

**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE and
UNITED NATIONS DIVISION FOR ADVANCEMENT OF WOMEN**

Expert Group Meeting on Indicators to measure Violence Against Women
(Geneva, 8-10 October 2007)

INFORMATION NOTICE FOR PARTICIPANTS

The meeting will be held in Salle IX at the Palais des Nations.
The meeting will start at 10:00 a.m. on Monday, 8 October 2007

I. DOCUMENTATION OF THE MEETING AND METHOD OF WORK

1. A draft meeting agenda and other documents will be posted on the website of the UNECE Statistical Division at the following link <http://www.unece.org/stats/documents/2007.10.gender.htm> as soon as it will be available.
2. Papers in MS Word format and Power Point presentations should be sent to UNECE Secretariat in electronic form by email: mijidgombo.oyunjargal@unece.org
3. The working language of the meeting will be English.

II. PARTICIPATION, ACCREDITATION AND REGISTRATION

4. All participants attending the meeting are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Embassy of Switzerland in the country in which the participants reside, with a reference to the Expert Group Meeting on Indicators to measure Violence Against Women. The invitation letter from United Nations should suffice, but if additional information is requested, or an invitation letter from the ECE in Geneva is needed, please contact Ms. Oyunjargal (Oyuna) by e-mail: mijidgombo.oyunjargal@unece.org and she will be able to assist you with visa questions.
5. Participants are requested to fill in the attached **Conference registration form** and send it to the UNECE secretariat by fax (+41 22 917 0040) or by email: mijidgombo.oyunjargal@unece.org **by 25 September 2007** at the latest so that it may be processed well in advance of the meeting. The information will be used to register participants with the UN Security Section and for the list of participants.
6. In order to enter the Palais des Nations where the Meeting is being held, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport and the original registration form at the UN Security Identification Office at Pregny Gate of the Palais des Nations (Avenue de la Paix 14, Buses 8 and 18, Stop Appia), (shown on the attached map) by 9:00 a.m. at the latest on Monday, 8 October 2007. The Security Identification Office is open Monday to Friday from 8.00 a.m. to 5.00 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times while inside the Palais des Nations.
7. The plan of the UN premises at Geneva is attached at the end of this Information Notice.

III. ACCOMMODATION

8. A limited number of single rooms have been reserved at hotel **Les Nations** (62 rue du Grand-Pré, 1202 Geneva- <http://www.hotel-les-nations.com/p/en/index.php>) at the discounted rate of 179 CHF per night. Participants are requested to contact Ms. Oyunjargal (tel.+41 22 917 4147, email: mijidgombo.oyunjargal@unece.org) to make the hotel reservation before **20 September 2007** and provide their credit card number with expiry date in order to confirm the reservations. Please let us know URGENTLY if you would like to take advantage of this offer or if you will be making your own arrangements for accommodation. **Please note that UNECE secretariat will not make any hotel reservations after 20 September 2007.** The UNECE secretariat provides a list of hotels on its website <http://www.unece.org/stats/geneva.e.htm> (follow the link “Hotels in Geneva”). The following information is also available:

- The closest hotel to Palais des Nations is the 5-Star Intercontinental.
- Grand Prè, Cornavin, Suisse are four-star hotels and within 7-10 minutes to the Palais des Nations by buses 8, 5 and trams 13 and 15.
- There are several three-star and four-star hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 min by bus and 25-30 by foot from Palais des Nations. Examples include: Manotel, 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 3 CHF even from airport.

IV. INFORMATION AND CORRESPONDANCE

9. All queries concerning the meeting should be addressed to:

UNECE:

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And

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UNDAW:

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And

Ms. Janette Amer:
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UNITED NATIONS OFFICE AT GENEVA

Please Print

Conference Registration

Date

Please fill in this form and fax it to the UNECE Secretariat (+41-22-9170040)
BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title of the Conference

Expert Group Meeting on Indicators to measure Violence Against Women, 8-10 October 2007

Delegation/Participant of Country, Organisation or Agency

Participant

Family Name

First Name

Mr.
Ms.

