



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

**7<sup>th</sup> Session of the Committee of Experts on International  
Cooperation in Tax Matters  
Geneva, Switzerland  
24-28 October 2011**

**Information Circular for Participants (Committee Members)**

**Dates and Venue**

The seventh session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 24-28 October 2011. The meetings will be held in conference room XIX, located on the 3<sup>rd</sup> floor of the New Building of the Palais (Batiment E), which is accessible through outer doors marked Porte 40 of the Palais.

**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/seventhsession/>;
- 2) Complete the attached registration form and return it to FfDO either by email to [taxffdoffice@un.org](mailto:taxffdoffice@un.org) or by fax to 1-212-963-0443.

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

To obtain their grounds passes, participants are requested to report to the UN Security at the “New Pregny Building” on 24 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).

**Hotel accommodations**

The enclosed list 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](mailto:ax.unog.door6officialtravel@aexp.com). To make 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, if required.

### **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 the annual session are:**

For substantive matters:

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