

ECONOMIC AND SOCIAL COUNCIL

Development Cooperation Forum

United Nations Office in Geneva

5 July 2007

INFORMATION FOR PARTICIPANTS

The biennial high-level Development Cooperation Forum will be launched on 5 July 2007 in the United Nations Office at Geneva (UNOG), located at the Palais des Nations, Avenue de la Paix 8- 14, 1211 Geneva 10, Switzerland. – Tel: +41 (0)22 917 11 40, Fax: +41 (0)22 917 00 01.

Registration of delegations and identification badges

Delegates must register in advance through the Secretariat of the Economic and Social Council (UNHQ, room S-2950). In order to enable processing of security identification badges for issuance in Geneva, participants are kindly asked to complete the enclosed registration form (see page 5) and fax it to the Secretariat: +1 (212) 963-5935.

Delegates may collect their badges at the Pass and Identification Unit in Geneva at the following address:

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

The office is open on working days from 8 a.m. to 5 p.m.
Tel.: +41 (0) 22 917 50 02 / + 41 (0) 22 917 50 42 / + 41 (0) 917 12 40
Fax.: + 41 (0) 22 917 04 94 / + 41 22 (0) 917 04 93

List of participants

Delegations are requested to provide the secretariat of the Economic and Social Council with information regarding the composition of their delegations, in writing, at their earliest convenience. Please forward by fax to +1 (212) 963-5935.

Visa

Visas may not be required of citizens of the following countries, for stays up to 90 days:

(a) nationals of EU countries, Australia, Canada, Japan and US;

(b) nationals of countries in South and Central America (except nationals of Belize, Bolivia, Colombia, Ecuador and Peru who do need a visa);

(c) nationals of Caribbean island states (except nationals of Cuba, Dominican Republic and Haiti who do need a visa);

(d) nationals of Andorra, Brunei, Croatia, Cyprus, Czech Republic, Estonia, Fiji, Hungary, Iceland, Israel, Kiribati, Korea (Rep. Of), Latvia, Liechtenstein, Lithuania, Malaysia, Malta, Monaco, New Zealand, Norway, Poland, San Marino, Singapore, Slovak Republic, Slovenia, Solomon Islands, South Africa, Tuvalu and Vatican City;

(e) nationals of Bosnia-Herzegovina, Former Yugoslav Republic of Macedonia, Turkey and Serbia & Montenegro provided they are resident in Canada, Iceland, Norway, USA or EU countries.

Holders of a valid United Nations Laissez-passer do not require a visa regardless of their nationality. Please check as soon as possible if you need a visa for Switzerland and submit the application to the nearest Swiss Consulate (www.eda.admin.ch/eda/en/home/rebs.html). An invitation letter should suffice as proof of the purpose of your trip. For additional information, please check the website of the Swiss Federal Office for Migration: www.bfm.admin.ch/bfm/en/home/themen/einreise.html.

Hotel accommodation and Travel services

Hotel bookings can be done directly with the UNOG Travel Agency: adminunog@carlsonwagonlit.ch. To obtain a list of hotels please visit: www.un.org/ecosoc/newfunct/hotelsgeneva.pdf.

IMPORTANT: Please note that hotel reservations made through Carlson Wagonlit Travel (CWT) will only be guaranteed against a credit card.

OTHER LOGISTICAL INFORMATION

Arrival in Geneva

Airport Bus and City Airport Train

An airport bus service (bus number 28), available around the clock, operates from the Cointrin Airport to the Palais des Nations area. In addition, a taxi stand is located outside the airport.

Public transport to the Palais

Tram and bus

The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve the Pregny Gate (*Appia stop*) where the Pass and Identification Unit is located. Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, F, V and Z serve the Place des Nations. Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate.

Taxis:

A taxi stand is located on Route de Pregny, some 25 meters from the Pregny Gate, direction Place des Nations. Taxis are usually available round the clock. The following direct telephone number will ensure arrival within minutes: +41 (0) 22 331 41 33.

Private vehicles *(for members of permanent missions only):*

Delegates may drive to the Palais des Nations and park their vehicles in the parking lots on the compound, provided they are in possession of 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 (see above).

Please note that the access doors within the buildings are open from 7 a.m. to 8 p.m.

Medical Services

Medical attention is available during regular working hours (**8:30 a.m.-5:30 p.m.**) from the clinic operated by the Joint Medical Services located at UNOG.

In case of minor concerns, injuries or an acute health problem requiring prompt attention and if you can walk, you may come directly to the UN Medical Service where you will be taken care of.

In cases requiring intervention by the Security or the Medical Service or that you cannot walk, you are asked to:

1. CALL **15** or **17**- Emergency Hot Line numbers for the UN Medical Service - or **18** for fire.
2. Be prepared to give the following information: Room number, reason for call and your name.
3. Designate a colleague to wait at the elevator or in the corridor to guide the Medical Service personnel to place of accident/illness.

For more information, please consult: http://157.150.64.200/jms/chapitre_1-1-2-3-E.htm

Postal services

A post office on the ground floor of (Council Chamber) Building C, door 6, provides all regular postal services. The hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.

Banks

UBS (www.ubs.ch) has a branch providing full banking services on the first floor of Building E of the United Nations Office at Geneva. The offices hours are Monday to Friday from 8.30 a.m. to 16.30 p.m. Mailing address: UBS SA, Case postale 2600, 1211 Geneva 2 - Telephone: +41-22-919 22 11; Fax: +41-22-919 22 22

UNFCU (www.unfcu.org) is located at: Le Palais des Nations, Building E, door 41, 1211 Geneva 10, Switzerland. Opening hours are from 8:30 a.m. to 4:00 p.m., except Thursdays (8:30 a.m. - 5:00 p.m.). Please check www.unfcu.org/pages/locations.asp for UNFCU phone numbers.

Restaurant service

The Delegates Restaurant (eighth floor) and the main Cafeteria (ground floor) are located in the Assembly Hall. The Cafeteria, which serves light refreshments, is located in the ground floor of Building E (new building).

Registration form

Please see registration form on the next page.



UNITED NATIONS OFFICE AT GENEVA *Please Print*
Conference Registration Form Date

Please fax this completed form to the Host Secretariat and **BRING THIS ORIGINAL** with you to Geneva.
 An additional form is required for spouses.

Title of the Conference

Delegation/Participant of Country, Organisation or Agency

Participant	Family Name	First Name
Mr. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Mrs. <input type="checkbox"/>	Date Of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> (DD/MM/YYYY)	
Ms <input type="checkbox"/>		

Participation Category

Head of Delegation Member <input type="checkbox"/>	Observer Organisation <input type="checkbox"/>	Participating <u>From / Until</u>
Delegation Member <input type="checkbox"/>	NGO (ECOSOC Accred.) <input type="checkbox"/>	
Observer Country <input type="checkbox"/>	Other (Please specify below) <input type="text"/>	Until <input type="text"/>

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

On Issue of ID Card
 Participant Signature

 Date

Security Use Only
 Card N°. Issued
 Initials, UN Official