



Frequently Asked Questions: What You Need to Know Prior to Your Gold Key in Austria

How far in advance do I need to book my Gold Key?

We will start your Gold Key search after receipt of payment, completed Gold Key questionnaire and your marketing materials. Therefore, it is recommended to get into contact with our office approx. 6 to 8 weeks prior to your desired arrival date in Austria.

As an American citizen, do I need to obtain a visa beforehand for business travel to Austria, or can I get a visa at the airport upon arrival?

No - As a U.S. citizen, you do not need to obtain a visa for business travel to / within Austria for a period of up to 90 days.

What hotels does the local CS office recommend? Is a preferred rate available for Gold Key clients via the local CS office?

We are happy to make reservations at local 4- or 5-star hotels at the U.S. Embassy rate for you. In Vienna, most hotels are conveniently located at the city center. Room rates per night vary from approx. \$175.00 to \$215.00, some of which including breakfast.

What are transportation options from airport to hotel and their approximate costs?

From VIE (Vienna International Airport) to the city center, cab charges usually amount to approx. EUR 45.00 one way. We recommend you reserve a cab from and to the airport one day in advance via phone – this reduces the one-way fare to approx. EUR 30.00 (please do not forget to mention that you are reserving an airport transfer - “Flughafen Taxi” - only then the special fare can be guaranteed). Also, it is possible to travel from and to the airport by combining public transportation and the “City Airport Train (CAT)” - the subway line U3 connects with the CAT at the stop “Landstraße Wien-Mitte”.

- Phone Numbers of Viennese Cab Companies: ++43 1 60 1 60 or ++43 1 40 100
- Information on the Vienna City Airport Train (CAT), including prices:
<http://www.cityairporttrain.com//langen/>
- Public Transportation:
 - Map: http://www.wienerlinien.at/media/files/2008/Schnellverbindungsplan_englisch_3104.pdf
 - Ticket Information: http://www.wienerlinien.at/media/files/2008/Touristen_West_2466.pdf

Where do the GKS meetings typically take place?

At company offices, Commercial Service offices, elsewhere?

If your meetings take place in or close to Vienna, we recommend you to visit your potential clients' offices to get a more comprehensive image of the companies you are dealing with. In case you will be meeting with firms located in the Austrian provinces, we will invite the Austrian company representatives to come to Vienna. It is then up to you whether you wish to meet with them at the U.S. Embassy's premises or in your hotel's meeting facilities.

Will someone from CS accompany me to the meetings?

Unless you wish otherwise, our responsible Commercial Specialist will always be available to accompany you to your meetings.



Frequently Asked Questions: What You Need to Know Prior to Your Gold Key in Austria

Do I need a translator? If so, how much does this typically cost?

You do not need a translator for conducting Gold Key meetings in Austria. Normally, CEOs of Austrian firms understand and speak English very well. Should you feel safer with a German-speaker by your side, the responsible Commercial Specialist or another bilingual staff member of CS Vienna will be happy to accompany you.

Do I need to rent a car and driver for my meetings? If yes, how much does this typically cost?

Gold Key visitors do not need to rent a car for their business meetings in Vienna. Within the city it is usually sufficient to travel via cab and / or public transportation. If meetings are held in the Austrian provinces, travel by train or cab can be recommended, however, it might more convenient for you to rent a car in these circumstances. Please see the following websites for car rental companies in Austria:

- Avis: <http://www.avis.at>
- Hertz Rent-A-Car: <http://www.hertz.at>
- Budget Car Rental: <http://www.budget.at/>

When will I receive the list of companies that I will be meeting with?

We will do our best to provide you with a final list of companies, including a schedule of meetings, one week prior to your arrival. The list will be sent to you via e-Mail.

What is the dress code for business meetings?

The dress code for business meetings in Austria is very formal – men should wear a suit, women a trouser suit.

Are there any cultural or other useful tips you can provide so that I can make the most of my Gold Key Service?

It is very important that you arrive to your appointments on time or even 5 minutes early. If you have the feeling that you will be running late, please call the company and apologize in advance. Other useful tips regarding business customs are listed in CS Vienna's Country Commercial Guide for Austria.

For additional information on local business culture, please refer to Chapter 8 of our Country Commercial Guide for "Doing Business in Austria". Your local Export Assistance Center can help you access this informative report, or you may contact the U.S. Commercial Service in Vienna directly to receive a pdf version of this document (free of charge):

The U.S. Commercial Service
Boltzmannngasse 16, A-1090 Vienna, Austria
Phone: ++43 1 313 39-2203 or -2297, Fax: ++43 1 310 69 17
e-Mail: vienna.office.box@mail.doc.gov

