



**UNITED NATIONS COMMISSION ON SCIENCE AND TECHNOLOGY FOR
DEVELOPMENT**

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CSTD 2014-2015 Inter-sessional Panel
Room XVIII, Palais des Nations, Geneva
26-28 November 2014

INFORMATION FOR PARTICIPANTS

I. Introduction and Draft Provisional Agenda

The Commission on Science and Technology for Development (CSTD) 2014-15 Inter-Sessional Panel will be convened from 26 to 28 November 2014 in room XVIII of the Palais des Nations, Geneva. The meeting will begin at 10.00 a.m. Due to security requirements, participants are advised to arrive on time, especially if they need to retrieve a badge at Pregny Gate (see below).

The draft provisional agenda is available at the following page of the CSTD website:

<http://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=610>

All background documents are also available at the above mentioned website.

II. Registration & Badging

Registration is required for all representatives prior to attending the Inter-sessional Panel meeting. This is highly recommended to avoid delays in entry.

Member States are invited to notify the Secretariat of the CSTD regarding the composition of their delegations.

Geneva-based diplomats who already possess mission badges and representatives of NGOs in consultative status with ECOSOC in possession of an identity badge issued by UNOG security services and valid for the duration of the session shall have unrestricted access to the plenary meetings of the CSTD. If they have not pre-registered, they should fill out a form when entering the meeting room to complete the “list of participants”.

All participants are kindly requested to register online:

Please follow the link to the CSTD Inter-sessional Panel meeting:

<http://unctad.org/en/Pages/MeetingDetails.aspx?meetingid=610>

and click on the **UNCTAD ONLINE MEETING REGISTRATION** icon.

IMPORTANT

- All the mandatory fields must be accurate and completed in one of the following languages: **English, French, or Spanish** to assist in the security clearance and the delivery of badges.
- Please **DO NOT** use ALL CAPS.
- Please note that each participant must create or have **his/her own account** with his/her own username and password. (The username is the participant's email address).
- Once the registration process is completed and approved, please **PRINT OUT** the Registration Form which will be sent to the participant's email already filled in.

Badging

For your information, all participants will have to appear in person at the Pregny Gate in order to receive a non-photo badge and will have to present a valid passport or national ID-card along with the registration form. The badge facilities are open from 26 to 28 November 2014, from 8.00 a.m. to 5.00 p.m. It is advisable to obtain your badge as early as possible as we are expecting a large number of participants to attend.

You can also ask your permanent mission to collect your badge on Tuesday 25 November, **3 pm-5 pm ONLY**. This will grant you an easier access to the United Nations premises on the first day of the meeting.

III. Access to the Palais des Nations and to the conference rooms

Only those vehicles with stickers issued by the UNOG Security and Safety Section can access the Palais des Nations. Access to the premises by taxi is prohibited at all times. Therefore taxis will take participants no further than the entrance of the Pregny Gate.

Pedestrians will find it most convenient to use the Pregny Gate entrance and doors 40 and 41. Attention is drawn to a circular issued by UNOG which stipulates that, as a general rule, access to the United Nations premises with large luggage (i.e. bigger than carry-on hand-baggage) is not authorized. Pedestrians carrying large luggage will be directed to the Pregny Gate where, after being security cleared, those items will be stored to the extent of the storage space available.

Only holders of valid UNOG staff and Geneva mission badges will be allowed access through the Nations gate (flag gate).

A map of the Palais des Nations is available at:

<http://www.unece.org/fileadmin/DAM/meetings/map.pdf>

Room XVIII is situated in the E-Building (the Annex), and accessible through the Gate 40 Entrance, on the first floor.

IV. Internet access

A computer point is available for use by participants on the 1st floor of the E Building, close to the bar "Serpent".

Wireless internet with free access is available in the plenary room and its immediate surroundings.

V. Cloakroom facility

An unattended cloakroom and coat racks will be found in close proximity to all conference rooms. However, the United Nations can assume no responsibility for the loss or damage to any articles deposited there. Please note that large luggage and suitcases will not be allowed inside the premises of the Palais des Nations.

