

**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE
UNITED NATIONS ECONOMIC COMMISSION FOR LATIN AMERICA AND THE
CARIBBEAN
UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA**

INTERREGIONAL WORKSHOP ON MIGRATION
(Geneva, 22-23 September 2011)

INFORMATION NOTICE FOR PARTICIPANTS

The meeting will be held in **Room V** (1st floor) at the Palais des Nations.
It will start at 10 a.m. on Thursday, 22 September 2011.

I. PARTICIPATION, ACCREDITATION AND REGISTRATION

1. Participation in the workshop is restricted to experts invited by the organizers and to selected other participants representing Government agencies, recognised research institutions or non-governmental organizations in a consultative status with the United Nations Economic and Social Council. The workshop organizers reserve the right not to accept the registration of participants who do not meet these requirements.
2. All participants should register for the workshop by completing the attached registration form and sending it to the UNECE Secretariat (email: social.stats@unece.org or fax: +41 22 917 0040) by **9 September 2011** at the latest.
3. 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 Interregional Workshop on Migration. If necessary, the UNECE Secretariat can provide a letter to facilitate obtaining a visa. This can be requested from the UNECE secretariat by email: social.stats@unece.org.
4. 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 and the original registration form 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 9:00 a.m. at the latest on Thursday, 22 September 2011. The Security Identification Office is open Monday to Friday from 8.00 a.m. to 5.00 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.

II. DOCUMENTATION AND METHOD OF WORK

5. The working languages of the meeting will be English, French and Spanish. Simultaneous interpretation will be provided. Documents will be available in English only.
6. Meeting documents will be made publicly available on the website of the UNECE Secretariat at: <http://live.unece.org/stats/documents/2011.09.migration.html>. Documents posted on the website before the meeting will not be distributed in the conference room. Participants are encouraged to download the documents from the website and bring their own copies to the meeting.

III. ACCOMMODATION

7. 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 are limited due to other meetings and events taking place in Geneva during the month of September. 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 and 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: Manotel, des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor.

IV. FREE PUBLIC TRANSPORT IN GENEVA

8. Geneva International Airport now offers incoming passengers a **free ticket for public transport**. These tickets, available from a machine in the baggage collection area, 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.



9. 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.

Getting from the Airport to Geneva

10. 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.

11. **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.

12. 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>

V. WEATHER

13. The weather in Geneva in September is still pleasant with cool breezes from the lake. The average day temperature is 17 °C. September and October are the rainiest time in Geneva. You can check the weather forecast at the local 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.

VI. CURRENCY

14. The exchange rate for the Euro and the Swiss Franc is not officially fixed and is subject to daily market fluctuations. For conversion rate please consult <http://www.ubs.com/1/e/index/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 hours, with no lunch break, from Monday to Friday.

VII. INFORMATION AND CORRESPONDENCE

14. Should you have any questions regarding the information provided above, please contact:

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Map of the UN premises in Geneva

