



Information Note to Registered Participants¹

I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the International Conference on water and sanitation PPPs organised by the UNECE, the World Bank and the European Bank for Reconstruction and Development. This information note was prepared with the purpose of providing basic information for your trip to Geneva. We are very happy to welcoming 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 (buses, trams and boats), and it is also valid on bus number 10 and the train line to the airport, and tram numbers 13 and 15 to the Palais des Nations.

III. VENUE

3. The Conference will take place in Room XVIII at the Palais des Nations, Geneva (Switzerland) at the following address: 8-14, Avenue de la Paix. Trams 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 made through Pregny Gate (see map below).

IV. REGISTRATION

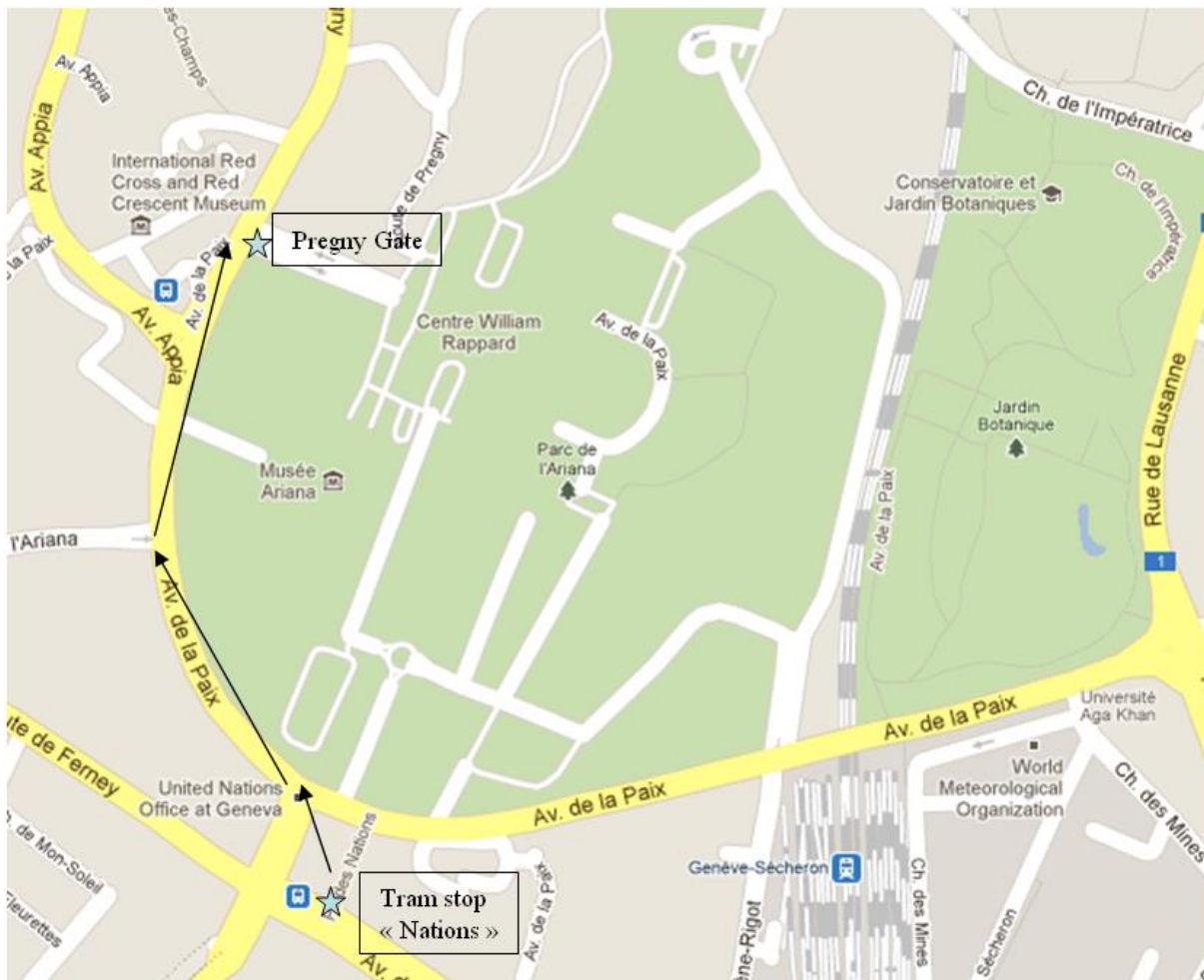
4. Registration starts at 8.15am on Tuesday 21 October, and it will take place at the Pregny Gate, where participants will be issued with a badge for the duration of the

¹ If you have not yet registered, you are kindly request to go to online registration system by clicking [here](#).



