# General Information

**ELIGIBILITY**

Observerships are only offered to **Alumni of the Salzburg Medical Seminars (SMSI)**. You must currently be **employed as a medical doctor** in your **home country** and bring a **copy of your Medical License** to Austria. **Fluency in English** is required, German language skills are recommended.

**TRAVEL**

Please note:

- We recommend **not to bring family members, friends, etc.** with you during your Observership in Austria. Please note that AAF cannot issue invitation letters or visa letters to accompanying persons.

- If you decide to **make your own travel arrangements** and are eligible for reimbursement, please **send your itinerary including a price statement** to your Observership coordinator in Vienna (**no invoice – no reimbursement**). AAF cannot guarantee reimbursement of your travel expenses in case of incorrect, missing or incomplete information. **Please make sure to arrive / depart within the Observership dates stated in your invitation letter, as accommodation is booked accordingly.**

- AAF only reimburses costs according to the **AAF travel and reimbursement guidelines** and does not cover expenses for additional accommodation abroad (hotel etc.) or any other additional expenses. **Reimbursement in Austria will be in EURO.**

**HEALTH CARE INSURANCE**

If you do not have a European Health Insurance Card (**EHIC for EU Member Countries**), AAF will provide Health Care insurance coverage (**Emergency Insurance – no extra services**) for you during your Observership.

**This insurance is ONLY valid in Austria**, so if you are planning to travel at weekends, it is your responsibility to take out an additional insurance.

**Please note that AAF must be informed of any health problems or pregnancies prior to arrival in Austria.**

In case you get sick and need to see a doctor, you have to inform the AAF immediately. If you make a doctor’s appointment or go to a hospital or clinic for treatment without informing the AAF, you have to cover the costs yourself.

Please note that the insurance that is provided by the AAF only covers emergencies and that you have to pay for examinations and treatments, if your disease or illness was present before you started your Observership.

Any additional insurance (e.g. for your visa application or if you wish to have any other travel insurance covering theft, loss of luggage, etc.) needs to be completed by yourself.

**POCKET MONEY**

You will receive pocket money for your 4-week-stay in Vienna from your Observership Coordinator. Please note that this is to help defray costs in Austria, but you may have to supplement it with your own funds.

The date of the check-in will be announced in your welcome package which you will receive together with your room key.

**PROGRAM RULES**

The AAF has established a few program rules which Observers are expected to obey.

- obligatory **attendance** at the hospital
- obligatory **attendance** at AAF Workshops/Social Events
- **NO traveling** during the week
**OMI OBSERVERSHIP VIENNA**

**Information Booklet**

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**CASE STUDY & FINAL REPORT**

- Bringing family is not recommended during your Observership.

- All Observers are required to hand in a case study and final report to their coordinator in Vienna towards the end of your Observership and prior to departure from Austria.

  - The case study should be prepared with your Mentor and be signed by him/her. Excellent Case Studies may be published in one of the medical journals. Forms can be downloaded from the AAF website.

**UPON ARRIVAL**

- Upon arrival, please come to Confraternität (Privatklinik Josefstadt). The concierge at the front desk will give you your room keys and a welcome folder with further information regarding your Observership (e.g. directions, information about the first meeting with your mentor, social events etc. – please read carefully!).

  - The concierges at Confraternität are not responsible to solve any problems with your keys and if you lock yourself out of the room outside of the opening hours of the housing agency, you need to book and pay for a hotel room.

  - The Confraternität is a private clinic and therefore open 24 hours a day. Please download further information on how to get to “Confraternität” here.

**REGISTRATION IN AUSTRIA**

- Austrian law requires you to be registered with the Austrian Registration office within the first 3 days of your stay in Austria (and before the check-in appointment at the AAF office!). Please find further instructions and forms enclosed in your welcome package.

**PUBLIC TRANSPORT**

- We suggest to buy a week or month pass (In German: “Wochenkarte” or “Monatskarte”) for the use of public transport upon arrival in Vienna. This pass can be bought at any train / metro station at the ticket counter or at a ticket machine. The weekly ticket is always valid from Monday to Sunday. The month pass is valid from the first to the last of the month.

  - For more information on prices and route planner, check out the Homepage of “WienerLinien” - the public transportation company of the city of Vienna: [http://www.wienerlinien.at/](http://www.wienerlinien.at/)

**WEEKENDS & STATE HOLIDAYS**

- At weekends (Saturday & Sunday) & during Official and State Holidays, shops and the AAF office are closed. There is a supermarket (“BILLA”) located at U1 metro station “Praterstern” which has longer opening hours (6:00 a.m. – 21:00 p.m. - daily!). Another “BILLA” with extended opening hours is located inside the Franz-Josefs-Bahnhof at Julius-Tandler Platz. This supermarket can be reached with tram no. 5 or 33.

**PHOTOS & STORIES**

- We would be happy to receive photos from you and your Viennese colleagues / mentor at the hospital or during the various AAF meetings, so we get a better insight into what happened during your stay in Vienna.

