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Geneva NGO FORUM - Beijing+20
UN ECE Regional Review

3-5 November, 2014

Palais des Nations - Geneva, Switzerland

act | advance | achieve | women's rights

Information Note on Practical Arrangements for the Geneva NGO Forum Beijing+20 UN ECE Review

Date and venue

The NGO Forum Beijing+20 UN ECE Review, organized by the NGO Committee on the Status of Women, Geneva (NGO CSW Geneva) will be held on 3-5 November 2014, at the Palais des Nations, Geneva. The Forum will begin at 15:00 on Monday, 3 November and will conclude on Wednesday, 5 November at 13:00, with an optional Advocacy/Lobby Session in the afternoon of 5 November, for those who have registered to attend.

A detailed map of the Palais de Nations is available on

<http://beijing20.ngocsw-geneva.ch/wordpress/wp-content/uploads/2014/01/Palais-des-Nations-map.pdf>

Forum Registration

We kindly request participants to complete the online registration form available on

<http://beijing20.ngocsw-geneva.ch> **by 23 October 2014 at the very latest.**

United Nations Security Procedures are very strict and participants who register after this date will not be able to enter the UN grounds.

To enter the Palais des Nations prior to the Forum, participants must obtain a UN identification badge at the Pass and Identification Unit of the United Nations Office at Geneva's Security and Safety Section, located at the **Pregny Gate**, 14, Avenue de la Paix. The Pregny Gate is at a 10-minute walk from the Place des Nations (public transport lines 5, 8, 15, 23, 28, F, V or Z). Closer access via public transport is possible with lines: 8, 28, F, V or Z, stop at Appia.

Upon arrival at the Pregny Gate, you will have to present:

- Your passport or identity card
- Your printed and filled out UNOG Conference Registration Form that will be sent in advance or can be downloaded at

<http://beijing20.ngocsw-geneva.ch/wordpress/wp-content/uploads/2014/09/confpart.doc>

Please allow, ideally, 2 hours for this procedure and please do not come with big backpacks as it takes much longer to be checked by the Security officers. Kindly note that for security reasons you are not allowed to bring luggage or large bags into the Palais des Nations.

On Monday 3 November, issuance of UN badge at the Pregny Gate will only be **from 12:00**. Alternatively, participants can already obtain their UN badge on Friday 31 October afternoon between 14:00 and 17:00.

On-site registration for the Forum and distribution of the Forum documents and bags will take place in the Palais des Nations, in front of room XVII, the Forum main Room - 1st floor of building E, starting at 12:00.

Accreditation and participation of NGOs to the ECE meeting (6 – 7th November)

NGOs accredited with the Economic and Social Council (ECOSOC), as well as other NGOs which were accredited at the Beijing Conference (1995) and subsequently at the ECE Beijing +5, +10 and +15 reviews are automatically accredited to participate in the ECE Meeting.

However, participation to the UNECE meeting of 6-7 November requires advanced registration on the UN ECE website:

https://www2.unece.org/uncdb/logon.faces;meeting_name=OES:%20ECE%20Beijing%20Plus%2020%20Regional%20Review%20Meeting

As it is a different meeting, another UN identification badge must be obtained for the 2 days of this UN ECE meeting, following a similar procedure as the UN badge for the Forum. Please refer to the UN ECE website for further information on the UNECE Beijing+20 meeting: www.unece.org/index.php?id=35329

Visas, accommodation and travel arrangements

Visa requirements

Please first check the **visa requirements for your nationality** on the Swiss Federal Office of Migration website:

www.bfm.admin.ch/bfm/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html

Schengen visas are valid for Switzerland and all other areas of the Schengen member states (provided that nothing to the contrary is noted on the visa). You are permitted to stay for a maximum of 90 days within any 6-month period. Please note that you have no legal right to a visitor's visa.

Should you need a visa, we strongly advise you to start the procedure as soon as possible!

If you have any questions, you should contact the Swiss Embassy responsible for the area in which you reside: www.eda.admin.ch/eda/en/home/rebs.html

See also general information on www.cagi.ch/en/service-ong/visas.php.

Travel to Geneva

Geneva is well connected to other European cities and beyond, thanks to the Geneva International Airport (www.gva.ch), as well as the Swiss railways (www.sbb.ch) and the French TGV (www.tgv-europe.com).

Hotel reservation

Early hotel reservation is also strongly advised!

Under certain conditions, participants can benefit from hotel grants or negotiated rates from CAGI's Geneva Welcome Delegate service. Please refer to the information on http://www.cagi.ch/en/accueil-delegues/hebergement-delegues/conditions_attribution.php.

A list of hotels kindly provided by the UN NGO Liaison Office in Geneva can be downloaded on the forum website (under "Practical Info"). A preferential rate is offered to participants to UN Conferences.

Public Transportation in Geneva

Geneva has an efficient public transport network, Unireso, which notably connects the Airport to the City center as well as the Place des Nations. Of interest is notably bus No 5 that runs between the Airport and the Place des Nations in less than 15mn - See www.unireso.com or www.tpg.ch.

When arriving at the airport, you **can pick up a free ticket for public transport** from the machine in the baggage collection area at the Arrival level. This free Unireso ticket, offered by Genève Aéroport, allows you to use public transport in the canton of Geneva for the following 80 minutes.

Further, if you are staying at a hotel, you should be offered a "**Geneva Transport Card**" that allows you to use public transport in Geneva free of charge during your stay.

During the Forum

Monday, 3 November

Once they have registered to the Forum, participants are invited to a Welcome Coffee at 14:00, in front of room XVII, which is located on the 1st floor of building E, and which will be the Room for all Forum plenary sessions. The opening session starts at 15:00, but participants are requested to take their seat *at least 15 minutes ahead of time*.

A reception will be offered by the City of Geneva at 18:45 in the beautiful Palais de l'Ariana, at a 5-10 minute walk from the Palais des Nations.

Tuesday, 4 November

There will be 16 interactive roundtables, in parallel sessions in 4 Conference Rooms:

- Room XVII (Forum plenary room)
- Room XXIII, which is near room XVII on the 1st floor of building E.
- Rooms IX & XI on the 3rd floor of building A, near the Assembly Hall.

Coffee will be served outside the rooms at 11:00 and 16:00.

Participants can have lunch at the Cafeteria (Ground floor Building A) of the Palais, or have sandwiches at the Serpentine Bar, next to room XVII.

The evening is free.

Wednesday, 5 November

The last morning session starts at 9:00. Please be in the room XVII at least 15 minutes ahead of time.

Coffee will be served outside of room XVII at 10:30.

A lobby/advocacy session will be offered in the afternoon for participants staying on 6-7 November for the UN ECE Meeting, 15:00-17:00 in Room XXIII.

Contacts

Forum website for general information: <http://beijing20.ngocsw-geneva.ch>

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