



2017
INTERNATIONAL YEAR
OF SUSTAINABLE TOURISM
FOR DEVELOPMENT



WORLD TOURISM ORGANIZATION (UNWTO)

*INTERNATIONAL YEAR OF SUSTAINABLE TOURISM FOR DEVELOPMENT,
2017 (IY2017): THE WAY FORWARD – OUR JOURNEY TO 2030*

GENERAL INFORMATION NOTE



DATES AND VENUE

The UNWTO is hosting an event “International Year of Sustainable Tourism for Development 2017 (IY2017): The Way Forward – Our Journey to 2030” to be held on **19 December 2017** at the **United Nations’ Headquarters in Geneva**:

Palais des Nations
8-14 Avenue de la Paix
1211 Geneva, Switzerland
<https://www.unog.ch/>

The United Nations Office at Geneva (UNOG) is the second largest United Nations centre after the Headquarters in New York. UNOG is housed in the Palais des Nations, an outstanding testimony to twentieth century architecture, situated in a beautiful park overlooking Lake Geneva, with a splendid view of the Alps and, on a clear day, Mont Blanc.

1. ONLINE REGISTRATION

All participants are required to complete online registration prior to the conference.

To register please visit: <http://bit.ly/2Bqc5ZS>

Registration Deadline: **Wednesday, 13 December 2017**

This event is upon invitation only.

2. BADGES AND ACCESS TO THE VENUE

Participants are expected to collect Security/Conference Badges at the Security and Safety Service at the Pregny Gate entrance ([see map and at end of document](#)), which faces the International Committee of the Red Cross (ICRC) headquarters on the Route de Pregny, as follows:

- Friday, 15th December – 14:00 – 18:00
- Monday, 18th December – 08:00 – 18:00
- Tuesday, 19th December – 08:00 – 08:30

Packets will include individual badges, conference programmes and other important information.

In order to obtain your identity badge from the Security Services, you will be asked to present a valid passport or a national identity card. Your badge is strictly for your own personal use.

3. MAKING TELEPHONE CALLS

1. From inside

111 UNOG switchboard

112 Medical emergency

112 Security emergency

112 Fire emergency

729 53 Pregny Gate

719 48 Lost and Found

Telephone are available in the Palais for Internal calls only.

2. From outside

T +41 (0)22 91 followed by the five-figure extension number

or call the switchboard

T +41 (0)22 917 12 34

4. ACCREDITATION

All delegates visiting the Palais des Nations must first register with the Security and Safety Service, which will issue identity badges upon arrival.

5. IDENTIFICATION BADGES

On arriving for a conference, accredited delegates must visit the Security and Safety Service at the Pregny Gate to collect their identification badges. Delegates must present the original of the registration form sent beforehand to the conference Secretariat and their national identification card or passport. On the first day of a conference, there could be a bit of a wait so you may wish to arrive in good time.

6. PARKING AUTHORIZATIONS

Delegates wishing to park on the premises should request authorization in advance through their individual Permanent Mission in Geneva. The UNOG Security and Safety Service at Pregny Gate will issue the parking authorization at the same time as the delegate's identification badge.

7. SECURITY AT THE PALAIS DES NATIONS

For security reasons, the identification badge must be worn and visible to UNOG Security staff at all times while visiting the UNOG.

8. OPENING HOURS

- PREGNY GATE
From Monday to Friday

8:00 am – 5:00 pm
T +41 (0)22 917 50 02
F +41 (0)22 917 04 94

- ACCESS DOORS TO THE BUILDINGS
7:00 am – 7:00 pm
For access to the offices outside these hours, call the Security and Safety Service.
T +41(0) 22 917 29 00
T +41(0) 22 917 29 02

10. ORGANIZING COMMITTEE CONTACT DETAILS

UNWTO COORDINATOR (S) MADRID	UNWTO COORDINATOR GENEVA
Mr. Samiti Siv and Ms. Ana Ramos World Tourism Organization (UNWTO) Madrid, Spain Email: ij2017@unwto.org	Ms. Rosanne Watson UNWTO Liaison Office Geneva, Switzerland Email: gvlo@unwto.org

11. ENTRY REQUIREMENTS

A. Nationals of the following countries DO NOT REQUIRE a visa to enter Switzerland:

European nationals or holders of valid residency permits from any EU country can enter Switzerland without an entry visa.

B. Nationals of the following countries DO REQUIRE a visa to enter Switzerland:

All other nationalities would have to request a type C or D Schengen visa, available at the below link:

<https://www.sem.admin.ch/sem/fr/home/themen/einreise/visumantragsformular.html>

For the full list of requirements by nationality, please see here:

https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit/a.html

12. TRANSPORTATION

PUBLIC TRANSPORTATION IN GENEVA.

