

**Platform on Disaster Displacement Advisory Committee Workshop
4-5 February 2019, Château de Bossey, Bogis-Bossey, Switzerland
Participant Information Note**

❖ **GENERAL INFORMATION ABOUT THE WORKSHOP**

Workshop Venue and Time Table

The Advisory Committee Workshop will be held at the Château de Bossey, Chemin Chenevière 2 1279, Bogis-Bossey, Switzerland (Phone: +41 22 960 7300 / Fax: +41 22 960 7367, website: www.bossey.ch).

The Workshop will last for two days, beginning on Monday, 4 February at 8:30 a.m. and ending on Tuesday, 5 February at 5:00 pm. 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 session.

How to get to the Venue

The Château de Bossey is located in Bogis-Bossey between the villages of Bogis-Bossey and Céligny, in Switzerland, 20km from Geneva International Airport.

➤ **From the airport in Geneva:**

- **Arranged pick-up:** For participants who have not yet shared their travel itinerary and would like to arrange pick-up at the airport, please send your flight details to Ms. Lena Brenn (lena.brenn@nrc.no) by **Thursday 24 January**. We will arrange a group pick-up for participants arriving at similar times. The taxi company AAB will wait for you at the Montreux Jazz Café in the arrivals hall. Please look for the sheet written "Platform on Disaster Displacement".
- **Taxi:** You can take a taxi from the airport to the Château de Bossey. The taxi company **Taxi AAB** offers special rates for Workshop participants (80 CHF, one way). Phone: +41 (0)22 362 11 11. Email: aabtaxi@hotmail.com. Credit cards, Euros and US Dollars are accepted.
- **Train and Taxi:** You can also take a train from the Airport (departure at .20 and .49 every hour, 15 CHF) or the main station in Geneva (Gare Cornavin) (departure at .00, .19, .30, .49 every hour, 9 CHF) and get off at Nyon and take a taxi from there to the Château de Bossey.
- **Car:** The Château de Bossey is located at Bogis-Bossey between the villages of Bogis-Bossey and Céligny, 2km away from the A1 motorway. The nearest motorway exit is marked "Coppet-Divonne." A map with the detailed description is available at: https://bossey.ch/en/find-bossey/copy2_of_maps_and_directions_E.pdf

➤ **For Geneva based participants:**

Participants who are staying and/or are based in Geneva may request transport in a complimentary shuttle between Geneva train station and the meeting venue (each morning and return after dinner/ workshop closing). If you would like to request the shuttle service, please send an email to Mr. Erick Mutshayani (ErickM@unops.org) copying info@disasterdisplacement.org no later than 24 January 2019. You can also make your own arrangements to come to the Château de Bossey by car or train/taxi.

❖ SPONSORED PARTICIPANTS

Accommodation

Please note that the Château de Bossey is primarily a Conference Center and the restaurant and reception have limited opening hours. In addition to breakfast and lunch, dinner at the self-service restaurant is provided from 6:30 - 8:00 pm. If you are arriving after 8:00 pm on Sunday evening, please plan accordingly. Please also note that there are no supermarkets near the Château de Bossey, so we advise that you buy any additional meals or snacks you might require during the workshop before arriving at the venue.

Between 8:00 pm and 8:00 am, you will need to use a code to enter the main building. The code is: "1020" followed by the bell icon.

Passports and Visas

Your passport must be valid for the entire period of your stay. If a visa for Switzerland is required, you are expected to obtain your visa before leaving your country. Please contact Ms. Lena Brenn if you need assistance.

Insurance – Travel and Health

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

Boarding passes and train tickets

All sponsored participants are kindly asked to send a copy/scan of the boarding passes to lena.brenn@nrc.no after the workshop.

Reimbursement of travel costs (for confirmed sponsored participants who organize their own travel)

Attached you will find a Reimbursement Form and printed copies will be handed out during the Workshop. Please send your filled out Reimbursement Form together with your scanned receipts and boarding passes / train tickets etc. to Ms. Lena Brenn (lena.brenn@nrc.no) after the workshop has taken place and **until 28 February** at the latest for reimbursements.

❖ GENERAL INFORMATION ABOUT SWITZERLAND

Climate

The average forecast temperatures during the meeting will be between -5°C to 0°C with possibility of clouds and snow early in the morning and some sun during the day. Participants are encouraged to bring warm clothing. Updated weather information can be accessed at <http://www.meteocentrale.ch/en/europe/switzerland/weather-bogis-bossey/details/N-3513160/>

Currency

The Swiss Franc is the official currency in Switzerland. The current exchange rate is 1 CHF = 0.88 EUR = 1.02 USD. Credit cards are accepted at most hotels, restaurants and shops, including at the Château de Bossey.

Time

Local time is Central European Time (CET).

Electrical Appliances

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:

Lena Brenn

Programme Adviser, Disasters and Climate Change

Norwegian Refugee Council, Geneva

Tel: +41 79 603 50 73

E-mail: lena.brenn@nrc.no

If a pick-up at the Airport was arranged but you cannot find the driver / your flight is delayed etc., please contact:

Taxi Company **Taxi AAB**

Phone: +41 (0)22 362 11 11

Email: aabtaxi@hotmail.com