



**Platform on Disaster Displacement Advisory Committee Workshop**  
**13-14 October 2016, Geneva, Switzerland**  
**Participant Information Note**

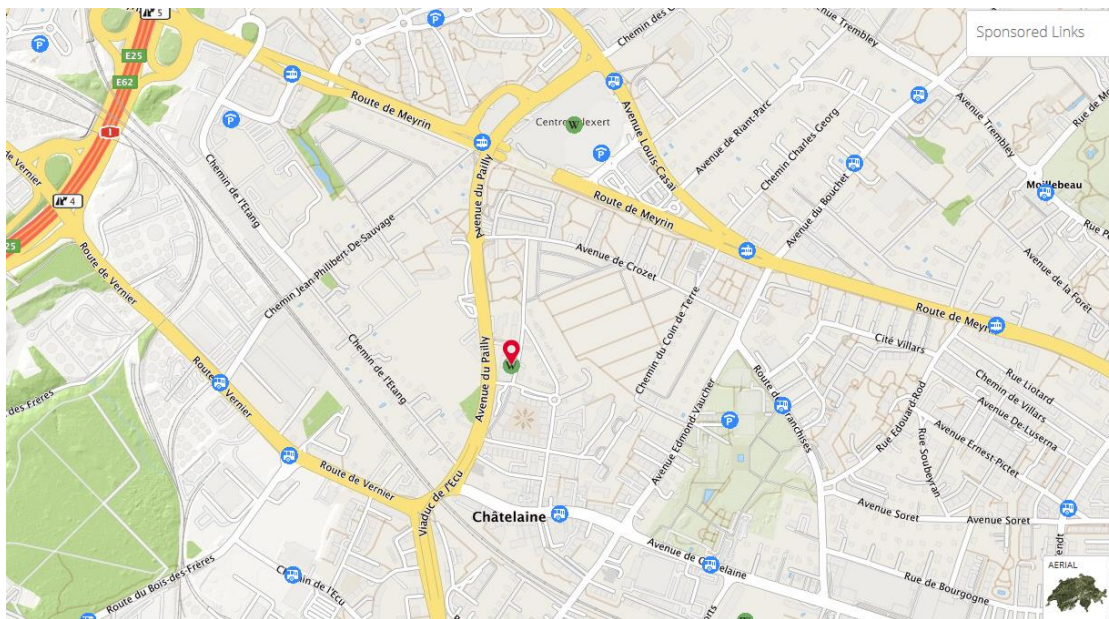
❖ **General Information about the Workshop**

**Workshop Venue and Time Table**

The Advisory Committee Workshop will be held at the International Environment House 2 (IEH II), 7-9 Chemin de Balexert , 1219 Châtelaïne, Geneva, Switzerland.

The Workshop will last for one and a half days, beginning on Thursday, 13 Oct 2016 at 08.30 and ending on Friday, 14 Oct at 14.00 (after lunch). Please ensure that your travel plans enable you to arrive in time to attend the Workshop's opening session and to depart after the closing ceremony.

[Map:](#)



**How to get to the Venue by Public Transportation**

Geneva is served by a reliable network of trams, buses, and trains: [www.tpg.ch](http://www.tpg.ch) / [www.sbb.ch](http://www.sbb.ch).

If you are staying at a hotel in Geneva, public transportation is free for the duration of your stay. Just ask for it in the hotel and you will receive a personal and non-document format of a credit card.

➤ **From the city centre:**

- Bus 6 or 16 in the direction of Vernier, or Bus 22 from the Palais des Nations in the direction of Tours-de-Carouge
- Get off at the bus stop *Châtelaïne*
- Continue walking in the same direction in which the bus goes. Follow the Chemin de Maisonneuve, which is the first street to the right and until you reach the roundabout. Turn left and the IEH building is on the left side.

Or:

- Tram 14 in the direction of Meyrin-Gravière, or tram 18 in the direction of CERN
  - Get off at the tram stop *Balexert*
  - Cross the street at the light signal under the Balexert building, cross the parking area until you reach the Avenue de Crozet, turn left and take the first street on the right side (for walkers only) and follow the street until you reach the MIE II.
- **From the airport:**
- Bus 10: get off at the bus stop *Pailly-Balexert*. Walk along the Balexert until you are on the other side of the building, cross the Route de Meyrin and the park / parking area until you reach the Avenue de Crozet, turn left and take the first street on the right side (for walkers only) and follow the street until you reach the MIE II.
- **From the Ibis Airport Hotel:**
- Walk to the bus stop *De-Joinville* and take the bus 10 in the direction of Rive and get off at the bus stop *Pailly-Balexert* (see description above).
  - We will meet on Thursday 13 Oct at 08.00 in the Lobby to go together to the workshop venue.

### **By Car**

A parking is available in front of the International environment house 1 from 07.00 – 19.00 h (1.5 hours free, afterwards 2.00 CHF/hour; payable in CHF or EUR).

### **Dress Code**

The suggested dress code is business casual.

## **❖ Sponsored Participants**

### **Accommodation**

Sponsored Participants will stay at the Ibis Airport Hotel in Geneva, Chemin de la Violette 10, 1216 Geneva-Cointrin, Switzerland. Breakfast is included. Check-In from 12.00, Check-Out until 12.00  
Website: <http://www.accorhotels.com/gb/hotel-3535-ibis-geneve-aeroport/index.shtml>

### **How to get to the Ibis Hotel from the Airport**

- By foot: It is a 10 minutes' walk from the Airport to the Ibis Airport Hotel.
- Shuttle Bus from/to the Airport: There is a free shuttle between the airport and the hotel, departing every 20 minutes from the airport at the arrival level at gate 3. There is no need for reservation for the shuttle.

### **Per diem**

Sponsored participants will receive a per diem for meals not provided during the Workshop. The per diem will be provided to the participants on Friday, 14 October 2016 at 08.00 at the registration desk at the MIE II.

### **Reimbursement of travel expenses**

Please send back the filled out Reimbursement Form (see Annex) together with the scanned receipts and boarding passes / train tickets to Ms Lena Brenn at [lana.brenn@nrc.no](mailto:lana.brenn@nrc.no) before 31 October 2016. If you prefer a reimbursement in cash during the Workshop in Geneva, please inform Ms Lena Brenn until 10 October.

### **Passport and Visa**

The passport must be valid for the entire period of the stay. If a visa for Switzerland is required, it needs to be obtained before leaving the home country.

## Insurance – Travel and Health

It is the responsibility of each participant to have adequate travel and health insurance for the duration of the trip.

### ❖ General Information about Switzerland

**Weather:** The average temperature in Geneva is 7°C to 15°C with high possibility of rain. Participants are encouraged to bring warm clothing. Updated weather information can be accessed at <http://meteonews.ch/en/Weather/G2660646/Geneva>.

**Currency:** The Swiss Franc is the official currency in Switzerland. The current exchange rate is approx. 1 CHF = 0.91 EUR = 1.02 USD (5.10.2016). Credit cards are accepted at most hotels, restaurants and shops.

**Time:** Local time is GMT+2

**Electricity:** The electricity supply for domestic use is 220 V. Participants are advised to bring international converters. Most power sockets are designed for three pin round plugs. The standard continental type plug with two round pins, applied for many electrical travel products, may be used without problems.



### ❖ Contact persons

For questions regarding the concept note and agenda, please contact:

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If you have any logistical/organizational questions, please contact:

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