



1975
2025

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

The background image shows a modern interior space, likely a hallway or atrium. In the foreground, there is a staircase with dark steps and a silver metal handrail. The ceiling is white with several recessed circular lights. In the background, there are glass walls and a wooden door. 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.

Prices

Overview only - surcharges may apply.

Octagon Building

		Work day		Weekend
Room 1 * max. 80 persons	EUR	300	/	450 / half-day**
Room 2 * max. 80 persons	EUR	326	/	488 / half-day**
Room 3 * max. 28 persons	EUR	137	/	206 / half-day**
Room 4, Room 5 * max. 50 persons	EUR	253	/	380 / half-day**
Room 6 * max. 150 persons	EUR	703	/	1.055 / half-day**

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

** from 8am to 1pm / from 1pm to 6pm (please note, that a fee of 4,7% of the “work day” price applies per commenced hour)



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



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.

Prices

Overview only - surcharges may apply

Video Conferencing Rooms

B2 2, B3 1*, B3 2, B4 1*, B4 2, B5 1*, B5 2
max. 26-28 persons **EUR 58 / 2 hours**

B2 1*, B2 4
max. 22-24 persons **EUR 52 / 2 hours**

**A1 1, A2 1, A3 1, A4 1, A5 1, A6 1, A7 1,
A8 1, A9 1**
max. 12 persons **EUR 44 / 2 hours**

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

Meeting rooms

A3 2, A4 2, A5 2, A7 2, A8 2, A9 2
max. 12 persons **EUR 23 / 2 hours**

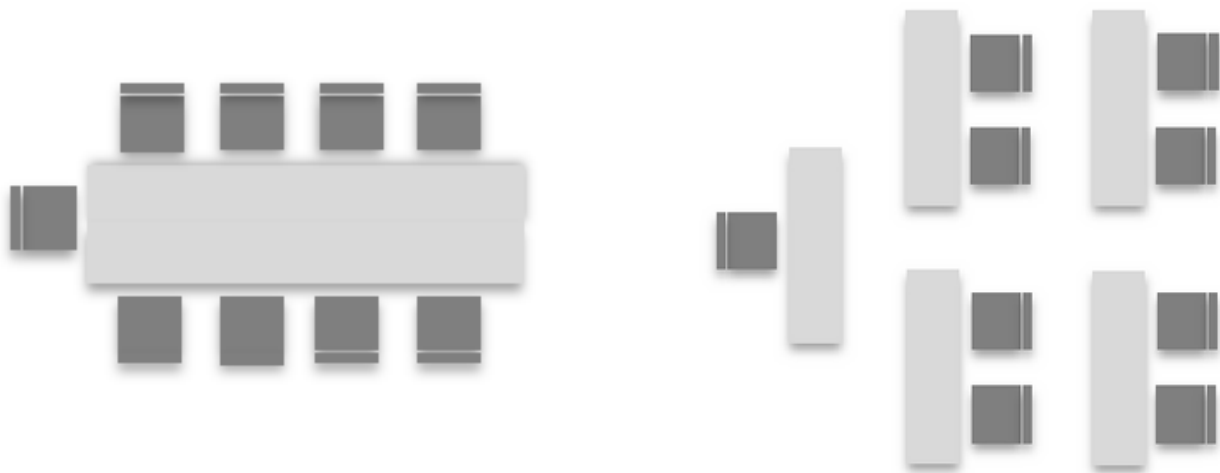
B4 3, B5 3
max. 15 persons **EUR 24 / 2 hours**



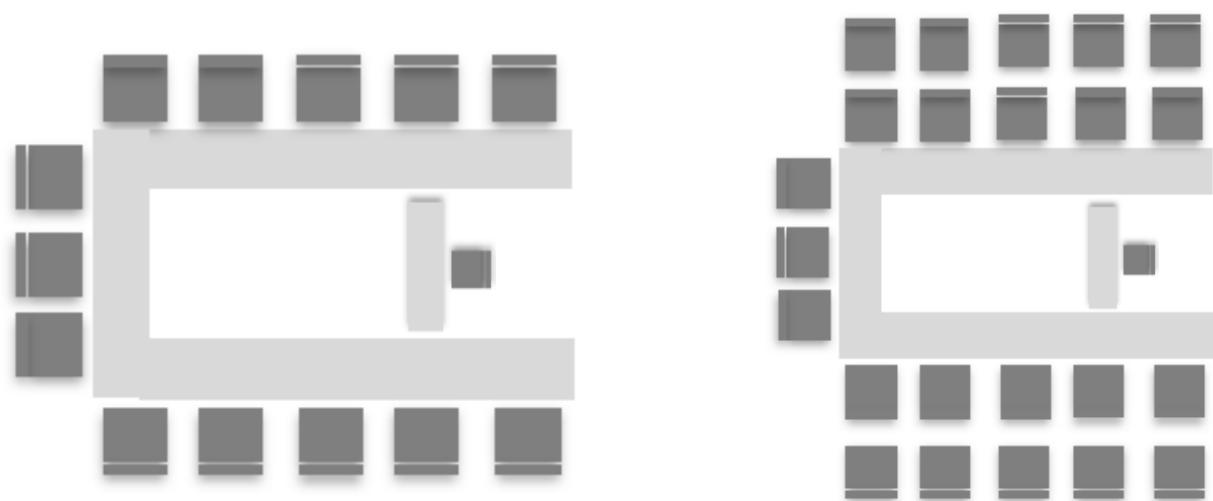
Please note that the above photos serve simply as an example of possible room set-ups.

Seating possibilities

Hearing with a Sole Arbitrator:



Hearing with a Tribunal:



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 79 / day

Audio System

EUR 169,40 / day

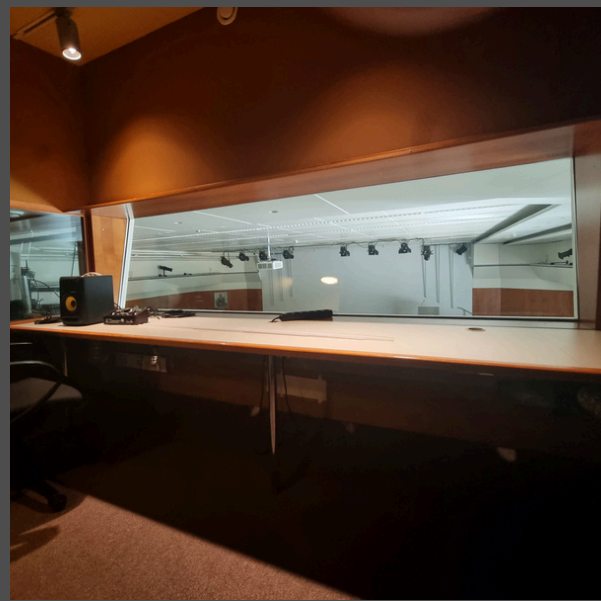
Screen

EUR 49 / day

Printers and document storage are available upon request.

Translation facilities

Overview only - more information upon request.



Translation booths in Room 6, octagon.

- Room 6 in the octagon boasts built-in translation booths.
- Translation booths can also be placed in Rooms 1 - 5 in the octagon, if required. These are provided by an external provider for an additional fee (pricing upon request).
- Buildings A and B cannot facilitate translation booths.

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 %

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 in-house 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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