



## Information Notice to Delegates

### I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the UNECE conference “*PPP Donors’ Meeting*” on 8 October 2013 at the Palais des Nations in Geneva, Switzerland. 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. The conference will take place in **Conference Room VIII** 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).

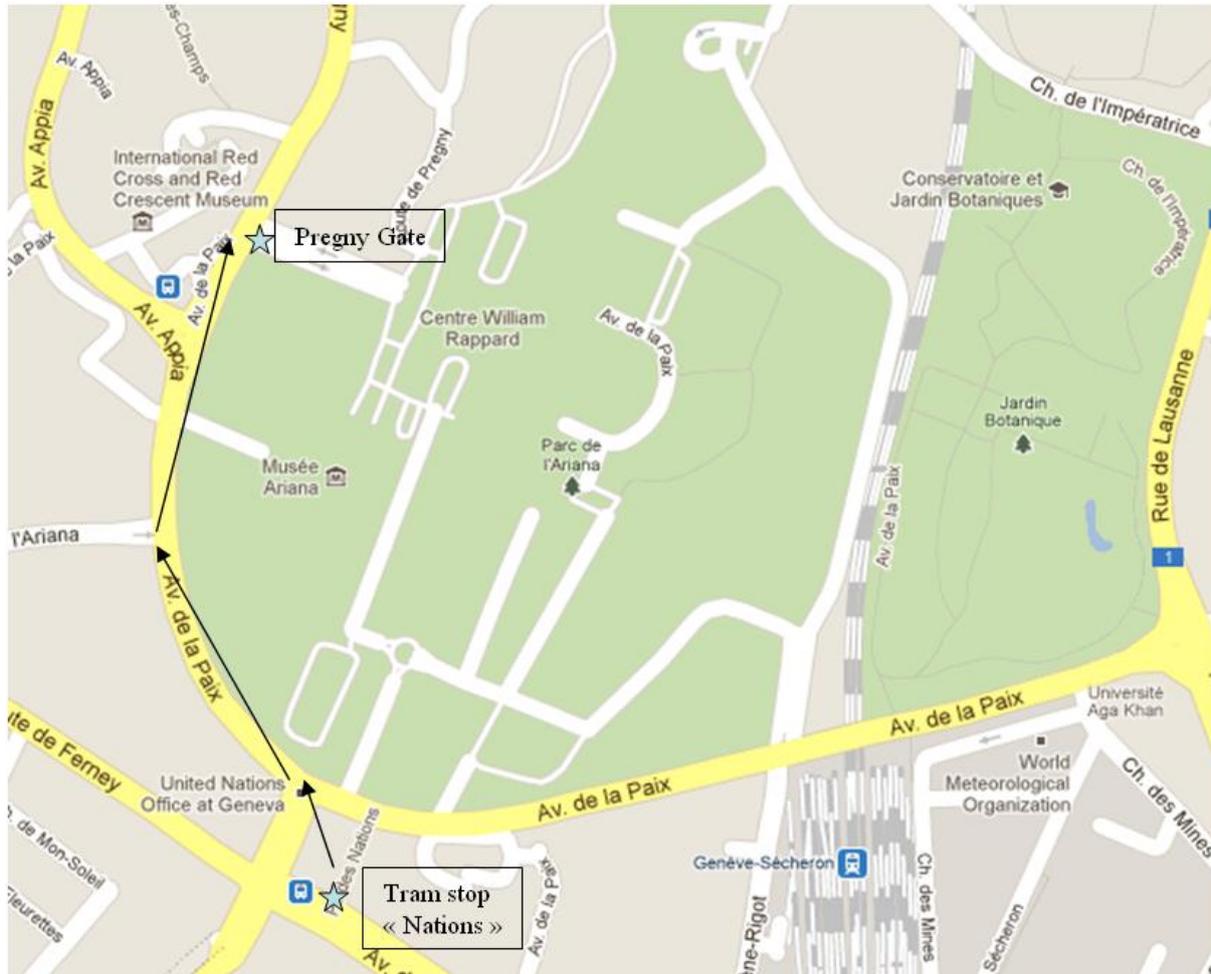
### IV. REGISTRATION

4. Registration starts at 8.30am on Tuesday 8 October and will take place at Pregny Gate, where participants will be issued with a lapel badge for the duration of the conference. 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 8:30am so that you avoid long queues.** Once in possession of the lapel badge, delegates can proceed to the conference room through **Door A11**.



