

UNITED NATIONS
ECONOMIC COMMISSION FOR EUROPE
CONFERENCE OF EUROPEAN STATISTICIANS

STATISTICAL OFFICE OF THE
EUROPEAN UNION (EUROSTAT)

Joint Eurostat/UNECE Work Session on Demographic Projections
(Geneva, Switzerland, 18-20 April 2016)

INFORMATION NOTE FOR PARTICIPANTS

The meeting will be held in room XVI at the Palais des Nations, Geneva, Switzerland,
It will start at 9.30 a.m. on Monday, 18 April 2016
and finish on Wednesday, 20 April by 5.30 p.m.

I. INTRODUCTION

1. The United Nations Economic Commission for Europe (UNECE) and Eurostat are jointly organizing a Work Session on Demographic Projections from 18 to 20 April 2016. The meeting will be held in room XVI at the Palais des Nations, Avenue de la Paix 8, Geneva. The meeting room is on the 5th floor; the nearest entrance doors are 11, 13, 15 and 17.
2. The meeting is part of a series of meetings jointly organized in this domain by Eurostat and UNECE. Previous meetings were organized in Mondorf-les-Bains (1994), Perugia (1999), Vienna (2005), Bucharest (2007), Lisbon (2010), and Rome (2013).

II. PURPOSE OF THE MEETING

3. The objective of the Work Session is to bring together projection-makers from the National Statistical Institutes as well as from other national and international organisations, demographic researchers and users of demographic projections in order to:
 - a) review and discuss the current practices at national and international level;
 - b) illustrate research approaches and innovative methodologies;
 - c) draw the attention on different uses of demographic projections; and
 - d) improve the communication between producers and users of demographic projections.

III. AGENDA OF THE MEETING

4. The agenda of the Work Session will include the following topics:
 - a) National and international practices on demographic projections
 - b) Projections of components of population change (fertility, mortality, international migration)
 - c) Multi-regional/Sub-national population projections

- d) Beyond population projections by age and sex: inclusion of additional population characteristics
- e) Communicating projections to users (including report on progress of the UNECE Task Force on Population Projections)
- f) Actual and potential use of demographic projections in various domains at national and international level
- g) Other issues related to demographic projections.

IV. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES

5. The working language of the Work Session is English. No interpretation will be available at the meeting, and documents will not be translated.
6. All participants are welcome to submit a paper for any topic on the agenda. Papers can be submitted in English only.
7. The discussion for each substantive item on the agenda will be based on a small number (2-3) of invited papers, which will be presented at the meeting by the authors, and on supporting papers, that will be posted on the meeting website.
8. Authors willing to contribute a paper to the Work Session should send **by 15 January 2016** an abstract in English of maximum 300 words to the following email address: estat-worksession-demproj@ec.europa.eu
9. The abstract should include:
 - a) the title of the paper;
 - b) each author's name and e-mail address (please specify a contact author);
 - c) each author's institutional affiliation, including academic department, if appropriate.
 - d) a clear description of the problems/issues addressed in the paper;
 - e) a short description of the data and methods used.
10. The meeting organizers will identify among the papers submitted the invited papers, which will be presented at the meeting. Authors of all papers will be notified of the category of the paper (invited or supporting) by e-mail by 31 January 2016. Final version of the papers in Word - based on the template available on http://www.unece.org/index.php?id=41283# and not exceeding 15 pages in length (including tables, references, annexes, etc.) - must be sent by **15 March 2016** by email to: estat-worksession-demproj@ec.europa.eu
11. Invited and supporting papers will be made available on the website maintained by UNECE at: http://www.unece.org/index.php?id=41283#
12. Participants in the Work Session are encouraged to download the papers from the website and bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the conference room.
13. Presenters are encouraged to use power point presentations, and to send them to the UNECE Secretariat (social.stats@unece.org) by **10 April 2016**.

V. PARTICIPATION, ACCREDITATION AND REGISTRATION

14. The Meeting is aimed mainly at representatives of UNECE member states, including representatives of the National Statistical Institutes, other national authorities or research institutions that produce or use demographic projections. Representatives of other member states of the United Nations, departments and specialized agencies of the United Nations, other intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council (ECOSOC) may also participate, according to the terms of reference of UNECE (E/ECE/778/Rev.3, paras. 11, 12 and 13). All participants must be accredited by the competent authorities or research institutions of their country or international organization.

