



Information Notice to Delegates

I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the fifth session of the UNECE Team of Specialists on PPPs (TOS PPP) on 5-6 February 2013. This information notice was prepared for the purpose of providing basic information pertaining to your trip to Geneva. We are most happy to welcome you.

II. TRANSFER FROM GENEVA INTERNATIONAL AIRPORT

2. Upon arrival at the Geneva International Airport (Cointrin), delegates can proceed to their hotel by public transport or by taxi. Public transport in Geneva is very efficient, with a number of regular bus services connecting downtown Geneva to Cointrin airport. Bus number 10 takes passengers from the airport to the main train station (Cornavin) where most of the hotels are situated in 25 minutes. Free bus tickets are available for incoming passengers from ticket machines inside the airport at the baggage collection point just before customs control. All guests registered in hotels are provided upon check-in with a complimentary Geneva Transport Card valid throughout the duration of their stay. The Geneva Transport Card provides access to all public transport in Geneva (bus, tram and boats), and is also valid on bus number 10 to the airport, and tram numbers 13 and 15 to the Palais des Nations.

III. VENUE

3. TOS PPP will take place at the Palais des Nations, Geneva (Switzerland) at the following address: 8-14, Avenue de la Paix. Tram number 13 and 15 from the main train station (Cornavin) provide a regular service to the Palais des Nations (Tram stop: "Nations"). Access to the Palais des Nations on the first day should be done through Pregny Gate (see map below).