Place des Nations ("Nations" stop) and **Prégny Gate** ("Appia" stop) entrances of the Palais are served by a number of tram and bus lines. The Palais des Nations entrance, however is only for staff or delegates with a badge, valid identity document and accompanied by a staff member and who are not carrying luggage (laptops, rucksacks and hand bags are permitted). It is about a 500 meter walk uphill from the Place des Nations to the Prégny entrance.

1. TRAMWAY

PLACE DES NATIONS ("Nations" stop)

15

2. BUS

PLACE DES NATIONS ("Nations" stop)

5 (AIRPORT), 8, 11, 22, 28 (AIRPORT) V, F, Z

APPIA

8, 28 (AIRPORT)

V, Z, F

Pre-paid cards and season tickets are on sale at the newspaper kiosks in the Palais des Nations.

Further information such as itineraries, timetables, fares, etc. is available in the site of the [Transport publics genevois](#).

3. TAXIS

Taxis cannot enter the UN compound – passengers will have to get off at the Pregny or Nations gates. A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction Place des Nations.

T: +41 (0) 22 33 141 33

13. ACCOMMODATION (suggested listing only):

1. INTERCONTINENTAL GENEVA

Accommodation Date	December xx – December xx, 2017
Address	7 - 9 Chemin du Petit Saconnex, CH - 1209 Geneva, Switzerland
Website	www.geneva-intercontinental.com
Telephone & Fax	General Line: Tel: (+41) 22 919 39 39 / Fax: (+41) 22 919 38 38 Reservation: Tel: +41 22 919 32 61 Reception: Tel: +41 22 919 32 66
Additional Notes	*****

2. HOTEL DE LA PAIX a RITZ CARLTON PARTNER

Accommodation Date	December xx – December xx, 2017
Address	11, Quai du Mont-Blanc 1211 Geneva 1
Website	www.hoteldelapaix.ch
Telephone & Fax	Tel: (+41) 22 909 60 85 / Fax : (+41) 22 909 60 04

Additional Notes	*****
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3. HOTEL D' ANGLETERRE

Accommodation Date	December xx – December xx, 2017
Address	17, Quai du Mont-Blanc 1201 Geneva
Website	www.dangleterrehotel.com
Telephone & Fax	Tel: (+41) 22 906 55 55 / Fax : (+41) 22 906 55 56
Additional Notes	*****

4. LE RICHEMOND HOTEL

Accommodation Date	December xx – December xx, 2017
Address	Jardin Brunswick 1201 Geneva
Website	www.dorchestercollection.com/en/geneva/le-richemond
Telephone & Fax	Tel: (+41) 22 715 76 25 / Fax : (+41) 22 715 70 01
Additional Notes	*****

5. HOTEL NH GENEVA CITY

Accommodation Date	December xx – December xx, 2017
Address	42-44, Avenue Wendt 1203 Geneva
Website	www.nh-hotels.com
Telephone & Fax	Tel: (+41) 22 544 74 74 / Fax : (+41) 22 544 74 99
Additional Notes	****

6. HOTEL EASTWEST

Accommodation Date	December xx – December xx, 2017
Address	6 Rue des Paquis, 1201 Geneva
Website	eastwest-geneva.hotel-rn
Telephone & Fax	Tel: (+41) 22 708 17 17 / Fax : (+41) 22 708 17 18
Additional Notes	****

7. HOTEL BRISTOL

Accommodation Date	December xx – December xx, 2017
Address	10, Rue du Mont-Blanc 1201 Geneva
Website	www.bristol.ch
Telephone & Fax	(+41) 22.716.58.00 / Fax : (+41) 22.738.90.39
Additional Notes	****

14. LANGUAGES AT THE CONFERENCE

The working languages of the Conference are English, Spanish and French.

15. CREDIT CARD

The safest and easiest form of money are traveler's checks and credit cards. The cards most used are American Express, MasterCard and Visa.

Many banks in Switzerland have equipped their ATM machines with the CIRRUS or MAESTRO system. Many other Swiss banks offer ATM machines for cash advances with your credit card. It is recommended to have a small amount of cash on hand upon arrival in Switzerland for immediate expenses, i.e. taxis, city transportation etc.

16. CLIMATE

The weather in December is dryish with sleet, snow or rain at times. The average temperature in Geneva in December is 1.8°C (35.24 °F). Afternoons can be cool with average high temperatures reaching 4.2 °C (39.6 °F) and overnight temperatures are generally slightly cold with an average low of -1.1 °C (30 °F).