Date Of Birth

(DD/MM/YYYY)

Participation Category

Head of Delegation Members	<input type="checkbox"/>	Observer Organisation	<input type="checkbox"/>	Participating From / Until
Delegation Member	<input type="checkbox"/>	NGO (ECOSOC Accred.)	<input type="checkbox"/>	From <input type="text" value="8 October 2007"/>
Observer Country	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>	Until <input type="text" value="10 October 2007"/>
Do you have a badge issued as a Mission diplomat or employee, NGO card issued in Geneva or a Long Duration conference badge issued at Geneva if so PLEASE TICK HERE				<input type="checkbox"/>

Origin of Identity Document	Passport or ID Number	Valid Until
<input type="text"/>	<input type="text"/>	<input type="text"/>
Official Telephone No.	Fax No.	Official Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Official Address		
<input type="text"/>		
Address in Geneva		
<input type="text"/>		
Email Address		
<input type="text"/>		

On Issue of ID Card

Participant Signature

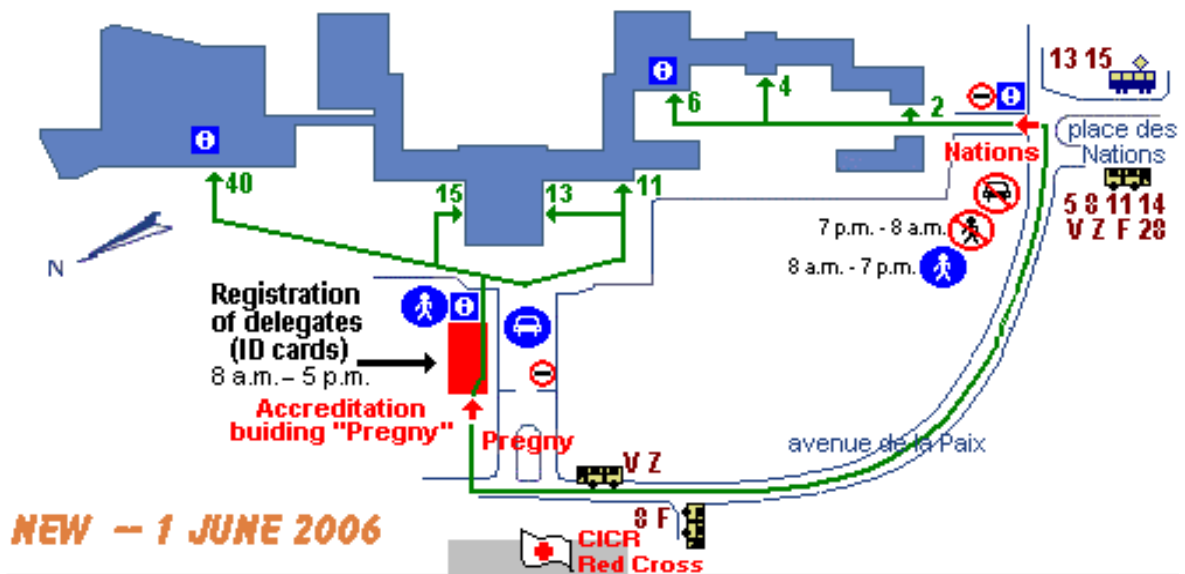
Date

Security Use Only

Card N°. Issued

Initials, UN Official

Map of the UN premises in Geneva



Situation of Room IX at Palais des Nations LOCATED ON 3D FLOOR CLOSEST ENTRIES ARE DOORS 11 AND 13

Bâtiment A

Salles	Bâtiments	Etages	Accès
SALLE IX	Bâtiment A	Aile AC 3eme étage	Accès par ascenseurs 11 ou 12

