food

McDonald´s	1060, Mariahilferstr. 85-87	585 49 49
McDonald´s	1070, Mariahilferstr. 114	526 36 52

Chinese

Chens China+Sushi	1070, Schottenfeldgasse 49	478 69 88
Yang Haus	1060, Otto Bauer Gasse 20	581 01 10

Greek

Der Grieche	1060, Barnabitengasse 5	587 74 66
Rhodos	1070, Kaiserstr. 38	523 31 53

Indian

Rani	1060, Otto Bauer Gasse	596 11 11
Shalimar	1060, Schmalzhofgasse 11	596 43 17

Italian

Bocan´s Pann Caffee	1070, Neubaugasse 7	523 95 58
Bar Italia	1060, Mariahilferstr. 37-39	585 39 35

Japanese

Akakiko	1070, Mariahilferstr. 42-48	524 06 16
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Middle Eastern

Levante	1070, Mariahilferstr. 88a	523 63 01
Hafes (Iranian)	1070, Kaiserstr. 98	523 99 36

Russian

Wladimir	1060, Bürgerspitalgasse 22	595 25 24
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Vegetarian

Nice-Rice	1060, Mariahilferstr. 45	586 28 39
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Ice Cream

Bortolotti	1070, Mariahilferstr. 94	523 75 63
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Supermarkets

Billa	1060, Mariahilferstr. 35	586 49 14
Billa	1060, Webgasse 37/1	597 88 61
Billa	1070, Mariahilferstr. 120	524 07 67
Hofer	1060, Mariahilferstr. 85-87	586 38 65
Spar	1060, Otto Bauer Gasse 1	597 21 80
Merkur	1070, Mariahilferstr. 42-48	524 73 98-0

Tabak - Traffik

(Shops to buy public transport tickets)

1060, Otto Bauer Gasse 4	586 33 61
1070, Mariahilferstr. 58	523 82 78
1070, Mariahilferstr. 72	526 38 16
1070, Mariahilferstr. 100	526 94 45
1070, Mariahilferstr. 126	526 24 10

Shopping Malls

Donau-Zentrum - take the U1 to Kagran (direction of Leopoldau).

Meidlinger Hauptstraße - take the U3 to Landstraße, change to U4 (direction of Hütteldorf) alight at Meidlinger Hauptstraße and walk about 50 metres to the pedestrian precinct where the shops begin.

Shopping-City-Süd (SCS), an extremely large shopping mall outside of Vienna (opening hours: Monday-Wednesday and Friday from 09:30 - 19:00, Thursday from 09:30 - 21:00, Saturday from 09:00 - 18:00).

You can reach SCS differently:

1) By **SCS bus** (free of charge):

a) from U6 Siebenhirten: from Monday-Friday from 08:15 - 20:15, Saturday from 08:15 - 18:15 (at 30 minutes interval);

b) from U1 Reumannplatz: Friday from 08:10 - 20:10, Saturday from 08:10 - 18:10 (at 30 minutes interval).

2) on the local train to Baden (**Badener Bahn/Badener Lokalbahn**). These trains - they are a distinctive dark blue and cream colour - travel overground and can be joined at the station **Oper**.

From the JVI, take the U3 to Landstraße/Wien-Mitte and then change to the U4 in the direction of Hütteldorf. Leave the train at Karlsplatz/Oper. This is a large station. The exit you need leads to Kärntner Ring and the stairs are next to a very elaborate hat shop with a yellow sign - "Collins Hüte".

Alternatively, walk along the Kärntner Straße from Stephansplatz U3 underground station until you reach the Kärntner Ring. The Hotel Bristol will be to your left and the State Opera to your right. Journey time to SCS: approximately 40 minutes from the State Opera.

Leave the Badener Lokalbahn at Vösendorf-SCS.

If you already have a valid ticket for Vienna's Zone 100 (a daily, weekly or monthly travel pass), you need to purchase an **additional ÖBB 1 Außenzone (€2.30)** ticket from the machine in the Badener Bahn train for the journey to SCS, or in advance from the ticket booth near to the stop (€2.20).

The same combination of tickets is valid for the journey to (or from) Vienna-Schwechat airport.

For the return journey you need the same combination of tickets; it is not possible to buy a return ticket.

If you have no ticket for Vienna's Zone 100, purchase a single ticket (Wiener Linien - €2.20) and an ÖBB 1 Außenzone ticket (€2.20) for each journey.

Flea market at Kettenbrückengasse - Saturdays only from 07:00-14:00. This is Vienna's largest open air market. Take the U3 to Landstraße/Wien-Mitte (4 stops) and change onto the U4 (in the direction of Hütteldorf). Kettenbrückengasse is 2 stops from Landstraße.

How to Get a Refund on the VAT

If you plan to spend at least €75.01 in a shop affiliated with the Europe Tax-Free Shopping scheme, ask the Sales Assistant for a "Tax-Free Cheque" before you complete the purchase. Residents of non-European Union countries may claim a VAT refund if the goods are exported from the European Union within three months of the last day of the month in which the goods were purchased.

In other words, if you purchased goods on March 1, you will receive a VAT refund if you export your goods from the European Union by June 30.