



## International PPP Forum

### “The Last Mile: Promoting People-first PPPs for the UN 2030 Agenda for Sustainable Development”

Geneva, 7-9 May 2019

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

##### I. INTRODUCTION

1. The UNECE secretariat would like to thank you for registering to the International PPP Forum on 7-9 May 2019. This information guide was prepared for 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. Free tickets for public transport will be available from a machine in the baggage collection area (on the left-hand side just before passing customs), look for free UNIRESO ticket information. Public transport in Geneva is very efficient, with several 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 Forum’s plenary sessions<sup>2</sup> will take place in Salle 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 done through Pregny Gate (see map below).

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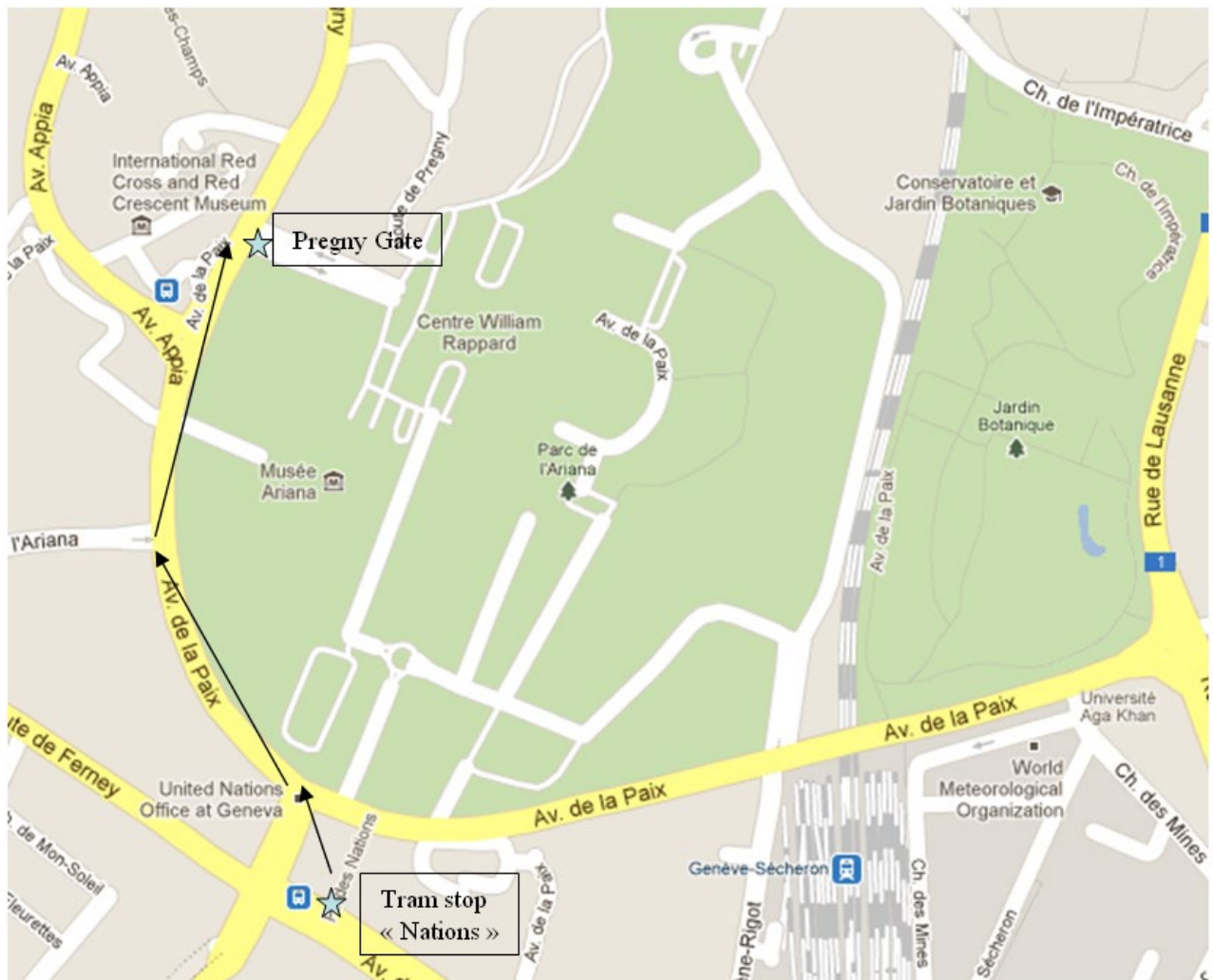
<sup>1</sup> If you have not yet registered, you are kindly request to go to online registration system by clicking [here](#).

<sup>2</sup> For information on conference room number for the break-out sessions, please consult the [provisional programme](#).