17. BANKING

Banks are usually open Monday to Friday from 8:30 am to 4:30 pm. Once a week they extend their hours. Please check locally. They are closed Saturdays, Sundays and on public holidays. Generally, offices are open 8 am to 12 noon and 2 pm to 5 pm on weekdays and closed on weekends.

Many banks have automated teller machines (ATMs) that accept overseas bank cards. Please check with your local bank before leaving if your bank card is valid in Switzerland.

18. CURRENCY

The official currency of Switzerland is the Swiss franc. Money can also be changed at major train stations. Look for the "Change" signs.

You can change money at the following places:

- any Swiss bank
- airport
- main railway stations (western union)
- major hotels

Swiss banks offer the best exchange rates for your traveler's checks or cash for foreign currencies (only bank notes). Official exchange offices and hotels may charge a fee for their services.

19. OVERVIEW MAP OF PALACE OF NATIONS (PALAIS DES NATIONS)

ACCESS FOR PERSONS WITH DISABILITIES

The 3rd floor and the ground floor allow you to cross the entire length of the Palais des Nations.

CARPARKS
Priority parking for persons with disabilities is available at the following accessible doors:
A13 | A18 | B20 | C6 | D9 | E40

ACCESSIBLE DOORS
C6 | D9 | A18 | B20 | E40

ACCESSIBLE ELEVATORS
S2 | A12 | A13 | A15 | A16 | C5 | C7 | A29 | E46

ACCESSIBLE TOILETS
Door A13 | Ground floor near the Cafeteria
Door A13 | 3rd floor
Door C6 | 1st, 2nd, 3rd, 4th floor
Door E40 | 1st, 3rd, 4th floor

CONFERENCE ROOMS

BUILDING	FLOOR	DOOR	
BUILDING A	ROOM III	1 C6	
	ROOM V	1 C6	
	ROOM VI	3 A13	
	ROOM VII	3 A13	
	ROOM VIII	3 A13	
	ROOM IX	3 A13	
	ROOM X	3 A15	
	ROOM XI	3 A15	
	ROOM XII	3 A15	
	ROOM XIII	1 A18	
	ROOM XIV	2 A11	
	ROOM XV	5 A13 15	
	ROOM XVI	5 A13 15	
	ASSEMBLY HALL	3 A13 15	
	BUILDING B	LIBRARY	1 B20
		CYBERSPACE	8:30am - 5:30pm 1 B20
LEAGUE OF NATIONS MUSEUM		9:00am - 5:00pm 1 B20	
ARCHIVES READING ROOM		8:30am - 5:30pm 3 B20	
BUILDING C	ROOM I	1 C6	
	ROOM II	1 C6	
	ROOM III	3 C6	
	ROOM IV	3 C6	
	COUNCIL CHAMBER	1 C6	
	BUILDING E	ROOM XVII	1 E40
		ROOM XVIII	1 E40
ROOM XIX		3 E40	
ROOM XX		3 E40	
ROOM XXI		1 E40	
ROOM XXII		1 E40	
ROOM XXIII		1 E40	
ROOM XXIV		1 E40	
ROOM XXV		1 E40	
ROOM XXVI		1 E40	
ROOM XXVII	1 E40		
BUILDING S	ROOM S1	0 S2	
	ROOM S2	3 S2	
	ROOM S3	3 S2	
	ROOM S4	3 S2	
	ROOM S5	4 S2	

SERVICES

NUMBER	NAME	FLOOR	DOOR
1	SAFI SHOP 12:00am - 6:30pm	-1	S1
2	MEDICAL SERVICE 8:00am - 5:00pm	-1	S2
3	POST OFFICE 8:00am - 5:00pm	0	C6 23
4	PRESS BAR 8:00am - 5:00pm	0	C6 23
5	DELEGATES LOUNGE 8:30am - 5:00pm	3	A13
6	CAFETERIA 8:15am - 4:15 pm	0	A13 15
7	DELEGATES RESTAURANT 12:00am - 2:30pm	8	A13 15
8	GUIDED TOURS www.un.org	2	E39
9	TRAVEL AGENCY 9:00am - 5:30pm	1	E40
10	NEWSPAPER KIOSK 7:30am - 5:00pm	2	E40
11	BOOKSHOP/SOUVENIRS 9:00am - 5:30pm	1	E40
12	SERPENT BAR 9:00am - 9:15pm	2	E40
13	BANK 8:30am - 4:30pm	6	E40
14	BAR / SNACK PALETTE 8:15am - 5:00pm	6	E40

DEFIBRILLATORS
Door S2 | Door C6 | Door E40 | Pregny, visitor entrance | Le Bocage Annexes, ground floor | Library, B building, 1st floor | Hall des Pas Perdus, A building, 3rd floor | Qual 30 |