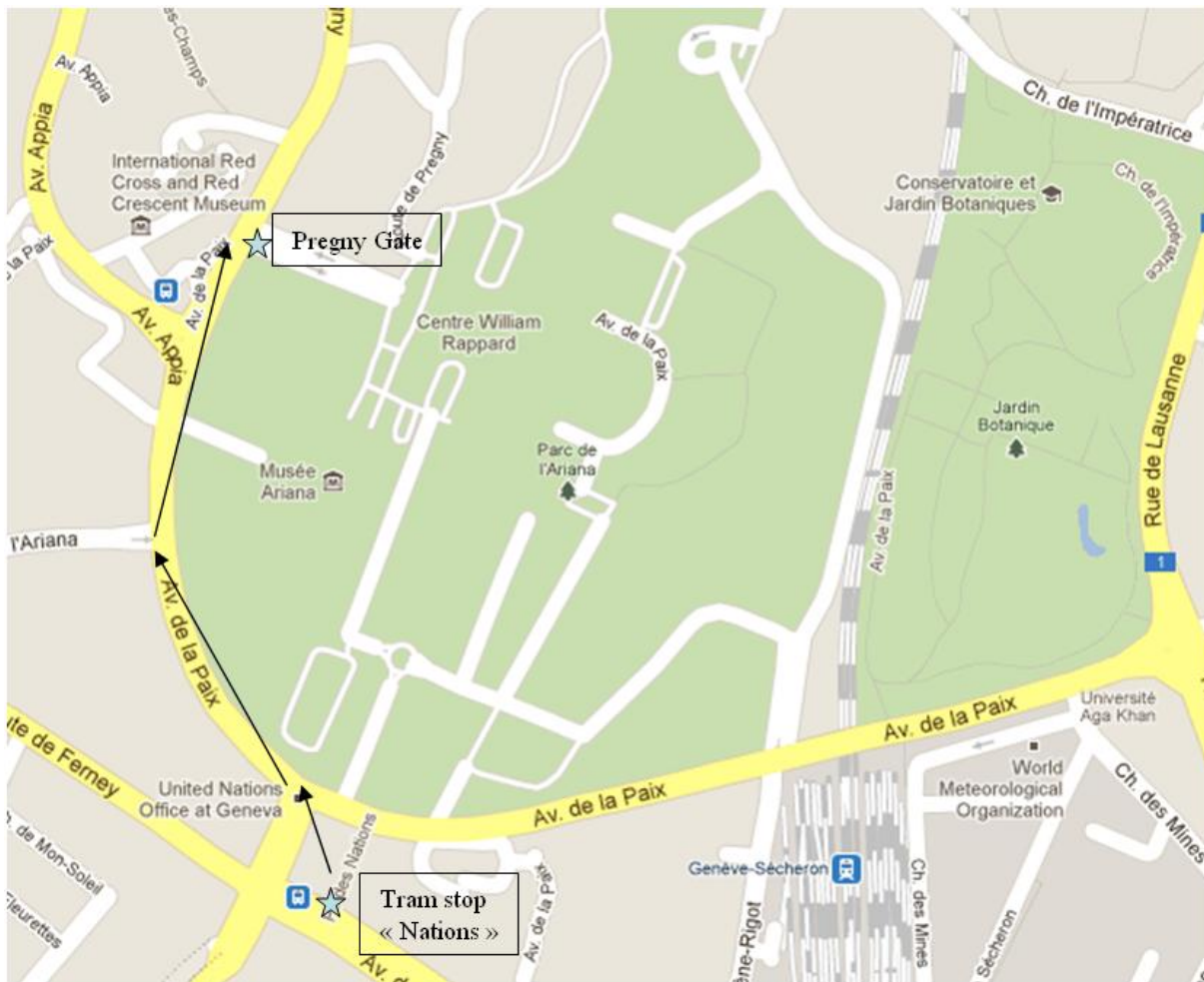
IV. REGISTRATION

4. Registration starts at 8.45am on Tuesday, 5 February, and will take place at Pregny Gate, where participants will be issued with a lapel badge for the duration of TOS PPP. Delegates are requested to print out and bring with them a copy of their registration form together with a valid ID with photo (e.g., passport or driver's license). **It is advisable that you arrive at Pregny Gate by 9-9.15am so that you avoid long queues.** Once in possession of the lapel badge, delegates can proceed to the conference room through door E40. Members



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of the secretariat will welcome delegates at Pregny Gate. Once inside the building through door E40, delegates are required to take the escalator one floor up to reach the foyer of Salle XIX. Signs will be posted in prominent spots to guide delegates to reach the plenary room. Once in possession of the lapel badges, delegates can access the Palais des Nations from any of the three entry points, including the "flag entrance", which is situated next to the Tram stop: "Nations".