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Conference. Participants are requested to print out and bring with them a copy of their registration form together with a valid ID photo (e.g., passport or driver's license). **It is recommended that you arrive at Pregny Gate by 8.15am so that you avoid long queues.** Once in possession of the badge, participants can proceed to the conference room through door E40. Once in the building follow the signs for Room XVIII. Members of the secretariat will welcome delegates at the Pregny Gate. Once in possession of the badge, participants 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".

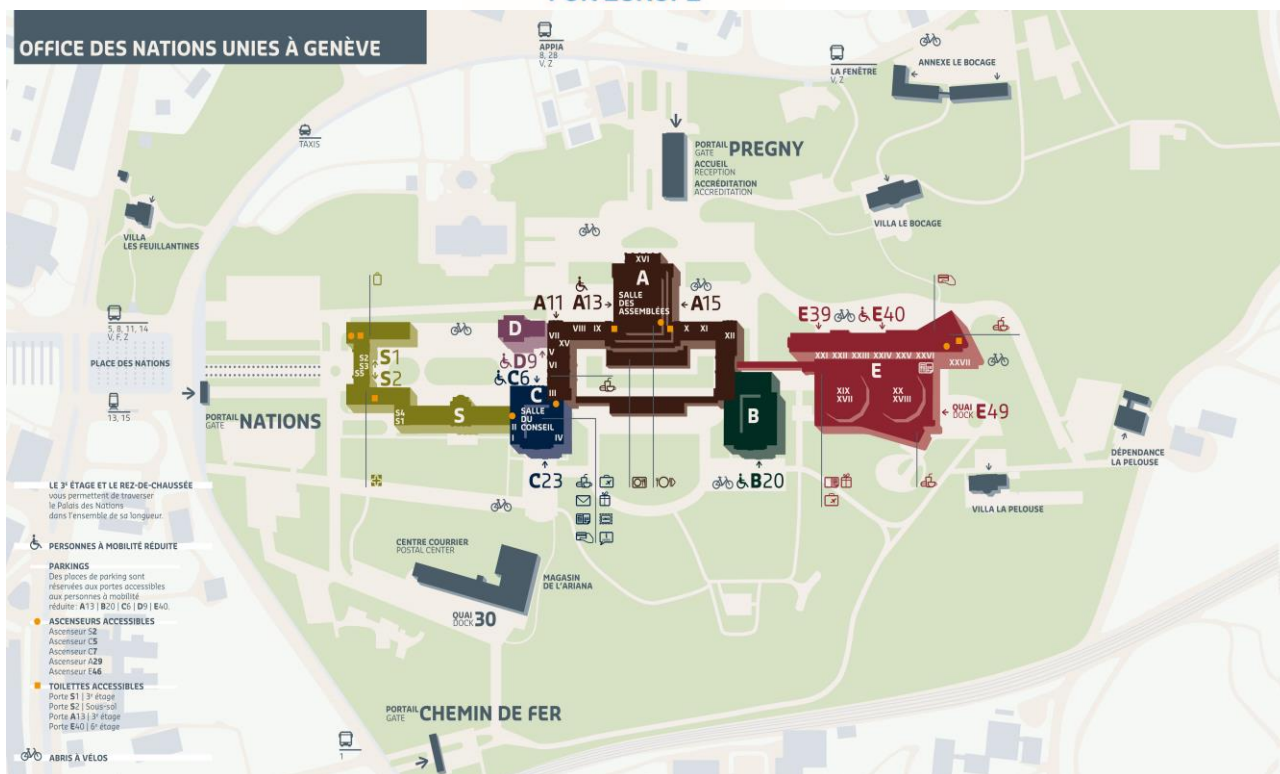


V. ORGANIZATION

5. The Conference will start on 21 October in Room XVIII at 9.00am. 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 FEES AND OTHER EXPENSES

6. No conference fees are charged for the participation to the Conference. Travel and accommodation expenses are borne by the participants unless special prior individual arrangements have been made directly with UNECE and other donors.

VII. PROGRAMME AND DOCUMENTATION

7. The final version of the programme of the Conference will be available to participants outside Salle XI. The draft programme and other documents pertaining to the sessions are available on our [website](#).

VII. INTERPRETATION AND VISUAL AIDS

8. The meeting will be held only in English.



IX. TRAVEL AND HOTEL RESERVATIONS

9. Participants are requested to make their own hotel and travel arrangements to and from Geneva. Please plan to arrive in Geneva by Monday 20 October and depart either on Wednesday 22 October (after 7pm) or on Thursday 23 October. A list of hotels close to the United Nations is included in the Annex.

