Intergovernmental Negotiating Committee
for a Legally Binding Agreement on Forests in Europe
Resumed Fourth Session
Geneva, Switzerland
7-8 November 2013

Practical information

The Session will start at 10.00 a.m. on Thursday 7 November 2013 and end at 6.00 p.m. on Friday, 8 November 2013.

I. Venue

The Session will be held in Geneva at the Geneva International Conference Centre (CICG).

Address:

Geneva International Conference Centre (Red building)
17 rue de Varembé
CH - 1211 Genève 20

Note: Maps and other information related to meeting venue can be found at http://www.cicg.ch/en/

Internet Access: Free Wi-Fi Internet connection will be available in the Conference Centre. Delegates are required to bring their personal computers to access Internet.

Access to the conference centre (http://www.cicg.ch/en/access-map/). The access is facilitated by good public transport services. The CICG is situated
only 5 kilometers away from the international airport and some 10 minutes by bus from the Cornavin main railway station, close to the UN.

Public transport from Cornavin main railway station:
- **Bus n°5** (direction “Aéroport”): Bus stop "Vermont"
- **Bus n°8** (direction “OMS”): Bus stop "UIT"
- **Tramway n°15** (direction “Nations”): Bus stop "Nations"

Public transport from the international airport:
- **Bus n°5** (direction “Thônex-Vallard”): Bus stop "Vermont"
- **Bus n°28** (direction “Jardin Botanique”): Bus stop "Nations"

II. **Registration to the meeting**

To register to the session please visit the following site:

http://www.forestnegotiations.org/registration_form7

Delegates are requested to register at their earliest convenience, preferably no later than 15 October 2013. Once registered, participants shall receive a confirmation of the pre-registration by email.

Delegations are kindly asked to provide an official letter containing the name(s), title(s) and contact details of delegate(s), including the Head of delegation. Official letters should be sent at the earliest convenience, but no later than 15 October 2013 to:

E-mail: INC-Forests@fao.org

**Postal address:**

FAO
Forestry Department (Intergovernmental Negotiating Committee for a Legally Binding Agreement on Forests in Europe)
Viale delle Terme di Caracalla 1, Rome, 00153, Italy

III. **Funded participation**

Eligible participants from countries with economies in transition¹ may apply for financial support to facilitate their participation in the Resumed Fourth Session of the Committee. Financial support, subject to availability of funds, may be provided for one participant per eligible country. Please contact INC-Forests@fao.org in order to find information on eligible countries.

Requests for financial support should be submitted to the INC Secretariat, e-mail: INC-Forests@fao.org as soon as possible, but not later than 15 October 2013. No application will be accepted after this deadline.

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¹ Albania, Belarus, Bosnia & Herzegovina, FYR Macedonia, Georgia, Moldova, Montenegro, Serbia, Ukraine, Armenia, Azerbaijan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
IV. Languages & documents

The meeting will be held in English with simultaneous interpretation in Russian and French. Official documents in English, French and Russian will be posted on the web in due time. We kindly request you to bring your own copies. Additional information documents will be available in English only.

V. Visa information

Participants are responsible for checking visa requirements and making their own visa arrangements before departure, including visa for transit or stopover. Early contact with the Swiss Embassy or Consulate in your country is strongly advised. For more information on visas for Switzerland, see also the list of Swiss representations on the Swiss Government website: www.eda.admin.ch/eda/en/home/reps.html.

Switzerland is an associate member of the Schengen Agreement and is part of the Schengen area. Schengen regulations impose longer deadlines for the issuance of a visa. The Swiss authorities will endeavour to process applications as speedily as possible but cannot guarantee that visas will be issued in time in cases of late applications.

Participants who need a Schengen-visa should apply at least 3 weeks before the journey.

Those participants needing a personalized invitation to comply with their visa procedures can address their request to: INC-Forests@fao.org

Any problem concerning the issuance of a visa should be referred to: Ms Marie-Claire Brahier, Federal Office for the Environment (Tel.: +41 31 322 92 43; marie-claire.brahier@bafu.admin.ch)

VI. Medical insurance

All participants are responsible for their medical insurance. They are strongly advised to obtain, before departure to Switzerland, adequate and valid individual or group travel insurance to cover any expenses that may arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.

Disclaimer
The organizers disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.

VII. Arrival details to Geneva

The airport is located at about 4 km from Geneva city centre. It is easily reachable by train. It takes only 6 minutes from/to Geneva city centre by train (every 12 minutes at rush hours). The airport railway station has direct access to the airport Check-in and Arrival levels. All trains stop at Geneva-Cornavin station (city centre).