  - Also, if you have a nice story to tell, experienced any adventures or would simply say thank you to somebody, we will be happy to publish your words / article in our quarterly newsletter.

  - Please send photos, quotes and articles to c.moerzinger@openmedicalinstitute.org or d.staewa@openmedicalinstitute.org
Accommodation

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<thead>
<tr>
<th>CHECK IN &amp; CHECK OUT TIMES</th>
<th>Check in time: earliest at 14:00 p.m. / Check out time: latest at 09:00 a.m.!</th>
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<tbody>
<tr>
<td>ROOM INFO</td>
<td>You will stay in a two-bedroom apartment sharing kitchen and bath with a fellow colleague. Pillows, 2 sets of sheets and blankets are provided, but no towels – please bring your own. The apartments are also equipped with bathroom and toilet, kitchen and cooking facilities (coffee machine, electric kettle, toaster, microwave oven). In your room you will find 2 sets of linen prepared – changing needs to be done by yourself. Upon arrival you need to check your room and fill in the room condition report. Please be prepared to live in a dorm setting – bringing basic amenities (hairdryer, alarm clock, power adapters, bathroom slippers, etc.) is likely cheaper and more convenient than buying these items in Vienna. Please make sure to lock your doors, the owner of the apartment is not liable for theft.</td>
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<tr>
<td>KITCHEN BOX</td>
<td>You will find a kitchen box with kitchen items in your room. Please make sure to clean and put all kitchen articles back into the box before your final departure. The kitchen box must be placed where you found it on your first day. In case that any replacement costs occur for the kitchen box (or for any missing kitchen article) they will be passed on to you.</td>
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<tr>
<td>CLEANING</td>
<td>Your room will be cleaned once a week. Cleaning means the cleaning of the bathroom and the floor. There is an information sheet on the door when cleaning of other facilities (e.g. windows, curtains) is done which are not cleaned weekly. There is no pre-scheduled cleaning day or time, but the cleaning ladies will knock on your door before they enter your room. Please note you must throw away all your garbage yourself and please do not leave dirty dishes, food, etc. in your room when you leave Vienna – your room will be cleaned, however the cleaning ladies are only responsible for cleaning the windows, bathroom and floor.</td>
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<tr>
<td>ÖAD ADMINISTRATION OFFICE</td>
<td>Should there be any concerns regarding your room, please note that the ÖAD administration has an office in your apartment building – just knock on their door and they will be happy to help you. (In case the office is empty, you can leave a message in the ÖAD postbox – just state your name, room number and concern and they will get in touch with you.) The main office of ÖAD is at: Ebendorferstr. 7, 1010 Vienna Office hours are: Mo – Fr: 09:00 am to 12:00 noon &amp; Tu and Th: 2:00 pm to 4:00 pm</td>
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| **INTERNET** | Internet connectivity (free Wifi) is available in your room.

If you have problems with the Internet connection, you can call the Internet provider company (UPC) at +43-1-252 1 525. They speak English and will ask for your name, address (ÖAD Housing Kandlgasse + Room Number) and IP address.

Alternatively, you can also contact the OeAD under following email - address: internet-support@oead.at. |
|---|---|
| **LAUNDRY** | You can use the washing machines of the OeAD Housing Kandlgasse, which are located in the basement floor. Washing costs 2,50 EUR per wash cycle. Please make sure to have the exact money amount ready in coins before you use the machine. Using the dryer is for free.

If you want to use a laundry facility, you can find a “schnell & sauber Waschsalon” just around the corner of your accommodation. See additional Information enclosed in your welcome package which you will receive on your arrival. |
## Events and Workshops

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<tr>
<th>Events and Workshops</th>
<th>Description</th>
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<tr>
<td><strong>MEDICAL CLUB</strong></td>
<td>OMI has established a “Medical Club” where all fellows can meet, work, and do research on OMI notebooks. The Medical Club is located at the “Gesellschaft der Ärzte” the College of Physicians in Vienna at the Billrothhaus, (Frankgasse 8, 1090 Vienna). The Medical Club will be available on weekdays from Monday to Friday from 09:00 am.-18:00.</td>
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<tr>
<td><strong>BIOMEDICAL WORKSHOP</strong></td>
<td>Once during the month Prof. Georg Stingl, Member of the Austrian Academy of Sciences &amp; his Colleagues from the Medical University of Vienna organize a lecture on “Biomedical Fundamental Research” at the Medical Club.</td>
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<tr>
<td><strong>PUBLIC HEALTH CARE WORKSHOP</strong></td>
<td>During the “Public Health Care Workshop”, you will discover the Austrian Health Care System, you will have the chance to exchange ideas with your colleagues and you will get the possibility to introduce the Medical System in your home country.</td>
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<td><strong>GUIDED TOURS</strong></td>
<td>At Josephinum – a medical history museum &amp; Through the City of Vienna</td>
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Your attendance at all events is obligatory and we urge you to be punctually! If you cannot attend an event for any reason (e.g. because you have an appointment with your mentor scheduled), please inform us 2 days IN ADVANCE!

Please note that all above mentioned information and related materials are subject to change without notice.