



WORLD BANK GROUP



UNITED NATIONS  
UNCTAD



# MTDS Training Workshop

Geneva, 1-5 October 2018

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## 1. Venue

The meeting will be held at in Geneva, Switzerland from Monday, 1 to Friday, 5 October 2018, at:

**United Nations Conference on Trade and Development (UNCTAD)**

**Room Concordia 4(C), A building, Door 13-15**

**2<sup>nd</sup> Floor**

**Palais des Nations**

Avenue de la Paix 8-14

1211 Geneva 10, Switzerland

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Web-site: [www.unctad.org/dmfas](http://www.unctad.org/dmfas)

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 Pregny entrance (visitors' entrance, a five-minute walk from the Place des Nations) you are kindly requested to go to the United Nations Security Service to collect your badge. Please bring your passport for this purpose.

**See Annex I for a map of the premises**

## 2. Opening and registration



Registration for the workshop will start at 8:30 a.m. on Monday, 5 October 2018, in Room Concordia 4 (see Venue and Map).

## 3. Working languages

The workshop's working language is English.

## 4. General information on access to Geneva

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

Taxis, Buses and the railway service link the Geneva Airport with the Cornavin Station (main 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 airport railway station has direct access to the airport Check-in and Arrival levels. The train ride from the airport to the Geneva-Cornavin station in the city centre takes about 7 minutes (frequency every 12 minutes). More information on the Swiss railway system and prices at:

<http://www.sbb.ch/en/index.htm>

### **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 in the canton of Geneva during 80 minutes.

The Palais des Nations can be reached by buses and trams:

- Buses number 5, 8, 11, 22, 28, F, V, and Z (**Appia** stop)
- Tram number 15 (**Place des Nations** stop)

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.geneve-tourisme.ch/index.php?rubrique=0000000417&lang= eng>

## 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](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/repr.html>

To facilitate the issuance of visas, the Conference Secretariat will issue, upon request, a visa attestation to be attached to the visa applications.

## 6. Hotel information

Participants are kindly requested to make their own hotel reservations.

See the listing of hotels in and around Geneva with the United Nations preferential rates.



### *Genève Tourisme*

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

[http://www.geneve-tourisme.ch/index.php?rubrique=0000000000&lang=\\_eng](http://www.geneve-tourisme.ch/index.php?rubrique=0000000000&lang=_eng)

## 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. Telephone facilities

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 February in Geneva is cold, with average daytime temperatures reaching 2°C. Umbrellas, coats and warm clothing are suggested.



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

## 11. Currency

### *Swiss Francs*



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 secure international medical, accident and travel insurances for the period of participation prior to departure.

**ANNEX 1 – UN MAP -Room IX location**

