

#NDMUN19

MINE ACTION IS HUMANITARIAN ACTION

MEETING VENUE AND PRACTICAL INFORMATION

Nineteenth International Meeting of
Mine Action National Programme Directors and UN Advisors
16 – 19 February 2016

GENERAL INFORMATION

Arrangements for participants, Travel and Health Insurance

Attendance at the meeting is by invitation only. Please be advised that it is the responsibility of each participant to make their own visa arrangements. All travel related-expenses, accommodation and medical insurance are the responsibility of the participants.

ARRIVAL IN GENEVA

At the Geneva airport **arrivals terminal**, you can pick up a **free ticket** allowing you the free use of all public transport within Geneva for a period of 80 minutes. In the event of a ticket inspection on the Transports Publics Genevois, anyone holding this type of ticket may be asked to show their airline ticket. The ticket is available from a machine situated in the baggage collection area before passing customs with your luggage and entering the public area.



The airport is located within 4 km from the centre of Geneva. It is easily **reachable** by train or by bus. The fastest way to go from the airport to the centre of town is by train. The train ride to Geneva main train station Cornavin (in the city centre) takes only 6 minutes and the trains depart every 12 minutes during peak hours. The airport railway station is directly accessible from airport check-in and arrival levels. All trains from the airport stop at Geneva Cornavin station.

In addition to the train, it is also possible to take the following buses from the airport. These stop at the airport check-in level:

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Bus 5 to Place des Nations, train station Cornavin and city center.

Bus 10 to Geneva main train station Cornavin and city center.

ACCESS TO THE UNITED NATIONS

(PALAIS DES NATIONS)

Meeting Venue

All plenary meetings and side events will take place from 16 to 19 February 2016 in the Palais des Nations. The Palais des Nations is located just two minutes walking distance from several bus and tram stops. Please refer to the Annex A for map and directions.

On the first day, Tuesday 16 February, participants will enter through the Pregny Gate where the Pass and Identification Unit (UNOG Security and Safety Section) is located and where there will be issued a security identification badge.

PREGNY GATE

Pass and Identification Unit
UNOG Security and Safety Section
Pregny Gate
8 - 14 Avenue de la Paix
1211 Geneva 10



For more information about the routes and timetables of the buses and tram, please consult the website of the Geneva Public Transportation and the attached map (Annex A) indicating the buildings.

Conference Registration, Security Accreditation

Access to the Palais des Nations is only permitted with an identification badge. The official UN security badge is credit card sized and will be provided at the registration during the first day. Additionally, a separate NDM-UN badge will be provided upon registration.

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The identification badge will be prepared on the basis of the information submitted through the Conference Registration Form. Participants can collect their security badges at the Pregny Gate on Tuesday 16 February 2016 from 08:00 am. Due to the high number of registrations, participants are advised to collect their badges as early as possible starting from **08:00 am**. Participants are required to bring their passport/ identification.

There will be a separate security line for NDM-UN participants. Upon registration, participants will receive both the UNOG security identification badge which grants them access to the Palais and the NDM-UN badge. The NDM-UN badge is only to aid in the identification of NDM-UN participants, and can in no case replace the usual security badge. For security reasons, the identification badge must be worn and visible to UNOG Security staff at all times while inside the Palais. The security badge once collected will allow participants to access the Palais from both the Pregny gate and Nations gate (consult map in Annex A).

After passing the security and registration desk, participants will head to Building E. Rooms XIX, XXII, XXIII, XXIV, where the plenary sessions and side events will be held, are located in building E (Bâtiment E).

UNMAS Staff and/or volunteers will be available during registration and at the help desk locations on the 1st and 3th floor of Building E (Annex A). Do not hesitate to direct your queries to them.

Plenary Sessions and Side Events

The plenary sessions will be held in room XIX, and the side events in rooms XXII, XXIII, XXIV in Building E.

Guided Tours

Guided tours are available and last for one hour.

For reservations, please complete the [online reservation form](#) or send an email on visit-gva@unog.ch The tour fee is CHF 12 per person.

Participants will be able to attend guided tours on:

Thursday 18 February: 16:00 – 17:00

Friday 19 February: 14:00 – 15:00 or 16:00 – 17:00

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NDM-UN Help Desks

Two NDM-UN help desks, situated on the 1st and 3rd floor of the Building E (Annex A), are available for participants to assist with queries for the entire duration of the conference.

