

Wrap-up Workshop of the UK-DFID-funded UNCTAD Project "Building Capacity for Improved Policy Making and Negotiation on Key Trade and Environment Issues" and Annual Session of UNCTAD's Consultative Task Force (CTF) on Environmental Requirements and Market Access for Developing Countries

Geneva, 3-4 July 2006

Logistical Note for Participants

Meeting Venue

Room XXIII is located on the first floor of the *E-building (Bâtiment E), Palais des Nations*. As rooms are sometimes subject to change, please check the electronic meetings board at door 40 upon arrival. The meeting starts at 9:30 a.m. prompt.

Security Clearance *(Please note our security clearance office has moved)*

Upon arrival, participants are requested before entering the *Palais des Nations*, to collect their badge at the UN Security Service, Pregny Gate (opposite the Red Cross offices) The Security Service is open from 8 a.m.-5 p.m. (non-stop). Participants are advised to arrive early in order to complete procedures and reach the meeting in good time. Participants are also advised to carry a passport or similar national identity card with them.

Visas

All participants in need of visas are requested to contact their nearest Swiss Embassy to ascertain information on current visa regulations, and make arrangements to meet these requirements. Generally, UNCTAD's letter of invitation to participants should suffice as documentation to procure the necessary visas for travelling to Geneva.

Hotels

A block-booking of 20 single rooms has been made at the hotel below. A single room rate of CHF90.30 per night has been agreed with the Hotel. Kindly note that rooms will be allocated on a first-come, first-serve basis. Although this hotel is not in close proximity of the UN, it has excellent transport links to the centre of town and onward transportation to the UN. You can get to this hotel from the airport by taking Bus No. 10 and getting off at the Balaxert Shopping Mall (which is across the road from the hotel) or by a short taxi ride (the hotel is only about 1km from the airport). Please contact: Sheila Addy at sheila.addy@unctad.org if you would like to avail yourself of the block booking at:

ETAP Hotel
Avenue Louis-Casai 26
1216 Genève-Cointrin
Tel: (41 22) 710 4636
Fax: (41 22) 710 4610

Transportation from the Airport & within the City

There are taxis, trains and buses available from the Airport to the Gare Cornavin (main train station) Geneva, which is 10 minutes from the airport. If you will be using the bus service, you will need the Bus No. 10 to Gare Cornavin from the airport, and then Bus No. 8 or Tram No. 13 or 15 to the UN.

Maps

Palais des Nations: [click](#)

Airport or train station to the Palais des Nations: [click](#)