

Practical information for participants - Geneva (CICG)

The fifth meeting of the Conference of the Parties of the Rotterdam Convention (COP-5) will take place in Geneva from 20-24 June 2011 at the Geneva International Conference Center (CICG). The meeting will open on Monday 20 June, at 10.00 a.m.

Meeting venue

Centre International de Conférences Genève (CICG)

17 Rue de Varembé

1211 Geneva 20, Switzerland

Telephone: + 41 (0) 22 791 91 11

Fax: + 41 (0) 22 791 90 64

Internet: www.cicg.ch

Registration of Delegates and Admission to Meetings

The Registration desk will be open from Sunday 19 June to Tuesday 21 June, from 08:00 hrs to 18:00 hrs, Wednesday 22 June and Thursday 23 June from 09:00 to 18:00 hrs and Friday 24 June from 09:00 to 12:00 hrs.

Participants must enter through the CICG main entrance, and proceed to the Registration desk to register and pick up their Building Passes.

Access to the CICG is permitted only for persons in possession of a valid Building Pass.

Building Photo passes will only be issued after the registration process has been successfully completed. Valid identification will need to be presented to registration officials in order to collect the Building Pass.

Metal detectors will be in operation at the Building entrance. Delegates are requested to wear their Building Passes at all times.

Delegates are requested not to leave briefcases or any valuable items unattended in conference rooms.

Regional Group meetings

The CICG premises will be available for regional group meetings on Sunday 19 June between 09:00-18:00 hrs

Meeting documents

The fifth meeting of the Conference of the Parties to the Rotterdam Convention will be paperless. Printed documents will not be available at the meeting. Documents will be available electronically via internet downloads, e-mail or memory stick only.

The goal of a paperless meeting is to reduce the costs of the conference, the carbon footprint and make it easier for delegates to locate particular documents that will allow for faster preparation for the conference.

Each delegate is requested to follow the requirements described below:

- Each delegate is required to have a laptop computer containing basic applications, including Microsoft Office Word, Excel, and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
- Laptop computers must be free of viruses and pre-checked for viruses prior to arrival at the meeting. Virus-free laptop computers are crucial to the success of the paperless meeting.
- Please bring a memory stick in case you need to transfer data. Ensure that it is virus-free.
- Laptop computers should be configured for a standard wireless (wi-fi) connection. If in doubt, please check with your local information technology expert.
- Please bring an appropriate adaptor to enable you to connect your laptop computer to Swiss power sockets.
- Please include a current e-mail address when completing the meeting registration form. Your e-mail box must have enough space available to accept e-mails containing meeting documents.

Internet access

An Internet Café will be available to delegates at the CICG. Wireless Internet Service is available throughout the CICG.

Local transportation

It is easy to get to the Conference Centre once you are in Geneva. Geneva's Cointrin International Airport is about 5 km away. It takes approximately 10 minutes to reach the Conference Centre by taxi. Also, Geneva's main railway station, Cornavin, is 2 km from the Conference Centre and linked with public transportation (tramways and buses) as well as taxis. Please see **access map**.

Geneva's public transport is a fast, frequent, safe and clean way to get around the city. From the airport, you can take bus number 10 direction downtown Geneva. You can also take the train. Connections approximately every 8 minutes. A free ticket for public transport valid for a period of 80 minutes can be picked up from the machine in the baggage collection area at the arrival level of the airport. For more information, please visit the following website: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67/>

To get to the Conference Centre from the main train station (Cornavin Train Station), you can take bus number 5 direction Aéroport (airport) and get off at Vermont (4 stops away) or bus number 8 direction OMS and get off at IUT (5 stops away). You can also take tramways number 13 or 15, direction Nations and get off at Nations stop (5 stops away).

Another way to get to get to the Conference Center is by taxi. They are easily available but comparatively expensive. To call a taxi dial 022 320 22 02 or 022 331 41 33 (local call).

All buses and tramways network and schedule (in French)

Hotel reservations

Delegates are required to handle their own hotel reservation by contacting the hotel directly.

A list of hotels with UN preferential rates is available for your convenience:



Currency

Swiss franc (CHF). Average exchange rates: 1 US dollar~ 0.86 CHF. 1 Euro ~ 1.22 CHF.

Insurance

It is strongly recommended to delegates to secure their own international medical, accident and travel insurances. The Rotterdam Convention Secretariat is not liable for any loss or damage that may be incurred by delegates, during their travel time to and from the meetings as well as during the period of participation to the meetings.

Restaurants

The CIGG bar and restaurant is located at level 0 and 1.

Other lunch places within walking distance from the CCV, please see document below:



Electricity in Switzerland

Voltage: 230 volts

Frequency: 50 Hz

Plug/socket: C (CEE 7/16) , J



Other useful information

Geneva International Airport

Map of Geneva with search function

Geneva Tourism