

Information Notice to Delegates

I. INTRODUCTION

1. The UNECE secretariat, on behalf of the co-hosts, would like to thank you for registering to PPP Days 2012. 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.

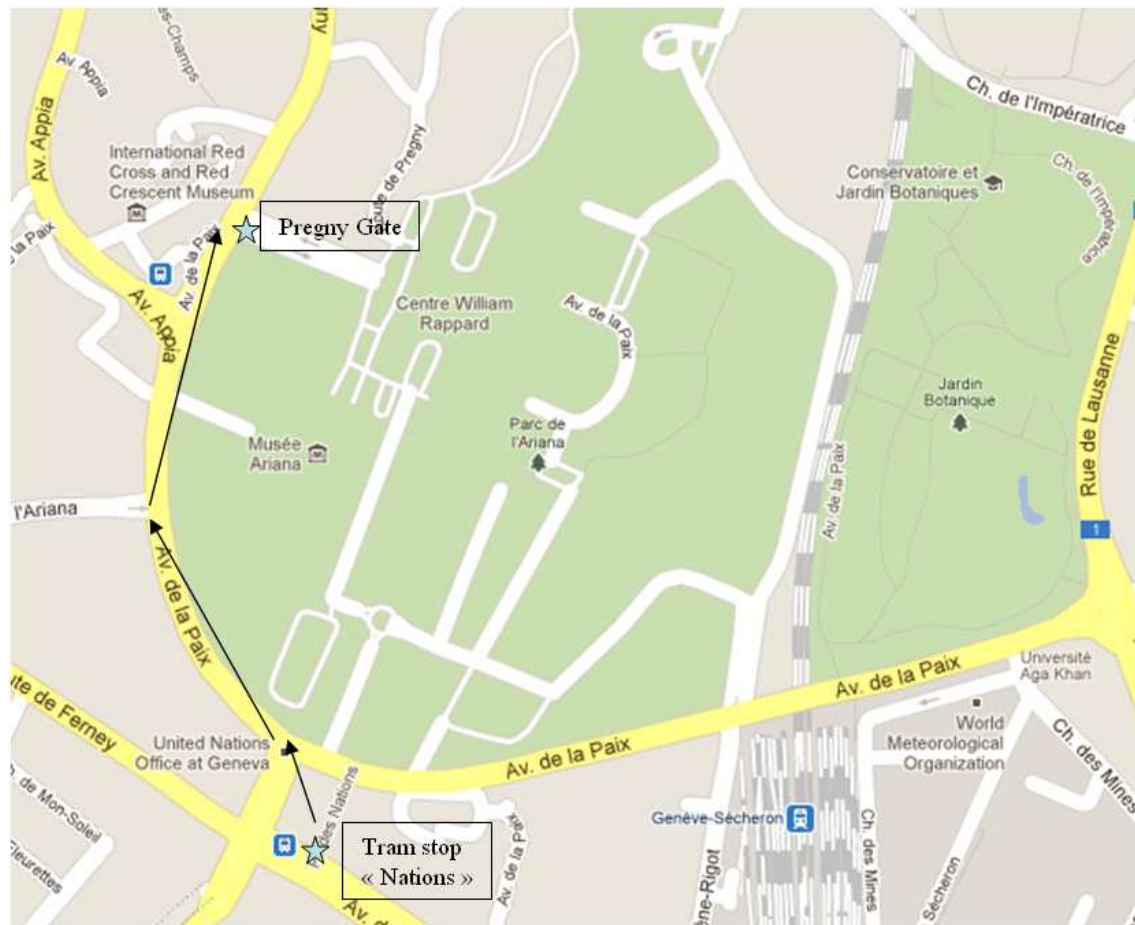
III. VENUE

3. PPP Days 2012 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

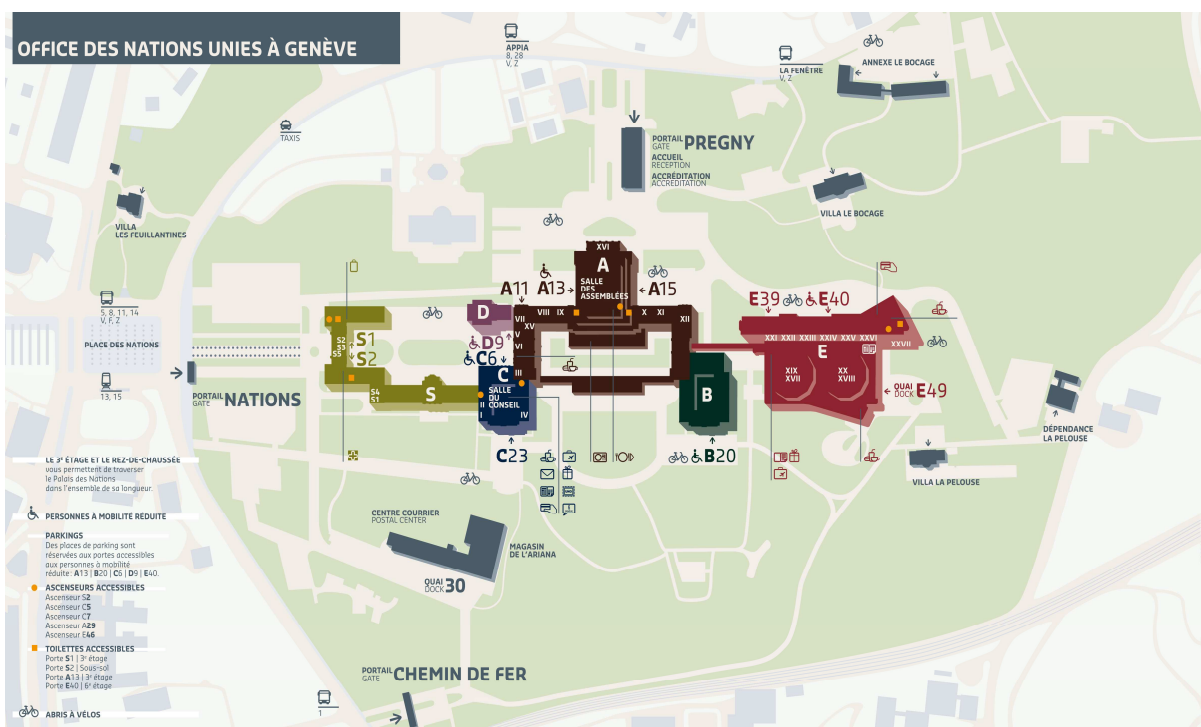
4. Registration starts at 3pm on Wednesday, 22 February, and will take place at Pregny Gate, where participants will be issued with a lapel badge for the duration of PPP Days 2012. Delegates are requested to print out and bring with them a copy of their registration form together with a valid ID with photo (e.g., passport or driver's license). Once in possession of the lapel badge, delegates can proceed to the conference room through door E40. Members 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 down to reach the foyer of Salle XVII. 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. PPP Days 2012, and will start for private sector delegates on 22 February in Salle V at 4.30pm with a special briefing for the business community. The Business Forum on 23 February will take place in Salle XVII. The latter is equipped with coat hanging facilities in an adjacent space. Upon registration, delegates will receive an information pack, including a PPP Days 2012 brochure and a USB card with the conference documents. A map of the Palais des Nations will be included in the information pack given to delegates upon registration. An electronic version of the map is reproduced hereunder.



VI. CONFERENCE FEE AND OTHER EXPENSES

6. No conference fee is charged for the participation in PPP Days 2012. Travel and accommodation expenses are borne by the participants unless special prior individual arrangements have been made directly with the hosting organisations and other donors.

VII. HOSPITALITY

7. Throughout PPP Days, the co-hosts together with a number of sponsors will provide free of charge for all delegates coffee and tea during all coffee breaks, sandwich luncheons with a wide-selection of sandwiches (including vegetarian options) during lunch breaks, and food and drinks at a seated fondue dinner with folklore at the 'Swiss Night' on 22 February hosted by the Swiss Government, and at the Dutch Reception on 23 February hosted by the Government of the Netherlands.

VIII. PROGRAMME AND DOCUMENTATION

8. The PPP Days 2012 brochure containing the programme will be distributed to participants upon registration at Pregny Gate. The [provisional PPP Days 2012 programme](#), including details of the special briefing on Wednesday, 22 February at 4.30pm in Salle V is available at the link below. Other documents pertaining to the event will be included in a USB card that will be presented to all delegates along with an information pack.

IX. OPTIONAL SITE VISITS ON 24 FEBRUARY 2012

