



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

**8th Session of the Committee of Experts
on International Cooperation in Tax Matters
Geneva, Switzerland
15-19 October 2012**

Information Circular for Participants

Dates and Venue

The eighth session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 15 to 19 October 2012. 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/eighthsession/>) regularly for updates on conference documents. Participants are encouraged to bring their own copies as the copying facilities available to us in Geneva will be very limited.

Registration

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

- 1) Register online at <http://www.un.org/esa/ffd/tax/eighthsession/>
- 2) Complete the attached registration form and return it to FfDO either by email to taxffdoffice@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 15 October between 8:30 and 9:30 am. The “New Pregny Building” is located at the Pregny gate. Participants are requested to bring with them:

- 1) Copy of their registration form (see above);
- 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 hotel accommodations.

The list on our website (<http://www.un.org/esa/ffd/tax/eighthsession/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 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 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. Note that accommodation in Geneva can be tight, so bookings should be made as soon as possible.

Visa

Participants should obtain a visa through a Swiss Consulate in their home country if required. Participants who require a visa are advised to start the process as soon as possible.

Medical and Insurance Coverage

The UN Department of Management draws your attention to regulations concerning medical and life insurance coverage that must be strictly observed. These are reproduced below for your information and necessary action:

“In issuing invitations to participants in advisory meetings, the UN assumes that the individual concerned is in good health and has no illness or disability that might prevent the individual concerned from traveling to and participating in the meeting as required by the Organization. It is the responsibility of the participant in an advisory meeting to inform the UN of any such health impediment prior to accepting the invitation.”

Please be advised that participants in advisory meetings are responsible for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of the meeting, as they deem appropriate.

The FfDO contact persons for this meeting are:

For substantive matters:

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