15. All participants should register for the meeting by completing the online registration form available at <https://www2.unece.org/uncdb/app/ext/meeting-registration?id=cv3M3j> by **8 April 2016**. The online meeting registration guideline is available at: <https://www2.unece.org/wiki/display/OMR>.

16. All participants attending the Meeting are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible at the Embassy of Switzerland in the country in which the participants reside, with reference to the Eurostat/UNECE Work Session on Demographic Projections. Please indicate this need on the registration form or contact the Secretariat at social.stats@unece.org.

17. In order to enter the Palais des Nations, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport at the UN Security Identification Office at the Pregny Gate of the Palais des Nations (Avenue de la Paix 14, 1210 Geneva; buses 8, F, V, Z and 28, stop Appia) by 8.30 a.m. The Security Identification Office is open Monday to Friday from 8 a.m. to 5 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times while inside the Palais des Nations.

VI. ACCOMMODATION

18. Participants are requested to make their own accommodation arrangements. The UNECE secretariat in Geneva is not in a position to provide such services to participants. Participants are advised to book hotel accommodation well in advance of the meeting since available rooms may be limited due to other meetings and events taking place in Geneva. Maps of Geneva, list of hotels and information for visitors to the Palais des Nations are available on the following website: <http://www.unece.org/meetings/practical.htm>. The following information is also available:

- The closest hotel to Palais des Nations is the 5-Star Intercontinental.
- Grand Prè, Cornavin, Suisse are four-star hotels within 7-10 minutes to the Palais des Nations by buses 8, 5, 28, F, V, Z and trams 13 and 15.
- There are several three-star and four-star hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 minutes by bus or tram and 25-30 minutes on foot from the Palais des Nations. Examples include: Eden, Manotel, Mon Repos, des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor.

VII. FREE PUBLIC TRANSPORT IN GENEVA

19. Geneva International Airport now offers incoming passengers a free ticket for public transport. The free tickets are available from a machine in the airport's baggage collection area and allow you to use any public transport (train, tram, bus) in Geneva and surrounding areas for a period of 80 minutes. Look for the machine pictured below after collecting your luggage and before walking out through the customs area.



20. When checking-in at your hotel you should receive a free Geneva Transport Card, enabling you to use the entire Geneva public transport system free of charge throughout your stay.

21. The Geneva Airport is approximately 4 kilometres from the city centre. The train is the most efficient way to get into the city. Follow the signs to the airport railway station from the arrivals area. All trains leaving from the airport stop at the central Geneva-Cornavin station. The journey takes six minutes. The buses 5 and 28 will bring you from the airport to the Place des Nations.

22. Taxis are readily available from the airport. They are metered, so costs will vary, the journey from the airport into the city centre will usually cost around CHF 30.

23. Tourist and public transport information is available at the Unireso information desk in the airport arrival hall after you go through customs. More information on Geneva's free public transport initiative is available from:

- Public transport from Geneva Airport: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67/>
- Free Geneva Transport Card: <http://www.geneve-tourisme.ch/index.php?rubrique=0000000417>

VIII. WEATHER

24. The weather in Geneva in April is relatively cold, with daily average low temperatures around 5° C, average high temperatures around 15° C, and possibility of rain. You can check the weather forecast at the website: <http://www.meteoswiss.admin.ch/web/en/weather.html>. The conference room where the meeting will be held is air-conditioned and the temperature is maintained in the range of 20-22°C.

IX. CURRENCY

25. The exchange rate of the euro and the Swiss franc is currently around 1.09 francs per 1 euro and is subject to daily market fluctuations. For conversion rate, please consult <http://www.ubs.com/global/en/bcqv/calculator.html>. Currency exchange facilities are available in the city centre and at the UBS bank branch at Palais des Nations, located on the ground floor of C building (door C6). It is open from 08:30 to 16:30, with no lunch break, from Monday to Friday.

X. INFORMATION AND CORRESPONDENCE

UNECE Secretariat

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Map of the United Nations premises in Geneva