X. CONNECTIVITY

10. All United Nations conference rooms and public spaces are equipped with WiFi connection. The service is free of charge and no password is required.

XI. PASSPORTS AND VISAS

11. All participants should be in possession of a valid ID card or passport, with a valid entry visa (if required), which can be obtained from the diplomatic representation of Switzerland in their country of residence. It is recommended to submit your visa applications well in advance of the date required. Kindly note that the Swiss Consulates may not be able to issue visas on time in case of late applications so please check with the local Swiss Consulate for more information on issuance of Schengen visas. The secretariat will provide participants with letters of invitations that could be used as a supporting document to the visa application form. Please inform the secretariat by [email](#) well in advance in case you need a visa invitation letter.

XII. LOCATION OF MISCELLANEOUS SERVICES/FACILITIES AT THE UN

12. 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)

XIII. INSURANCE



13. Participants are advised to take a travel and medical insurance, before their departure, covering the duration of their stay in Geneva.

XIV. FURTHER INFORMATION

14. 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.

XV. ANNEX

List of selected hotels in Geneva²

Hotels	Contacts	Travel time to the United Nations ³
Hotel Intercontinental**** 7-9, Chemin du Petit Saconnex 1209 Geneva, Switzerland www.intercontinental.com/geneva	Reservations Executive Tel: +41 22 919 3261 Fax : +41 22 919 3254 reservations@intercontinental-geneva.ch	10 minutes, walk
Hotel President Wilson***** 47 Quai Wilson 1211 Geneva, Switzerland www.hotelpwilson.com	Reservations Executive Tel: +41 22 906 62 04 Fax +41 22 731 83 67 s.hammerschlag@hotelpwilson.com	5 minutes, walk to tram stop, <i>and</i> 7 minutes, by tram (n. 15)
Hotel Royal**** Superior 41-43 Rue de Lausanne 1201 Geneva, Switzerland www.manotel.com/en/royal/index.php	Tel: +41 22 906 14 98 Fax: +41 22 906 14 99 ldeluca@manotel.com	10 minutes, by tram (n. 15)

² All hotels in Geneva have special rates for participants in UN meetings.

³ Participants will be given a complimentary public transport card ('Geneva Transport Card') for the duration of their stay, which can be used on trains, buses, trams, and lake boats ('mouettes') within Geneva. Tickets should be collected directly from the hotel upon check in. Tram number 15 and bus 11 stop outside the United Nations (www.tpg.ch).



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Hotels	Contacts	Travel time to the United Nations ³
<p>Hotel Epsom**** Superior 18 Rue de Richemont, 1202 Geneva, Switzerland www.manotel.com/en/epsom/index.php</p>	<p>Tel: +41 22 544 66 98 Fax: +41 22 544 66 99 nhyvernaud@manotel.com</p>	<p>3 minutes, walk to tram stop, <i>and</i> 7 minutes, by tram (n. 15)</p>
<p>Hotel Auteuil**** 33 Rue de Lausanne 1201 Geneva, Switzerland www.manotel.com/en/auteuil/index.php</p>	<p>Tel: +41 22 544 22 98 Fax: +41 22 544 22 99 lpico@manotel.com</p>	<p>10 minutes, by tram (n. 15)</p>
<p>Hotel Edelweiss*** 2 Place de la Navigation 1201 Geneva, Switzerland www.manotel.com/en/edelweiss/index.php</p>	<p>Tel: +41 22 544 51 51 Fax: +41 22 544 51 99 fsejtarija@manotel.com</p>	<p>3 minutes, walk to tram stop, <i>and</i> 7 minutes, by tram (n. 15)</p>
<p>Hotel Jade*** 55 Rue Rothschild 1202 Geneva, Switzerland www.manotel.com/en/jade/index.php</p>	<p>Tel: +41 22 544 38 38 Fax: +41 22 544 38 99 jade@manotel.com</p>	<p>3 minutes, walk to tram stop, <i>and</i> 7 minutes, by tram (n. 15)</p>
<p>Hotel Strasbourg Univers*** 10 Rue Pradier 1201 Geneva, Switzerland www.hotelstrasbourg.ch/</p>	<p>Tel: +41 22 906 58 00 Fax: +41 22 906 58 14 info@hotelstrasbourg.ch</p>	<p>10 minutes, by tram (n. 15)</p>
<p>Hotel BEST WESTERN Chavannes de Bogis *** Les Champs Blancs 1279 Chavannes de Bogis, Switzerland</p>	<p>Tel.: +41 22 960 81 85 Fax +41 22 960 81 88 reservation@hotel-chavannes.ch</p>	<p>10 minutes shuttle ride between : - the hotel and United Nations and/or airport</p>