

**2nd Meeting of the International Task Force on Harmonization and Equivalence in Organic Agriculture
(IFOAM/FAO/UNCTAD)
Geneva, 20-21 October 2003**

Logistical Note for Participants

Meeting Venue

Room XXVI is located on the first floor of the *E-building (Bâtiment E), Palais des Nations*, just behind the set of four elevators at door 41. As rooms are sometimes subject to change, please check the electronic meetings board at door 40 upon arrival.

Security Clearance

Upon arrival, participants are requested, before entering the *Palais des Nations*, to collect their badge at the UN Security Service, *Villa Les Feuillantines*, 13 Avenue de la Paix (close to the main entrance to the Palais on the Place des Nations, on the opposite side of the road). The Security Service is open from 8 a.m.-5 p.m. (non-stop). Participants are advised to arrive by 9.00 a.m. in order to complete procedures and reach the Meeting in good time. Walking from *Villa Les Feuillantines* to the *E-Building (Bâtiment E)* of the *Palais* takes about 10 minutes. Participants are advised to carry a passport or similar national identity card with them.

Visas

All participants in need of visas must contact their nearest Swiss Embassy to ascertain information on current visa regulations, and make arrangements to meet these requirements. Generally, our invitation letter to participants should suffice as formal invitation in assisting participants to procure the necessary visas for travelling to Geneva.

Hotels

Please be aware that a major conference (Telecom World 2003) is being held in Geneva 12-18 October and hotel bookings may be very problematic especially on 18 October and earlier. For your convenience, please find below some hotels, which are within walking distance or a few bus stops away from the UN, and still had availability as of 1 October. Most hotels in Geneva will offer you a standard UN rate (generally between CHF165-CHF230), if you tell them you are attending a UN meeting at the *Palais des Nations*. For your information, we have made block-booking at the Hotel Grand Pre at CHF160.60 for the nights of 19, 20 and 21 October. If you would like to avail yourself of this facility, please inform Sheila Addy, UNCTAD, no later than 07 October 2003.

Hotel Grand Pre
Rue du Grand-Pré, 35
Tel: (41 22) 918 1111
Fax: (41 22) 734 7691
(block booking)

Hotel Royal Manotel
Rue de Lausanne, 41
Tel: (41 22) 906 1414
Fax: (41 22) 906 1499
(chain of 6 hotels)

Hotel Warwick
Rue de Lausanne, 14
Tel: (41 22) 731 6250
Fax: (41 22) 716 8001
(availability 20 and 21 October only)

Transportation from the Airport & within the City

There are taxis, trains and buses available from the Airport to the centre of Geneva, which is 10 minutes from the airport. If you will be using the bus service, you will need the Bus No. 10 to the centre of town from the airport, and Bus No. 8 to the UN.

Substantive and Logistical Support

Should you require any assistance on substantive issues, please contact our Meeting Coordinator: Sophia Twarog, UNCTAD, Geneva, Switzerland; Tel: (41 22) 917 5082; Fax: (41 22) 917 0247; email: sophia.twarog@unctad.org. All matters pertaining to logistical/administrative support should be directed to our Logistical Support Assistant: Sheila Addy, UNCTAD, Tel: (41 22) 917 5831; Fax: (41 22) 917 0247; email: sheila.addy@unctad.org. Further information and documents for this meeting will be posted on the ITF Website, hosted by UNCTAD at www.unctad.org/trade_env/ITF-organic.