Important: Before you go through the customs and exit the luggage delivery area, take a free “UNIRESO” public transport ticket on your right. With this card, you can go to your Hotel (or to the Conference Center) within 80 minutes.
Public transport (bus, train) run regularly from the airport to the center of town. The timetable can be obtained from:
http://www.gva.ch/en/desktopdefault.aspx/tabid-67 or

VIII. Public transport in Geneva

www.tpg.ch (only in French)

Geneva profits form a wide public transportation network. The bus ticket is valid in the buses, trams, trolley, trains (inside the city of Geneva), and the «mouettes » (yellow boats)

Important: In every hotel, you may ask for a free public transport card, valid during all your stay in Geneva.

IX. Accommodation

Delegates are kindly requested to take care of their hotel booking themselves.

A provisional block reservation was made by Switzerland for 25 rooms at Hotel Ibis Geneva Centre Nations. Should you wish to use these rooms, please contact directly the hotel before 20 October 2013 indicating that you will be attending the “INC-Forests4” meeting (Tel. +41 (0)22 / 919 20 37 or +41 (0)22 / 919 20 30; e-mail: H8069-RE@accor.com http://www.ibis.com/gb/hotel-8069-ibis-geneve-centre-nations/index.shtml).

Other hotels can be found on the website for Geneva hotel:

Geneva Tourism
rue du Mont-Blanc 18
Case postale 1602
1211 Genève 1
Tel. +41 (0)22 909 70 00

Fax +41 (0)22 909 70 11
info@geneve-tourisme.ch
http://www.geneve-tourisme.ch/en/home/

X. Meals during the meeting

The Conference centre has its own restaurant for the lunches. On the evening of Thursday 7 November, Switzerland will offer a buffet dinner.

XI. Area Information – Geneva

The city of Geneva is located in the canton of Geneva, Switzerland. It’s the biggest town in the French-speaking part of Switzerland. Located on the side of the Lake of Geneva, it is bordered by two mountains ranges – the Alps (south) and the Jura (north).

Climate
In November, temperatures are from 3°C in the morning till 8°C at noon and it may rain. Please think about rain / winter clothes. For day to day information, see http://www.meteoswiss.admin.ch

Currency
The Swiss currency is the Swiss franc (CHF). Recently, 1 CHF has been equal to 1 USD or 0.8 euro. It is possible to change money at the Geneva International Airport (Cointrin), the main train station (Cornavin), the banks, hotels and change offices. The main bank cards are also accepted. However, to be sure, we recommend the delegates to check with the salesman before purchasing anything.

Near the train ticket sales counters, there are also exchange counters at Geneva airport if you need to change money. They are also opened every day from 7.10 am to 20.00 pm.

Drinking water
Geneva's tap water is safe. It comes from the lake or from the groundwater. In the city also, fountains that have a glass drawn on them offer drinking water.

Electricity
The Swiss voltage is the same than the French one (220-230). It is the same for the electricity frequency (60 Hz). The most used plugs have 3 pins (J type/ Electric plug socket type: SEC 1011), so an adaptor may be necessary.

Embassies and consulates
Most countries have diplomatic representations in Switzerland: http://www.eda.admin.ch/eda/de/home/reps/forrep.html
Most countries have diplomatic representations in Geneva: http://www.unog.ch/80256EE600582E34/(httpPages)/8CEC446B720477DA80256EF8004CB68C?OpenDocument
The Swiss representations’ coordinates in Europe can be found under http://www.eda.admin.ch/eda/en/home/reps.html

Emergency numbers
Police 117  Ambulance 144  Firemen 118

Languages
Geneva is located in the French speaking part of Switzerland.

Opening hours
The shops in Geneva are generally open from 8.30 am to 7 pm, from Monday to Friday, Saturday (8.00-18.00). On Sunday, the shops are closed, except for the ones at the airport and main train station (Cornavin).

The banks are open from Monday to Friday, from 9 am to 4.30 pm. Otherwise, money distributors (“bancomats”) can be accessed anytime and are easy to find in the airport / city centre.

Mobile phoning
The GSM mobile phones (tri- or quadriband) are the most widely used in Switzerland. The main mobile operators are: Swisscom, Orange, Sunrise, Lebara.

Fix phone
Swiss fix phone numbers are made of ten digits, that's why it's important to dial the right code before the local number. The one of Geneva is « 022 ».  

Smoking rules
It is forbidden to smoke in Geneva's public places. The cafés and restaurants offer special rooms to smoke.

**Taxes**

All prices in Geneva include the VAT (8%).

**Time zone**

Geneva lays in the GMT +1 time zone.

**XII. Further information**

For further information please contact:

**INC Secretariat**

E-mail: INC-Forests@fao.org

Ms. Malgorzata Buszkobriggs
INC Secretary

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Fax: +39 06 5705 2151
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For the host country please contact:

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