



FINANCING FOR DEVELOPMENT OFFICE  
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**Fifteenth Session of the Committee of Experts  
on International Cooperation in Tax Matters  
Geneva, Switzerland  
17-20 October 2017**

**General Information Circular**

**Dates and Venue**

The fifteenth session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 17 to 20 October 2017. 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](#) regularly for updates on session 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 provisional [agenda and proposed organization of work](#) for the fifteenth session is available. 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](#);
- 2) Complete the attached registration form ([PDF](#)), scan and return it by email to [taxffdoffice@un.org](mailto: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 Tuesday, 17 October 2017, between 9:10 am and 9:30**

**am.** The “New Pregny Building” is located at the Pregny Gate. Kindly consult the UN Geneva map on our [website](#).

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**

Participants are advised to book their own accommodation arrangements 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.

### **Side event**

There will be an all-day side event on Monday, 16 October 2017 which you may wish to attend. It is not a UN event, although some Committee Members and the Secretariat staff are likely to participate. It is sponsored by [TaxCoop Conference](#). Any inquiry about participation in this event should be addressed to TaxCoop, the contacts are listed on the website.

### **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](mailto:munyaneza@un.org) for assistance.

### **The FfDO contact persons for this meeting are:**

For substantive matters:

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