



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

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INFORMATION NOTE TO PARTICIPANTS

CSTD 2019-2020 Inter-sessional Panel

7-8 November 2019

Room XXVI, E-Building
Palais des Nations
Geneva, Switzerland

I. Introduction

1. The Commission on Science and Technology for Development (CSTD) 2019-2020 Inter-Sessional Panel will be convened from 7-8 November 2019 in room XXVI 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).
2. The programme, along with all other relevant documentation, will be uploaded in due course at the following page of the CSTD website:
<https://unctad.org/en/pages/MeetingDetails.aspx?meetingid=2232>

II. Participation

3. The list of members of the Commission is available at:
<http://unctad.org/en/Pages/CSTD/CSTD-Membership.aspx>.
4. Plenary meetings of the CSTD are open to all United Nations member States (both members and non-members of the CSTD), representatives from intergovernmental organizations and from NGOs in consultative status with ECOSOC. Representatives of NGOs, civil society entities, business sector entities including the private sector, and academic entities that were accredited to the World Summit on the Information Society (WSIS), may participate in the inter-session of the Commission on an exceptional basis (ECOSOC decisions 2015/243, 2015/244 and 2015/245).

III. Registration

5. Registration is **mandatory for all participants**, including those who possess long-term badges, prior to attending the Inter-sessional Panel meeting. This is highly recommended to avoid delays in entry and to allow the secretariat to complete the “list of participants” as well as share important information to those who are in attendance. Participants should register by **31 October 2019**.
6. Member States are invited to notify the secretariat of the CSTD (stdev@unctad.org) regarding the composition of their delegations.

To register, please go on the following link: <https://reg.unog.ch/event/31157/>

7. **Guidelines for registering** are available in the following link, which can also be found on the tool bar on left side of the registration webpage:
https://unctad.org/meetings/en/SessionalDocuments/iss2016_Indico_Guidelines_en.pdf

IMPORTANT

- When registering, please use the following browsers: **Google Chrome, Firefox, or Safari**. **Please DO NOT use Internet Explorer**, as it does not support the system.
- Please note that each participant must first create his/her own account with username and password (the username is the participant’s email address).
- All the mandatory fields must be accurate and completed in English, French, or Spanish to assist in the security clearance and the delivery of badges as well as to generate the *List of participants*.
- Please DO NOT use ALL CAPS.
- Please make sure to upload or take a frontal view photo of yourself that clearly shows your face and shoulders, as this photo will appear on your badge.

IV. Badging

8. All participants who require an entry badge will need to appear in person at the Pregny Gate in order to receive a photo badge and will have to present a valid passport or national ID-card.
9. The badge facilities are open from 8.00 a.m. to 5.00 p.m. It is advisable to obtain your badge as early as possible. Please note that the permanent missions can collect badges for members of the delegations coming from outside Geneva on 6 November from 14:00 to 17:00.
10. Only holders of valid UNOG staff and Geneva mission badges will be allowed access through the Nations gate (flag gate).

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

11. 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.
12. A map of the Palais des Nations is available at:
<http://www.unece.org/fileadmin/DAM/meetings/map.pdf>.
13. Room XXVI is situated in the E-Building and accessible through the Gate 40 Entrance, on the first floor.

VI. Internet access

14. 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 throughout the Palais des Nations building.

VII. Cloakroom facility

15. An unattended cloakroom and coat racks are in close proximity to all conference rooms. However, the United Nations assumes 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.

VIII. Hotel room reservations

16. 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/>.
17. Participants are advised to book hotel accommodation well in advance of the meeting. 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.
18. A list of budget hotels and foyers is available at the following link:
<http://tinyurl.com/Budget-Hotels-Foyers>.

IX. Climate

19. The climate in Geneva in November is chilly and mostly clear, with daytime temperatures averaging 10°C (daytime temperatures may vary between 2°C and 14°C).

X. Electrical appliances

20. 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.

XI. Public transport and taxi

21. 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. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois at: <http://www.tpg.ch/>.

22. Public transport tickets can be purchased at every tram and bus stations in Geneva.
23. 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.

XII. Banking

24. The UBS bank is located in the Palais des Nations at door 6, building S. It is open from Monday to Friday 8.30 a.m. to 4.30 p.m. There is an additional 24-hour ATM (UBS) at door 40, building E.

XIII. Post office

25. 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.

XIV. Cafés and restaurants

26. 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.

27. The cafeteria, on the ground floor of the Assembly Building is open Monday to Friday from 8.15 a.m. to 3.00 p.m. Lunch is served from 11.30 a.m. to 2.00 p.m.
28. The Press bar on the ground floor of the Council Building is open Monday to Friday from 8.00 a.m. to 5.15 p.m.
29. The “Bar Serpent” in the Conference room area of the E-Building is open from 9.00 a.m. to 5.30 p.m.
30. 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.
31. 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.

XV. First aid

32. In case of any medical emergency, dial extension 112. Otherwise, first aid is available at the Infirmary 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.

XVI. Security

33. In case of emergency for all security problems, dial 15, or 17, or 18.
34. The Security Control and Operation Center (COC) operating 24H00/24H00 can be reached at the following number: (022) 917 2900, or 917 2902

XVII. Practical guide

35. A [practical guide of the United Nations Office at Geneva](#) is available for download.