

GREEN EXPORT FORUM – 8 October 2018

PRACTICAL INFORMATION GUIDE

Updated information available in the following webpages (agenda and documents)

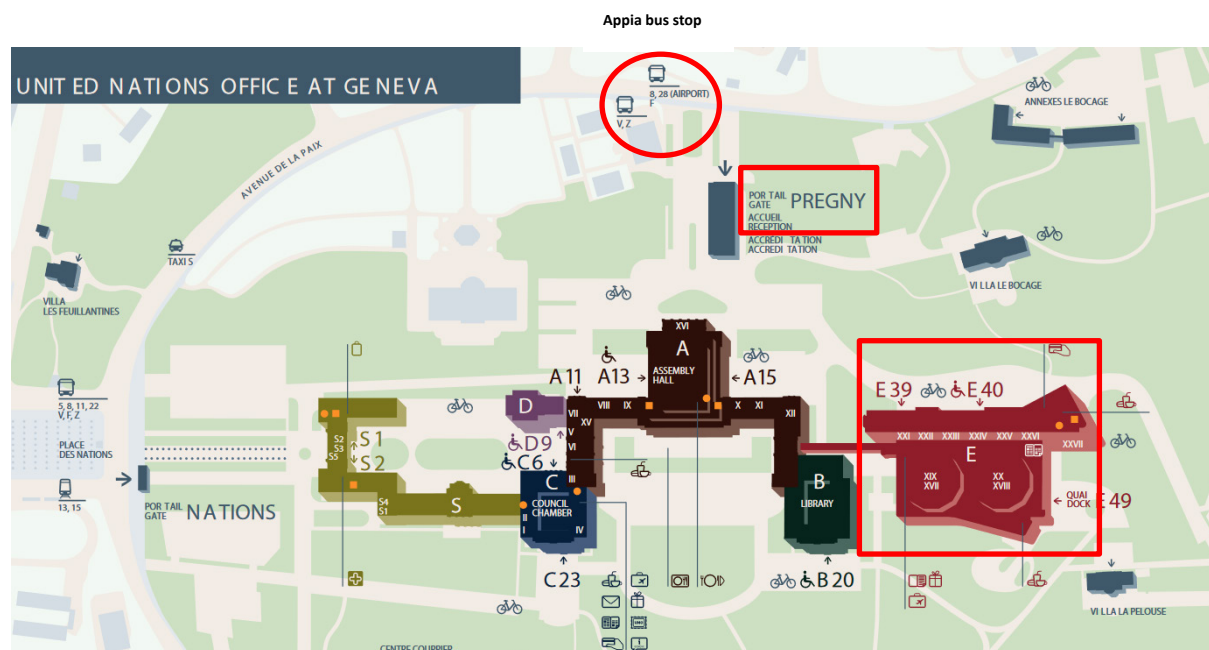
<http://unctad.org/en/pages/MeetingDetails.aspx?meetingid=1927>

Getting to Palais des Nations

If you stay in a hotel in Geneva, you will automatically receive a Geneva Transport Card that will allow you to take all the public transports freely (trams, buses, boats (called “mouettes”), trains between the airport and city center)

There are two entrances into the compound. You must enter through the Pregny gate (Bus Stop APPIA).

The Nations gate (the side with the rows of flags) is **only accessible for UN staff**.



From the airport → Bus stop APPIA

- Direct bus: bus 28 (direction: Jardin Botanique), bus stop Appia
- Transfer: Take bus 5 (direction: Thonex-Vallard) until Nations stop → Take bus F (direction: Ferney /Gex) or V (direction: CS La Bécassière) or Z (direction: Bois-Chatton) to bus stop Appia

Note: You may pick up a free public transport ticket from the machine in the baggage collection area before you exit into the arrival hall. This ticket allows you to use free public transport in Geneva for a period of 80 minutes.

From the train station (Gare Cornavin stop) → Bus stop APPIA

- Direct bus: bus 8 (direction: OMS), F (direction: Ferney /Gex), V (direction: CS La Bécassière) or Z (direction: Bois-Chatton) to stop: Appia
- Transfer: Take tram 15 (direction: Nations) until Nations stop → Take bus F (direction: Ferney /Gex) or V (direction: CS La Bécassière) or Z (direction: Bois-Chatton) to bus stop Appia

Taking a taxi → Palais des Nations, Pregny Gate

- Taxis in Geneva can be reached by phone (+41 22 331 41 33) or hailed in the streets. Fares between airport and city range from about CHF 30.00 to CHF 35.00. There is also an App on Google Play and App Store available, called Taxiphone Genève. Uber is also available.
- Please tell the taxi you want to go to the Pregny gate of the UN. Kindly note that taxis are not allowed to enter the grounds of the Palais des Nations.

