



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

**Eleventh Session of the Committee of Experts
on International Cooperation in Tax Matters
Geneva, Switzerland
19-23 October 2015**

General Information Circular

Dates and Venue

The eleventh session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 19-23 October 2015. 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/events/eleventh-session-tax.html>) 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.

Agenda

The agenda and proposed organization of work for the eleventh session is available at <http://www.un.org/esa/ffd/events/eleventh-session-tax.html>. Please note that while efforts will be made to keep to the agenda there is no guarantee that particular matters will be discussed at the proposed times.

Registration

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

- 1) Register online at <http://www.un.org/esa/ffd/events/eleventh-session-tax.html> ;
- 2) Complete the attached registration form, scan and return it by email to taxffdoffice@un.org.

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 19 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/wp-content/uploads/2014/10/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 UN no longer has preferential rates for conference participants in Geneva. We advise participants to make use of the following hotel booking sites or others to make reservations:

<http://www.expedia.com/>
<http://www.trivago.com/>
<http://www.booking.com/>

Prices may differ between these sites, so we advise participants to cross-check prices for any hotel booking.

Visa

Participants should obtain a visa through the Swiss Consulate in their home country where needed. 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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