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Members of the secretariat will welcome delegates at Pregny Gate. Once inside the building through door A11, delegates are required to take the lift one floor up. Signs will be posted in prominent spots to guide delegates to reach the room.

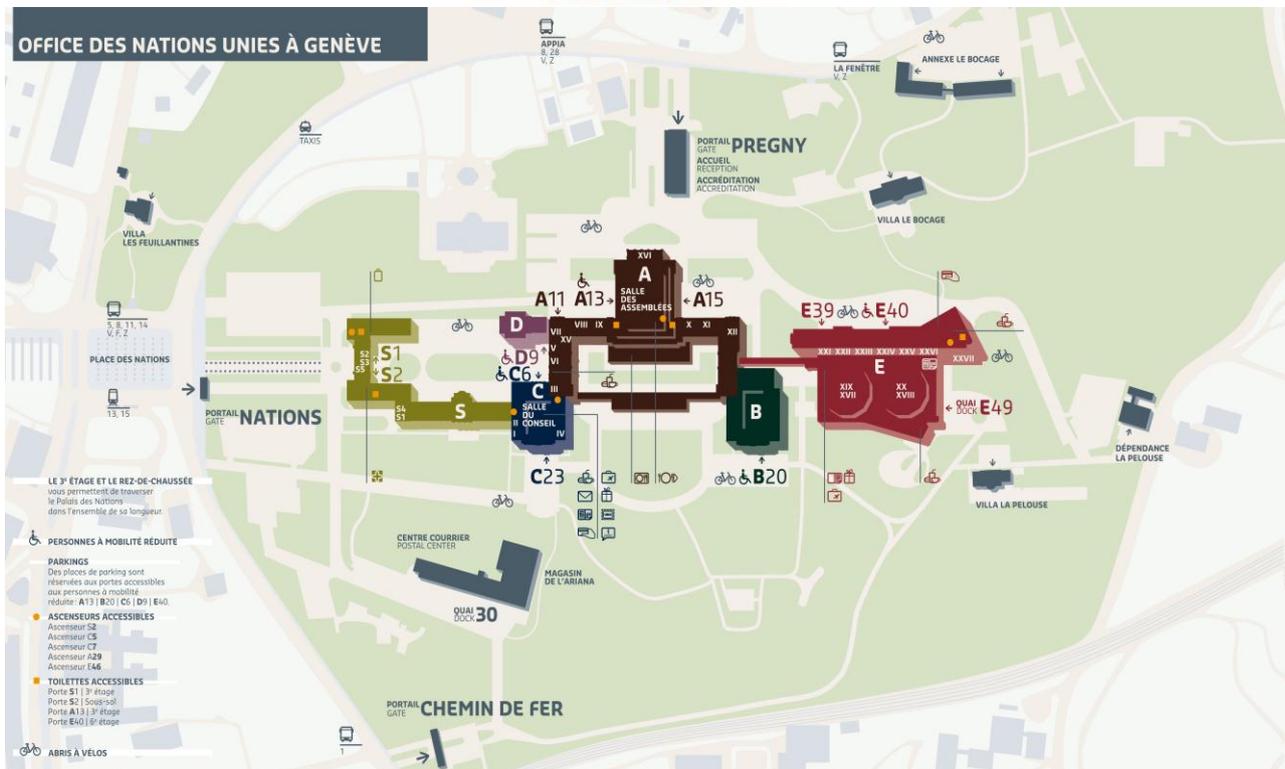


## V. ORGANIZATION

5. The conference will start on 8 October in Conference Room VIII at 09:30am. 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 the conference. Travel and accommodation expenses are borne by the participants.

## VII. HOSPITALITY

7. Coffee will be served outside Salle VIII from 8:45am. Lunch will be offered, courtesy of the Dutch Mission.

## VIII. PROGRAMME AND DOCUMENTATION

8. The final version of the programme will be available to participants on 8 October 2013 outside Conference Room VIII. The [draft programme](#) is available [here](#).



## IX. CONNECTIVITY

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

## X. LOCATION OF MISCELLANEOUS SERVICES/FACILITIES AT THE UN

10. 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)

## XI. INSURANCE

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

## XII. FURTHER INFORMATION

12. 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](mailto:PPP@unece.org).