

United Nations
Division for the Advancement of Women
Expert Group Meeting on “The equal sharing of responsibilities between women and men,
including care-giving in the context of HIV/AIDS”
Geneva, Switzerland
6-9 October, 2008

INFORMATION NOTE TO PARTICIPANTS

Division for the Advancement of Women
Department of Economic and Social Affairs
United Nations, New York
Fax: (212) 963-3463
daw@un.org
<http://www.un.org/womenwatch/daw>

1. Date and Venue of Meeting, and Access to Premises

The Expert Group Meeting (EGM) on “The equal sharing of responsibilities between women and men, including care-giving in the context of HIV/AIDS” will take place from 6-9 October 2008. The meeting will be held in room H3 at the Palais des Nations at 14 Avenue de la Paix, Parc de l'Ariana, 1121 Geneva, Switzerland.

The meeting will be opened at 9.30 am on 6 October, 2008 at the H3 meeting room in Palais des Nations. All participants need to obtain a security pass (ID badge) in order to

enter the Palais des Nations where the meeting is being held. Observers are responsible for making their own arrangements to obtain security badges to enter the premises.

2. Travel Arrangements

The United Nations will provide each expert appointed by the Secretary-General of the United Nations with an air ticket for travel to Geneva, Switzerland, from their city of residence, and return by the most direct and economical route. Authorized date of arrival in Geneva is 5 October 2008. The authorized date of departure is 10 October 2008.

It is advisable that all travellers be at the airport at least 3 hours before their time of departure.

Observers are responsible for their own travel arrangements.

3. Accommodation/hotel reservation

You will be responsible for making your own hotel arrangements in Geneva (from 5 to 9 October). There are a number of hotels in Geneva which you may wish to stay at. The following are some hotels close to the Palais des Nations:

Capitole, Tel: 41 22 909 86 26
Manotel Chantilly, Tel: 41 22 544 40 40
Mon-Repos, Tel: 41 22 909 39 93
Nations, Tel: 41 22 748 08 08
Grand Pre, Tel: 41 22 918 11 11
Hotel Jade, Tel: 41 22 544 38 38
Hotel Kipling, 41 22 544 40 40
Ramada Encore Genève, Tel: 41 22 309 50 00

There are several other hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 min by bus and 25-30 min by foot from Palais des Nations. Examples include: Des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor.

Please note that public transport is quite good in Geneva and travel within an hour costs about 4 CHF even from the airport. You may also consult the following link:
<http://www.geneve-tourisme.ch>.

5. Visa Requirements

You are responsible for making your own visa arrangements for travel to Switzerland. Prior to the commencement of travel, participants are requested to check with the airlines or with the consulate of Switzerland in their country of origin whether a visa is required to travel to Switzerland. You may also wish to consult the website of the Ministry of Foreign Affairs of Switzerland, which provides information on visa requirements:

<http://www.eda.admin.ch/eda/en/home/serv/visinf.html>. If a visa is required, participants are asked to make the necessary arrangements as soon as possible.

6. Medical Clearance and Vaccinations

The United Nations assumes that participants are in good health and have no illness or disability that might prevent them from travelling to or participating in the meeting as required by the Organization. It is the responsibility of the participants to inform the United Nations of any such health impediment prior to accepting the invitation.

7. Airport Transfer

For security reasons, **the terminal T1 is closed from 00:00 am to 04:30 am**. You are not allowed to stay inside during this time. Additional information on transportation to/from the airport is available at: <http://www.gva.ch/en/desktopdefault.aspx/tabid-6/>. The airport is designated a non-smoking area.

8. Meeting Documents

Participants wishing to circulate any papers or other materials are requested to bring them along to the meeting. All expert and observer papers will be circulated to participants at the meeting.

9. Contact persons in New York

Saras Jagwanth
United Nations
DESA Division for the Advancement of Women
Room: DC2-1242
New York, NY 10017
Tel: +1 (212) 963 6052
Fax: +1 (212) 963-3463
Email: jagwanth@un.org

Charmaine Williams-Carter
United Nations
DESA Division for the Advancement of Women
Room: DC2-1264
New York, NY 10017
Tel: +1 (212)963-8023
Fax: +1 (212) 963-3463
Email: williams-carter@un.org

10. Contact person in Geneva

Felirose Gutierrez
United Nations Economic Commission for Europe
Tel: +41 22 917 1488
Email: Felirose.Gutierrez@unece.org

Map of United Nations Office in Geneva

