

11th UNCTAD Debt Management Conference

Geneva, 13-15 November 2017

INFORMATION FOR PARTICIPANTS

- Opening and Registration
- Venue
- Working languages
- General information on access to Geneva
- Visa information
- Hotel information
- Bank
- Restaurants, cafeteria and bars in the Palais des Nations
- Telephone facilities
- Weather and time zone information
- Currency
- Electricity
- Disclaimer
- Annex 1 : UN Map
- Annex 2: List of Hotels (see attached file)



1. Opening and registration



The 11th UNCTAD Conference on Debt Management will be held in Geneva, Switzerland from Monday 13 to Wednesday 15 November 2017.

The Conference will start at 10:00 a.m. on Monday 13 November 2017, and registration will take place at the venue of the meeting from 8:00 a.m. the same day.

2. Venue

The meeting will be held at:

United Nations Conference on Trade and Development (UNCTAD)

Room XVII, E-building, Door 40

Palais des Nations

Avenue de la Paix 8-14

1211 Geneva 10, Switzerland

Telephone: + 41 22 917 739 87

Fax: + 41 22 917 00 45

E-mail: dmfas@unctad.org

Web-site: unctad.org/divs/gds/dmfas

Security entry badge:

IMPORTANT - We strongly recommend that you arrive at the United Nations security check point latest by 8 a.m. Queuing may take over an hour

To enter the Palais des Nations, you will need a security pass, which is to be worn at all times on the premises. Upon arrival at the entrance of Palais des Nations you are therefore kindly requested to collect your badge at the United Nations Security Service, Pregny entrance (visitors' entrance, a five-minute walk from the Place des Nations) across from the Red Cross building. The Security Service is open from 8 a.m. to 5 p.m. (non-stop).

3. Working languages

The Conference will be held in English and will be interpreted simultaneously into Arabic, French, Russian and Spanish. All documentation will be delivered electronically in either English, French or Spanish.

4. General information on access to Geneva

Geneva is serviced by the Geneva Cointrin International Airport, which is about 5 kilometers from downtown Geneva.

Taxis, buses and the railway service link the Geneva Airport with the Cornavin Station (main train station) in downtown Geneva every few minutes. From here, most hotels can be accessed via a range of public transport options including bus, trams and taxis.

Taxi

Taxis are only available on call and cannot be hailed in the streets although there are taxi ranks at Geneva Airport and in almost all main squares in Geneva. Taxis can be called on the following local numbers:

+41 22 320 2020 / +41 22 331 4133 / +41 22 320 2202



Train

The railway station can be accessed directly from the airport. All trains stop at the Geneva-Cornavin station in the city centre and takes about 7 minutes (every 12 minutes). For information on the Swiss railway system and prices, please go to: www.sbb.ch

Bus and tram

Take a free ticket from the machine in the baggage claim area (Arrivals level). This Unireso ticket, offered by Geneva Airport, allows you to use public transport in the city of Geneva during 80 minutes.

The Palais des Nations can be reached by buses and trams. Bus numbers 5, 8, 11, 22, 28, F, V, and Z and tram numbers 13 and 15 stop at the Palais des Nations.

Maps of the Geneva bus/ tram network are available on the TPG website. <http://www.tpg.ch>



Transport tickets can be purchased at the ticket machines next to the tram/ bus stops and can also be bought at the Geneva Transport Office (TPG) office on the ground floor of the Gare Cornavin (main train station). Cards for multiple trips can also be purchased at a reduced rate from newsagents in town bearing the "TPG" sign.

If you are staying at a hotel, most establishments offer you the "Geneva Transport Card" that allows you to use public transport in Geneva free of charge during your stay. More information can be found at the following link:

<http://www.tpg.ch/geneva-transport-card>

5. Visa information



Switzerland joined the Schengen visa scheme on December 12, 2008. Therefore, all foreign nationals who require a visa for entry into Switzerland will now require a Schengen visa to enter Switzerland.

Delegates are advised to seek information on requirements applicable in their case from Swiss diplomatic or consular missions in their home countries. For information on visa and other relevant regulations for travelling to Switzerland please also refer to the website of the Federal Office of Migration of Switzerland at:

http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html

- **Visa application form**
<http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>
- **Swiss diplomatic representations:**
<http://www.eda.admin.ch/eda/en/home/rebs.html>

To facilitate the issuance of visas, the Conference Secretariat will issue, upon request, an invitation letter to be attached to the visa applications.

6. Hotel information

Participants are kindly requested to make their own hotel reservations.

A listing of hotels in and around Geneva with the United Nations preferential rates can be found in the Annex 2.



Genève Tourisme

Information on hotels and other tourist information in the vicinity of the meeting venue can also be found at the following link:

<https://www.geneve.com/de/sleep/online-booking/>

7. Bank

The United Nations branches of the UBS Bank are located as follows:

- Door 6 area of the Council Building: ground floor (ext. 7 2170) open from 8.30 a.m. to 4.30 p.m. (non-stop), Monday to Friday.

8. Restaurants, cafeteria and bars in the Palais des Nations

1. The cafeteria located on the ground floor of the Assembly Building is open from 8.15 a.m. to 4.45 p.m. Monday to Friday. Lunch is served from 11.30 a.m. to 2 p.m.
2. The “Bar Serpent” in the Conference room area of the E-Building is open from 9 a.m. to 5.30 p.m. Monday to Friday.
3. The bar on the ground floor of the Council Building (Press Bar – Door 6) is open from 8.30 a.m. to 6.30 p.m. Monday to Friday.
4. The restaurant on the 8th floor of the Assembly Building serves hot meals from 12.00 a.m. to 2 p.m., Monday to Friday. (Ext. 7 3588 for reservations)

9. Wi-Fi and telephone facilities

Free wifi is available within the United Nations building. Participants will have access to pre-paid and credit card operated public telephones for local, national and international calls. The telephones are located in the main foyers of the United Nations Building..

10. Weather and time zone information

The weather in November in Geneva is rather cold. It usually ranges between a maximum of +6°C in the daytime and a minimum of -2°C at night with occasional showers. Umbrellas, coats and warm clothing are recommended.



The standard time zone will be GMT/UTC +1 hour.

11. Currency

Swiss Francs (CHF)



The monetary unit is the Swiss franc. Notes are issued in denominations of 10, 20, 50, 100, 200 and 1000 francs, and coins of 5, 10, 20, 50 centimes and 1, 2 and 5 francs.

Travellers cheques

Travellers' cheques, credit cards and foreign currency notes of all major currencies are accepted. Banking facilities are also available inside the UN premises.

12. Electricity

Electricity in Switzerland is generally 230 volts (50 cycles). Travelers with computers and other appliances are advised to carry a plug adapter kit for the kind of plugs and sockets that are in use in Switzerland.

13. Disclaimer

The Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

ANNEX 1 – UN MAP

SECURITY IDENTIFICATION SECTION
Open 0800 – 1700 non stop
Pregny gate
Entry/Exit Cars and Pedestrians
Security ID -Badges' Issue