VI. Hotel room reservations

Participants are requested to make their own hotel reservations. A list of hotels in Geneva can be found at this link:

<http://www.geneve-tourisme.ch/en/home/>

Participants are advised to book hotel accommodation well in advance of the meeting since hotels in Geneva may be fully booked, given the large number of conferences or other events. Some hotels offer special rates for delegates in UN meetings. Please make the inquiry when you arrange the booking.

A list of budget hotels and foyers is available at the following link:

<http://www.ngocongo.org/congo-2012/wp-content/uploads/2012/04/Recommended-Hotels-in-Geneva1.doc>

VII. Climate

The climate in Geneva in November is moderate, with daytime temperatures averaging 5°C (daytime temperatures may vary between 2°C and 8°C).

VIII. Electrical appliances

The electrical current in Switzerland is 220 V/50 Hz. Swiss plugs are described on the website <http://users.telenet.be/worldstandards/electricity.htm> as type J. Type C plugs can also be used.

IX. Public transport and taxi

The Palais des Nations is served by several tram and bus lines. From the Cornavin train station, the most convenient transport is by Bus 8 (direction OMS), which serves Pregny Gate where the Pass and Identification Unit of UNOG is located (Appia stop). Buses 28, F, V and Z also serve the Appia stop. From the Airport, the best connection is Bus 28 (direction Jardin botanique), which runs every 20-30 minutes during daytime (Appia stop).

Tram number 15 (direction Place des Nations), as well as Bus 5 (direction Airport) serve the Place des Nations, from where participants will have to walk some 500 metres up the Avenue de la Paix to Pregny Gate. As a consequence of prevailing security measures, Flag Gate (Nations Gate) is reserved for UNOG and mission staff only. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois at: <http://www.tpg.ch/>

A taxi stand is located on route de Pregny, some 25 metres from the Pregny Gate, direction Place des Nations. Taxis are usually available round the clock. The following direct telephone number will ensure arrival within minutes: **022 33 141 33**.

X. Travel agency

The Carlson Wagonlit Travel agency has two offices, one on the ground floor in the lobby of the Council Building (door 6, ext. 72850) and the other in the entrance hall of the E-Building (second floor, door 40, ext. 74621). Opening hours Monday to Friday are 8.00 a.m. to 4.30 p.m.

XI. Banking

Two UBS banks are located in the Palais des Nations: (1) at door 6, building S: open from Monday to Friday 8.30 a.m. to 4.30 p.m.; (2) door 41, building E, open from 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m.

XII. Post Office

The post office is located at door 6, building S. Only UN stamps may be used there. Opening hours: 8.30 a.m. to 5.00 p.m.

XIII. Cafés and restaurants

The restaurant on the 8th floor of the Assembly Building serves hot meals from 12.00 a.m. to 2.00 p.m., Monday to Friday.

The cafeteria, on the ground floor of the Assembly building is open Monday to Friday from 8.15 a.m. to 4.45 p.m. Lunch is served from 11.30 a.m. to 2.00 p.m.

The Press bar on the ground floor of the Council Building is open Monday to Friday from 8.00 a.m. to 6.30 p.m.

The “Bar Serpent” in the Conference room area of the E-Building is open from 9.00 a.m. to 5.30 p.m.

The Delegate’s Lounge on the 3rd floor of the Assembly building (Room VI) is open from 8.30 a.m. to 4.45 p.m.

The Bar de la Palette on the 6th floor of the E-Building is open from 8.15 a.m. to 16:30 p.m.

XIV. First Aid

In case of any medical emergency, dial extension 112. Otherwise, first aid is available at the Infirmerie located in the Secretariat building: room No. 016 (basement), door 2, ext. 72807. Opening hours are from 8.00 a.m. to 5.00 p.m.

XV. Security

In case of emergency for all security problems, dial 15, or 17, or 18.

The Security Control and Operation Center (COC) operating 24H00/24H00 can be reached at the following number: (022) 917 2900, or 917 2902

XVI. Practical Guide

A practical guide of the United Nations Office at Geneva is available for download:
http://www.unece.org/meetings/practical_information/2010_Practical_Guide.EFR.pdf