## IV. REGISTRATION

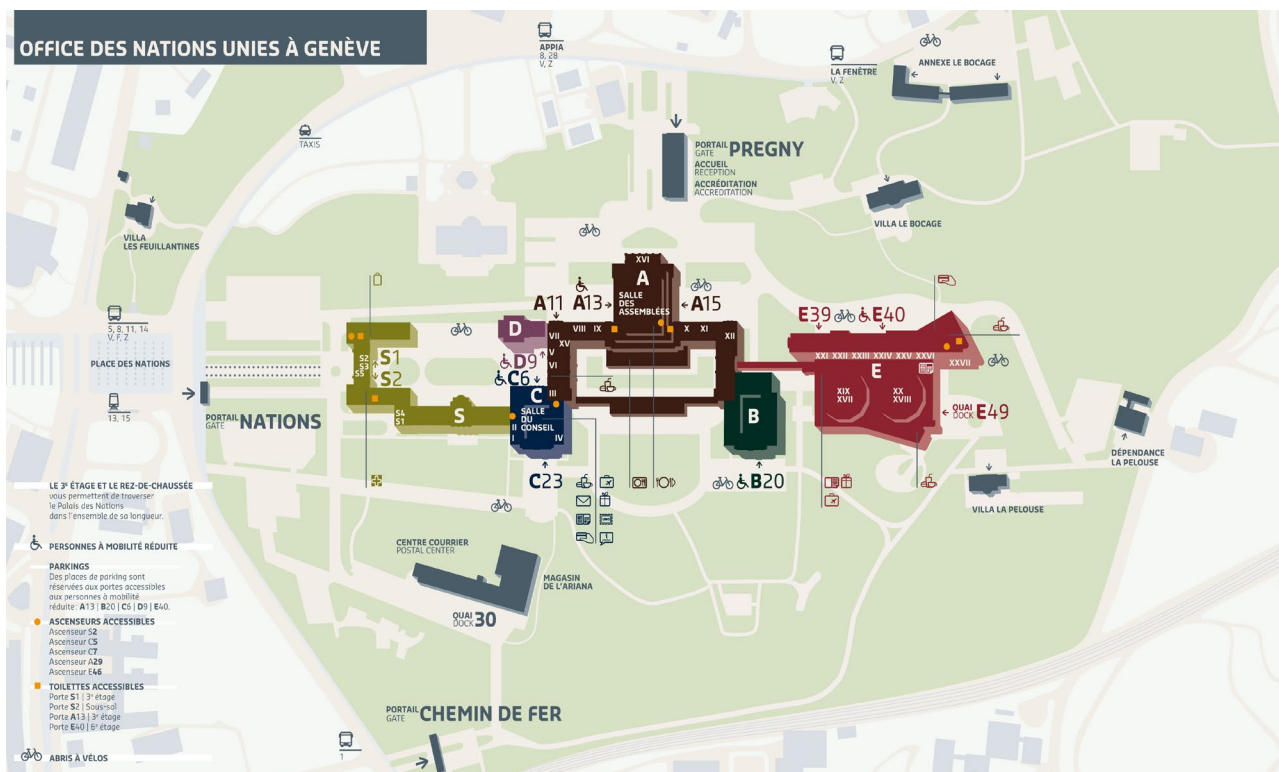
4. Registration starts at 8.45am on Tuesday, 7 May 2019, and will take place at Pregny Gate, where participants will be issued with a lapel badge for the duration of the Forum. Delegates are requested to bring a valid ID with photo (e.g., passport or driver's license). **It is advisable that you arrive at Pregny Gate by 8am on 7 May 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 one floor down to reach the foyer of Salle XVIII. Signs are 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". Please carry a photo ID with you at all times.

On Tuesday, 7<sup>th</sup> May there will be free breakfast outside Salle XVIII starting at 8h30.



## V. ORGANIZATION

5. The Forum will start on 7 May 2019 in Salle XVIII at 9h30am sharp. 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 Forum. 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 Forum programme will be available to participants outside the Salle. The provisional programme, the case study material and other documents pertaining to the Forum are available [here](#).

## VII. INTERPRETATION AND VISUAL AIDS

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

## 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, 6 May, and depart either on Thursday, 9 May (after 7pm) or on Friday, 10 May.

## X. CONNECTIVITY

10. All United Nations conference rooms and public spaces are equipped with Wi-Fi 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 XVIII.

## XI. PASSPORTS AND VISAS

11. 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

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

#### **XIV. FURTHER INFORMATION**

14. Further information on the session can be obtained from the [UNECE PPP website](#). For general enquiries, including issues related to travel and visas, please contact the secretariat by email at: [PPP@un.org](mailto:PPP@un.org).

#### **XV. COCKTAIL RECEPTION**

15. A Cocktail Reception will be held at the end of the session on Tuesday, 7<sup>th</sup> May at the Delegates' Restaurant (Restaurant des Délégués), located in the 8<sup>th</sup> floor of the Palais des Nations, to which all delegates attending the International PPP Forum meeting are invited.