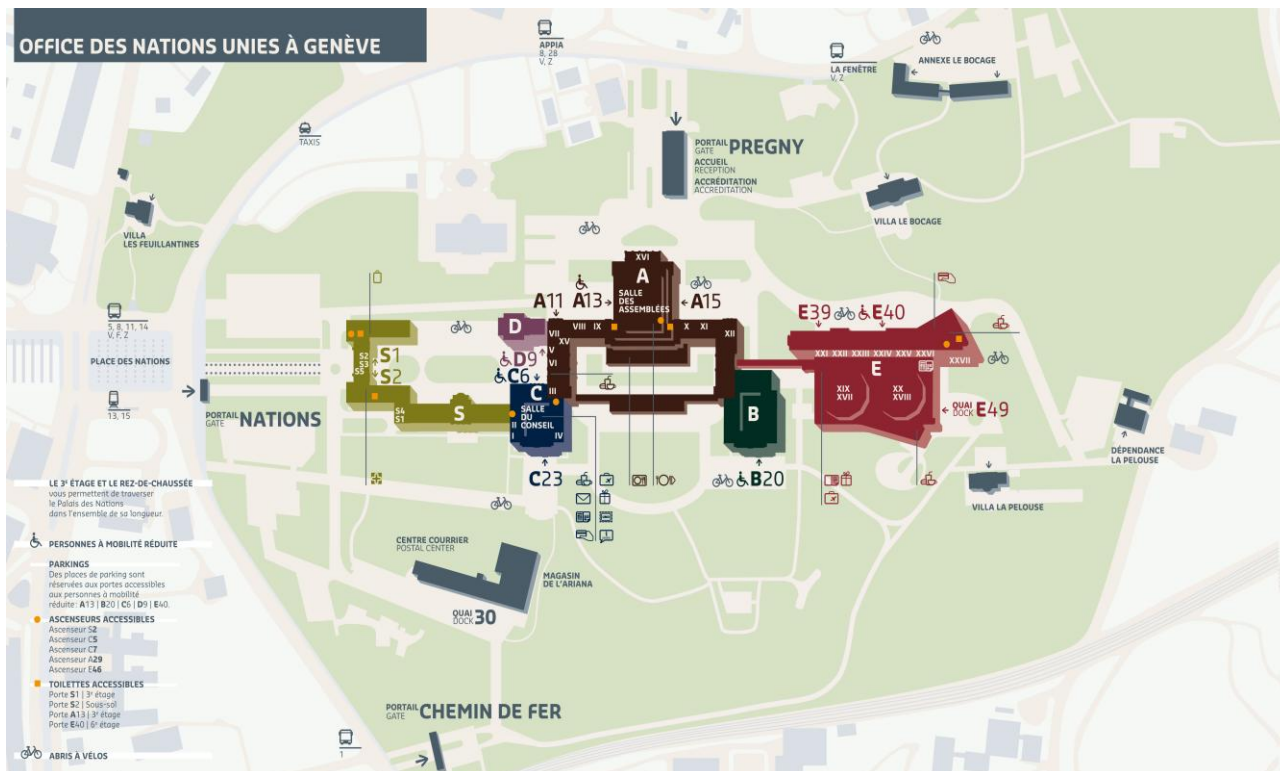


V. ORGANIZATION

5. TOS PPP will start on 5 February in Salle XIX at 10.00am. Salle XIX is equipped with coat hanging facilities in an adjacent space. A map of the Palais des Nations is available at Pregny Gate, and an electronic version of the map is reproduced hereunder.



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VI. CONFERENCE FEE AND OTHER EXPENSES

6. No conference fee is charged for the participation in TOS PPP. Travel and accommodation expenses are borne by the participants unless special prior individual arrangements have been made directly with UNECE and other donors.

VII. HOSPITALITY

7. The Government of Switzerland will host a cocktail reception on Tuesday, 5 February at 6pm at the Restaurant des Délégués (Palais des Nations, 8th floor).

VIII. PROGRAMME AND DOCUMENTATION

8. The final version of the TOS PPP programme will be available to participants outside Salle XIX. The [draft programme](#) is available [here](#). Other [documents](#) pertaining to the session, including the [draft annotated agenda](#) contained in document [ECE/CECI/PPP/2013/1](#), are available [here](#).



IX. INTERPRETATION AND VISUAL AIDS

9. Simultaneous interpretation in English, French and Russian will be provided in the conference room.

X. TRAVEL AND HOTEL RESERVATIONS

10. Participants are requested to make their own hotel and travel arrangements to and from Geneva. Please plan to arrive in Geneva by Monday, 4 February, and depart either on Wednesday, 6 February (after 7pm) or on Thursday, 7 February.

XI. CONNECTIVITY

11. All United Nations conference rooms and public spaces are equipped with WiFi connection. The service is free of charge and no password is required. Computers with internet access (via LAN) are available at the foyer of Salle XVII.

XII. PASSPORTS AND VISAS

12. All participants should be in possession of a valid passport, with an entry visa (if required), which can be obtained from the diplomatic representation of Switzerland in their country of residence. It is advisable to make such visa applications well in advance of the date required. The secretariat will provide participants with letters of invitations that could be used as a supporting document to the visa application form.

XIII. LOCATION OF MISCELLANEOUS SERVICES/FACILITIES AT THE UN

13. Below is a list of miscellaneous services and facilities available to delegates at the United Nations. These services are provided during normal office hours:

- ***Cafeteria*** Ground Floor, A Building
- ***Restaurant*** 8th Floor, A Building
- ***Bank*** Ground Floor, C Building (door C6)
- ***ATM machine*** Ground Floor, E Building (door E40)
- ***Travel Agency*** Ground Floor, C Building (door C6)
- ***Library*** First Floor, B Building (door B20)
- ***Medical Services*** Basement, S Building (door S2)
- ***Post Office*** Ground Floor, C Building (door C6)
- ***UN Gift Shop*** First Floor, E Building (door E40)
- ***Safi (shop)*** Basement, S Building (door S1)
- ***News Agent*** Ground floor, C Building (door C6) and
Ground floor, E building (door E40)



XIV. INSURANCE

14. Delegates are advised to take a travel and medical insurance before their departure that covers the duration of their stay in Geneva.

XV. FURTHER INFORMATION

15. Further information on the session can be obtained from the [UNECE website](#). For general enquiries, including issues related to travel and visas, please contact the secretariat by email at: PPP@unece.org.