9. Two optional site visits will be arranged on Friday, 24 February. Up to 70 delegates can visit the PPP Project Neumatt: Cantonal Civic Centre Burgdorf in Bern, while up to 30 delegates can visit the control centre of the Geneva-Annecy PPP toll motorway. Visit to any of these PPP projects is free of charge, and interested delegates are kindly requested to download the inscription form from the link below and return it to the secretariat by email at PPPDays2012@unece.org at your earliest convenience. Kindly note that places are allocated on a first-come first-served basis. Click [here](#) for the inscription form.

X. INTERPRETATION AND VISUAL AIDS

10. Simultaneous interpretation in English, French, Russian and Spanish will be provided in the plenary conference room (Salle XVII). No interpretation is available in the break-out sessions (Salles XXIV and XXV) and side rooms.

XI. TRAVEL AND HOTEL RESERVATIONS

11. Participants are requested to make their own hotel and travel arrangements to and from Geneva. Please plan to arrive in Geneva by lunchtime on Wednesday, 22 February, and depart either on Friday, 24 February (after 7pm) or on Saturday, 25 February. In order to facilitate accommodation in Geneva, the secretariat has blocked a number of hotel rooms in [selected hotels](#).

XII. STANDS AND EXHIBITION

12. A number of country stands will be installed throughout PPP Days 2012 in the foyer of the plenary meeting room (Salle XVII). An exhibition on "*2000 Years of PPPs*" will also run throughout PPP Days.

XIII. INFORMATION DESK

13. A PPP Days information desk will be available outside the plenary conference room (Salle XVII) to provide participants with general information and to answer general questions.

XIV. CONNECTIVITY

14. 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.

XV. PASSPORTS AND VISAS

15. 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 and the Swiss Federal Department of Foreign Affairs have streamlined the visa process for participants to PPP Days 2012, who would be able to apply for a visa with the Swiss consular officials by presenting their completed registration forms along with the confirmation email from the secretariat acknowledging receipt of their registration. In some instances, the secretariat will also provide participants with letters of invitations that could be used as a supporting document to the visa application form.

XVI. LOCATION OF MISCELLANEOUS SERVICES/FACILITIES AT THE UN

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

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| • 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) |

XVII. INSURANCE

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

XVIII. FURTHER INFORMATION

18. Further information on the International Conference can be obtained from the [PPP Days 2012 website](http://PPPDays2012.unece.org). For general enquiries, including issues related to travel and visas, please contact the secretariat by email at: PPPDays2012@unece.org.