



I. ADMINISTRATIVE INFORMATION

1 – Venue

The meetings will be held at the World Meteorological Organisation (WMO) building, 7bis avenue de la Paix, Geneva, Room A.

The Geneva International Centre for Humanitarian Demining, which is located on the 3rd floor of the WMO building, provides the logistical and administrative support for these meetings.

2 – Registration

Please register no later than **6 June 2005**. We recommend that you register on-line at www.gichd.ch.

If this option is not open to you, please fax your registration form to: +41-22-906-1690.

3 - Travel and Accommodation

Participants are expected to cover their own travel and accommodation expenses and to take steps to ensure that they have adequate medical coverage while in Switzerland.

4 – Visa Requirements for Switzerland

Participants requiring entry visas for Switzerland are required to make their own arrangements. Please note that if you are transiting through Paris you may need a Schengen Visa. (See www.eurovisa.info/SchengenCountries.htm.) Should you encounter any difficulties contact Ms. Catherine Borrero, tel.: 41-22-906-1685; fax: 41-22-906-1690, e-mail: c.borrero@gichd.ch.

5 – Language

Courtesy of the European Commission, simultaneous interpretation will be provided in English, French and Spanish.

6 – Services at the WMO Building

Restaurant and Cafeteria on the Attique floor; Travel Agency on the ground floor.

7 – Getting to the WMO Building

By public transport means from the main railway station (“Cornavin”):

- Fare: CHF 3.00 for a single ticket which can be purchased at ticket dispensers located at most bus stops.
- Easiest way: Take Tram #13 or #15 direction “Nations”, and get off at the “France” stop. Proceed on foot (stairs) through the Sécheron park-and-ride to the WMO Building, which is approx. 300 m in front of you.

- Other solution: Take Tram #13 or #15 direction “Nations”, switch to the shuttle bus at “Butini”, and get off at the “Mines” stop. Proceed on foot to the OMM building, which is approx. 150 m in front of you.

From the airport, the city centre and can be reached by

- train (6 minutes travel time, departures every 10 minutes);
- taxi (10-20 minutes travel time, cost CHF 30);
- bus (#10, where you can exit that bus at the main train station, “Cornavin”).

A bus also periodically departs the Airport directly for the WMO Building (#28, direction “Jardin Botanique”, exit the bus at the “Jardin Botanique”).

For more information on transportation services in Geneva, visit: www.gva.ch/en or www.tpg.ch (English version: click on last button on the left)

8 - Money Exchange

The currency used in Switzerland is the Swiss Franc (CHF). Money can be changed at the Airport, at any bank, (Monday to Friday from 08:30 to 16:30), and at the main railway station (Monday to Sunday from 06:45 to 21:30). As of mid-April, CHF 1 = 0.65 €

9 - Post Office

The main post office is located near the main railway station, Rue du Mont-Blanc 18 (open Monday to Friday, from 07:30 to 18:00).

10 – Computers / Internet

Meeting participants requiring the use of a computer are encouraged to bring their own laptops.

Internet cafes can be found throughout Geneva (CHF 5-7 per hour). Limited computer and Internet services will be provided on-site by the GICHD.

11 – Weather

When packing to travel to Geneva, you may wish to keep in mind that rain is always a possibility in June in Geneva.