Languages

Interpretation is provided in 4 languages: Arabic, Chinese, English and French

Cocktail Reception

All registered participants are invited to the opening reception on Tuesday 16 February at 6 p.m at Bar Serpent (Building E).

Cafeteria and Restaurant Facilities in Palais des Nations

Below is a list of services available at the Palais de Nations:

The “Bar Serpent”(Building E, Floor 1) which serves drinks and sandwiches is open from 9:00 to 17:15.

The “Bar/ Snack Palette” (Building E, Floor 6) is open from 8:15 to 17:00 and serves drinks and sandwiches.

The delegate’s lounge (Building A, Floor 3) is open from 8:30 to 17:00 and serves drinks and sandwiches.

The cafeteria (Building A, Floor 0) is open from 8:15 to 16:45 and serves hot meals from 11:30 to 14:00.

Participants are reminded that eating and drinking **is not permitted** within any of the conference rooms.

IT Arrangements: Wi-Fi Internet Service, Computer Access and Printing

Free Wi-fi access is available in the meeting rooms and generally throughout public areas of the Palais des Nations. Computer terminals are available near the Bar Serpent.

Should you need a computer, there is a computer center on the 1st floor of Building E near Bar Serpent, as well as computers located outside the main conference room (XIX), 3rd floor, Building E.

Printing will be provided at the location outside the main conference room, 3rd floor, Building E.

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TRANSPORT

Taxis

Taxis are readily available from the airport. A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction Place des Nations. Taxis are usually available around the clock. The following direct telephone number will ensure arrival within minutes: +41 (0) 22 331 41 33. Taxis cannot enter the UN compound - passengers will have to get off at the Pregny or Nations gates.

Public Transport

The Palais des Nations can be reached by bus, lines n° 5, 8, 11, 22, V, F, Z until "Nations" or "Appia", and trams 13 and 15 until "Nations."

In Geneva, public-transport tickets (TPG) must be purchased prior to boarding a tram, bus or ferry. Ticket machines are available at most stops. Tickets may be purchased directly from the ticket machines using Swiss francs or Euros, in exact change; most machines take credit cards. Travel cards or passes can be purchased at the main TPG centres (Rive, Cornavin and Bachet de Pesay).

For more information on Geneva public transport, including maps and timetables, please visit Geneva Public Transportation [website](#).

Geneva Transport Card

The Geneva Transport Card is your free passport to Geneva's transport network.

When you stay at a hotel you receive **free of charge** a Geneva Transport Card. Taking the tram, the bus and the train on Geneva territory will not cost you a penny. You even can cross the lake with the yellow taxi-boats for free.

This personal and non-transferable card is offered to you upon arrival and is valid for the entire duration of your stay.

Private Vehicles (for members of permanent missions only)

Delegates may drive to the Palais des Nations and park their vehicles in the parking lots in the compound, provided they have been delivered a parking sticker.

Parking stickers are issued upon written request from the permanent missions. They can be collected from the Pass and Identification Unit of the Security and Safety Section at the Pregny Gate at the same time as the delegates' security identification badges.

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MEDICAL INFORMATION AND MEDICAL SERVICE

Travel and Health Insurance

All participants are responsible to have adequate travel and health insurance for the whole duration of their stay in Switzerland.

Emergency Numbers in Switzerland:

Police: 117

Fire service: 118

Ambulance: 144

MISCELLANEOUS

Please note that Switzerland has its own standard for electrical plugs which may be different than those used in your country (SEV 1011, 220 VAC/50Hz).



USEFUL WEB-PAGES

United Nations Office of Geneva: <http://www.unog.ch/>

Geneva Public Transportation: [www\(tpg.ch/en/web/site-international](http://www(tpg.ch/en/web/site-international)

Geneva airport information: www.gva.ch/en/DesktopDefault.aspx

Map of Geneva: www.maps.google.com/maps?f=q&hl=en&geocode=&q=Geneva

Geneva Tourism information office: www.geneve-tourisme.ch

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CONTACT INFORMATION

United Nations Mine Action Service Geneva office:

Email: unmasgeneva@un.org

[Telephone: 0041- 229175548](tel:0041-229175548)

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ANNEX A

