



## Information Notice to Registered Delegates<sup>1</sup>

### I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the first session of the UNECE Working Party on Public-Private Partnerships (WP PPP) from 21 to 22 November 2017. 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) in 25 minutes, where most of the hotels are situated. 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 meeting will take place in Salle XII at the [Palais des Nations](#), Geneva, Switzerland at the following address: 8-14, Avenue de la Paix. The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (“**Appia**” stop) where the Pass and Identification Unit is located. Access to the Palais des Nations on the first day should be done through Pregny Gate (see map below).

Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations (stop “**Nations**”). Place des Nations, where the Nations Gate is located, is some 500 metres away from the Pregny Gate. The number 28 bus serves Cointrin Airport from the Place des Nations. Further information such as itineraries, timetables, fares, etc. is available on the site of the [Transports publics genevois](#).

#### **Taxis:**

A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction Place des Nations. Taxis are usually available around the clock. The following direct telephone number will ensure arrival within minutes: +41 (0) 22 331 41 33.

---

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

**Private Vehicles** (for members of permanent missions only):

Delegates may drive to the Palais des Nations and park their vehicles in the parking lots in the compound, provided they have been delivered a parking sticker.

#### IV. REGISTRATION

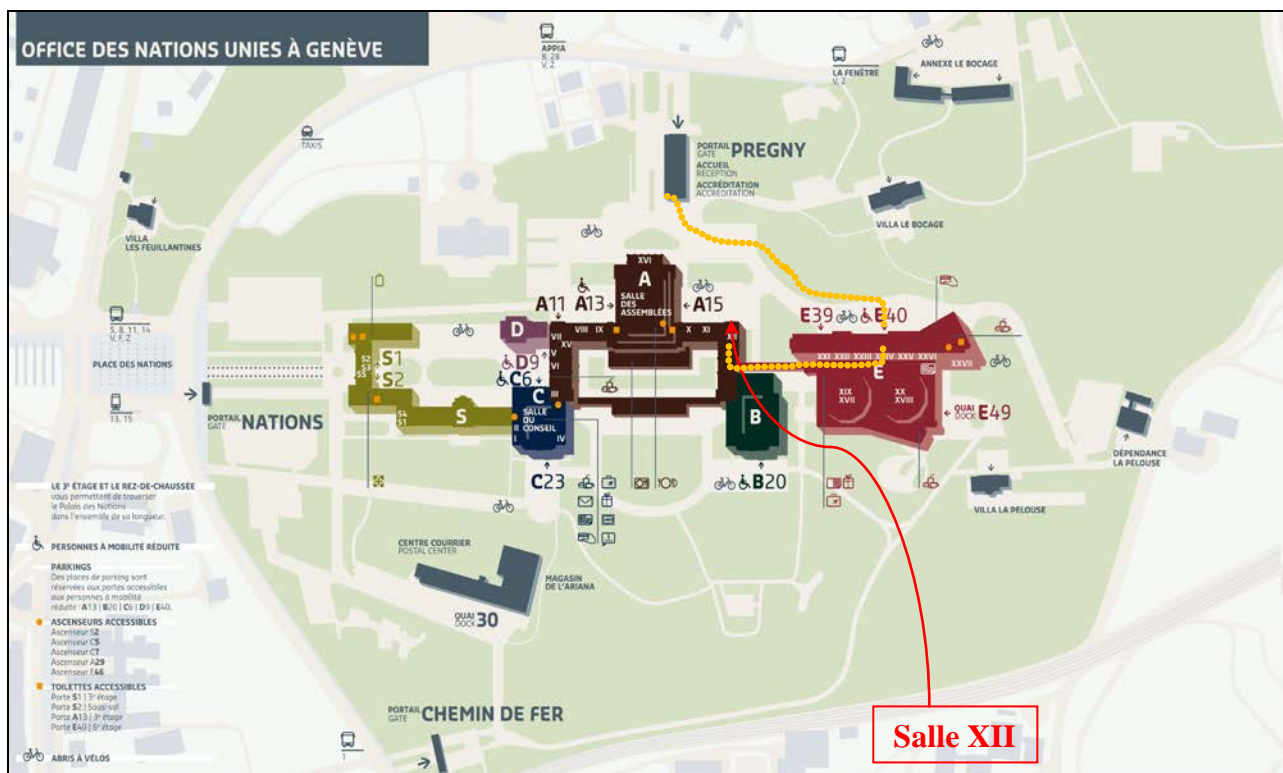
4. Registration starts at 8.45am on Tuesday, 21 November, and will take place at Pregny Gate, where participants will be issued with a lapel badge for the duration of the meeting. Delegates are requested to bring a valid ID with photo (e.g., passport or driver's license). **It is advisable that you arrive at Pregny Gate by 8.00 to 9.00am so that you avoid long queues.** 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 two floors up and cross an enclosed bridge linking the E building to the Palais to reach the Salle XII, which is the first conference room on the right after the bridge.

Signs will be posted in prominent spots to guide delegates to reach the plenary room. Once in possession of the badges, delegates can access the Palais des Nations from any of the two entry points, including the “flag entrance”, which is situated next to the Tram stop “Nations”.



#### V. ORGANIZATION

5. WP PPP will start on 21 November in Salle XII at 10.00am. The Salle 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.



## VI. CONFERENCE FEE AND OTHER EXPENSES

6. No conference fee is charged for the participation in the meeting. 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 WP PPP programme will be available to participants outside Salle XII. The draft programme and other documents pertaining to the session, including the draft annotated agenda contained in document ECE/CECI/WP/PPP/2017/1, are available [here](#).

### Special Sessions

8. There will be two special sessions at lunch time and sandwiches will be offered outside the room on 21 and 22 November in order to facilitate participation.

## VIII. INTERPRETATION AND VISUAL AIDS

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

## IX. 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, 20 November, and depart either on Wednesday, 22 November (after 7pm) or on Thursday, 23 November.

## **X. 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 Serpent Bar. Kindly note that electrical power plugs and sockets are unique to Switzerland within the EU region, and respectively require an adaptor, though slim two-pin plugs (type C) will fit.

## **XI. PASSPORTS AND VISAS**

12. All participants should be in possession of a valid ID card or 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. 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**

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)

## **XIII. INSURANCE**

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

## **XIV. TIME ZONE & CLIMATE**

15. The time zone is Central European Time (UTC+1). See Geneva local time [here](#).

16. Day time temperatures in Geneva at the time of year of the meeting vary from 5-8 °C (36-46 °F) degrees. In November the weather is cold and it rains occasionally.

## **XV. COCKTAIL RECEPTION**

17. We are also pleased to invite you to a cocktail reception at the end of the afternoon session on Tuesday, 21 November that will be held in Hall 14 of the Palais des Nations.

## **XV. FURTHER INFORMATION**

18. 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) or directly to Ms. Natalia Ryazanova, telephone +41 22 917 2663 email: [natalia.ryazanova@unece.org](mailto:natalia.ryazanova@unece.org)