Passing through security

- Because mornings are especially busy at the gate, you are **strongly advised to arrive at least 40 minutes in advance**, as our Forum is held at the same period as some Human Rights Treaty Bodies sessions. For your information, the Security is opening at 8 AM.
- Upon arrival at the Pregny gate please line up in the **middle line** (left line is for tour groups)
- Show your passport to the security guard and let them know you are here for UNCTAD Green Export Forum and you will go through a baggage and security check process.
- Please note that large luggage may not be brought into the Palais and needs to be kept by security. We recommend you not to come with luggage as they can also refuse to let you in if they don't have any space left.
- After clearance, line up at the desk to receive your entry badge. **Don't forget to take your passport with you!**



Meals

- The **cafeteria**, on the **ground floor of the Assembly Building (A 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.
- 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. We recommend you to book a table in advance [here](#).
- The **“Bar Serpent”** and **Pasta corner** on the **1st floor of the E Building** are open from 9.00 a.m. to 5.30 p.m.
- The **Press bar** on the **ground floor of the C Building (door 6)** is open Monday to Friday from 8.00 a.m. to 5.15 p.m.
- The **Delegate’s Lounge** (Salon des Délégués) on the **3rd floor of the A 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 4:30 p.m.

Money

Credit cards are accepted in the **main** cafeteria and gift shops but **not** at cafes and vending machines, so it is better to have cash. An ATM is available in the E Building, door 41, 2nd floor. There is also UBS bank where you can exchange currencies and withdraw cash from the ATM (near Door 6, building S, ground floor).

Reentry to the Palais

Please note that you **cannot reenter through the Nations Gate** (Entrance - Flags) with a visitor’s badge. Only Diplomats may enter via the Nations gate; all others need to pass through the security controls at the Pregny gate. You must always use the entrance through the Pregny gate (Bus stop Appia) and a security check will be carried out upon each entry. If the badges have been issued, they have a picture on it, therefore the passports will not be needed on the **2nd day of the Forum**.

Exit

Visitors can go **out** from **both** the Nations and Pregny gates.

First aid

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

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.





For more information

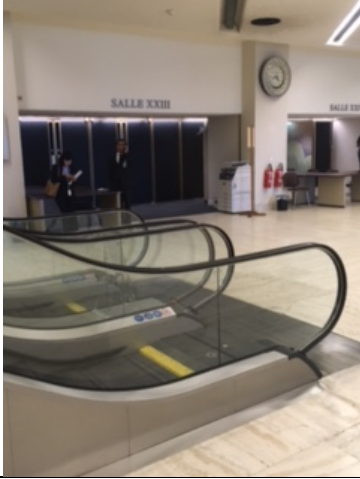
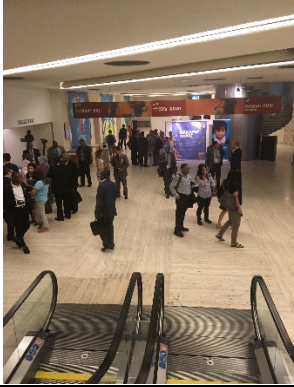
Kindly see the map of UNOG

[https://www.unog.ch/80256EDD006B8954/\(httpAssets\)/88FFDD768F055AECC1256F2A0052A3CC/\\$file/Palais+des+Nations+map.pdf](https://www.unog.ch/80256EDD006B8954/(httpAssets)/88FFDD768F055AECC1256F2A0052A3CC/$file/Palais+des+Nations+map.pdf)

Getting to the room XXIII

Estimated time from Pregny Gate: 5 min walk

		<p>1. After security walk towards the left, pass the parking lot and down the hill</p>
		<p>2. Entrance E.40 is under the big roof (as info, you are on the 2nd floor of the building)</p>
		<p>3. Go in the entrance and take the escalator or stairs one floor down (you will arrive on the 1st floor)</p>
		<p>4. Room XXIII is just on your left</p>



5. You have arrived!