



U.N. Department of Economic and Social Affairs
Financing for Development Office

**Ninth Session of the Committee of Experts
on International Cooperation in Tax Matters
Geneva, Switzerland
21-25 October 2013**

General Information Circular

Dates and Venue

The ninth session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 21-25 October 2013. The meetings will be held in conference room XIX, located on the 3rd floor of the New Building of the Palais (Batiment E), which is accessible through outer doors marked Porte 40 of the Palais.

Note: Please be advised to check our website (<http://www.un.org/esa/ffd/tax/ninthsession/>) regularly for updates on conference documents. Participants are urged to bring their own copies of documents as the copying facilities available to us in Geneva will be very limited.

Registration

To register, participants are requested to use one of the following options:

- 1) Register online at <http://www.un.org/esa/ffd/tax/ninthsession/>;
- 2) Complete the attached registration form and return it either by email to taxffdooffice@un.org or by fax to 1-917-367-5869.

In both cases participants should retain a hard copy of their completed registration form and bring it with them when registering with UN Security in Geneva.

To obtain their grounds passes, participants are requested to report to the UN Security at the “New Pregny Building” on 21 October between 9:00 and 9:30 am. The “New Pregny Building” is located at the Pregny Gate. Kindly consult the UN Geneva map on our website at <http://www.un.org/esa/ffd/tax/ninthsession/UNGenevaMap.pdf>. Participants are requested to bring with them:

- 1) Copy of their registration form (see above); and
- 2) Photo ID (Passport, National ID or a Driver License).

Travel and Hotel Accommodations

The UN cannot provide travel or accommodation costs to participants, arrange flights, or organize hotel accommodations.

The list on our website (<http://www.un.org/esa/ffd/tax/ninthsession/2012-2013UNRatesHotelsGeneva.pdf>) provides the names of several hotels which offer discount rates to the participants of UN meetings. Participants can make reservations directly with the hotels or through the American Express (AMEX), which can be contacted by telephone at 41-22-917-2850; by fax at 41-22-917-0270 and by email at ax.unog.door6officialtravel@aexp.com. To make a reservation using American Express (AMEX), participants will need to provide the following information:

- 1) First and last name;
- 2) Check in and check out dates;
- 3) Selected hotel or budgeted amount per night (with or without breakfast);
- 4) Type of room (single/double/suite); and
- 5) Credit card number with expiration date (to guarantee the reservation).

Please be aware of hotel cancellation and no-show policies.

Visa

Participants should obtain a visa through the Swiss Consulate in their home country. Participants who require a visa are advised to start the process as soon as possible. If participants in the meeting need a letter from us as part of their visa application, please do not hesitate to contact Mr. Olivier Munyaneza at munyaneza@un.org for assistance.

The FfDO contact persons for this meeting are:

For substantive matters:

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