

GFMD 2016 Thematic Workshop 2

on

Migration for Harmonious Societies

18 May 2016
Geneva, Switzerland

PRACTICAL NOTE FOR DELEGATES

VENUE	
Conference Room	<p>La Salle II International Labour Organization (ILO) 4 Route des Morillons CH-1211 Geneva 22 Switzerland www.ilo.org</p>
Directions	<p>The ILO is located alongside the 'BIT' bus station for bus lines F, 8 and 28. It is just two stops away from the United Nations Plaza with transfers to many tram and bus lines.</p> <p>To plan your best public transportation route, please consult the TPG website: http://www.tpg.ch.</p> <p>A map of Geneva and the ILO building can be accessed at: http://binged.it/Z5FWwW</p>
Security Arrangement	<p>The ILO has changed its security rules recently – i.e., only delegates with UN badges can enter the building. Delegates / visitors that carry only their national ID's or passports will have to secure ILO-issued badges.</p> <p>In this regard, GFMD delegates without UN badges are advised to enter the ILO Building through Door 4, R2 South (see ILO floor map attached herewith). Badges will be issued by ILO Security/ GFMD Staff from 08h30- 10h30 and 14h00-15h30. Outside of these hours, please call the GFMD Hotline + 41 79 418 67 22 to get a badge.</p>
MEETING	
Meeting starts	18 May 2016, 09.30 hrs
Meeting ends	18 May 2016, 17.30 hrs
Registration	Register by email to registration@gfmd.org no later than Thursday, 12 May 2016 to ensure inclusion in the participants' list.
Languages	Simultaneous interpretation will be provided in English, French and Spanish during the meeting.

	Conference documents will be available in English.
Available Equipment	Laptop connections, wireless internet, microphones, PowerPoint screen and projector.
Video Conference	Delegates who would like to follow the conference by Skype should send their request to supportunit@gfmd.org by Thursday, 12 May 2016 at the latest.
MEALS	
Tea Breaks	As indicated in the Provisional Agenda, there will be two tea breaks: <ul style="list-style-type: none"> • 11h10 – 11h30, Bar des Délégués, R3 Level • 16h00 – 16h30, Bar des Délégués, R3 Level
Lunch	Lunch for all delegates will be hosted by the Chair at the BIT Eurest , Level R2 North, (ILO Restaurant) from 13.00 – 14.30 hrs. GFMD Support Unit staff will be on hand to direct delegates from the meeting venue to the BIT restaurant.
GENERAL INFORMATION	
Tourism	Geneva Tourism Tel : +41 22 909 70 00 http://www.geneve-tourisme.ch
Weather	Average temperatures in Switzerland/Geneva in the month of May range from a low of 14 C° to a high of 21°C.
Electricity	Switzerland uses 220-230 volt current. It is recommended to bring adapters/converters.
Telephone country code	To call Switzerland, you must first dial the country code +41. The local code for Geneva is 022. When placing international calls, dial 00 followed by the country and city codes.
Money	Currency In Switzerland, the official currency is the <i>Swiss Franc</i> (CHF). For updated currency exchange, please check the following site: http://www.xe.com/ucc Indicative exchange rate as of 21 April 2016: 1 CHF = 1.03 USD Banks and credit cards ATM machines are abundant; most accept major bank cards and credit cards, and they dispense Swiss francs at the going rate of exchange.
Gratuity	Prices in hotels, restaurants, taxi fares, etc. are calculated to include taxes and service. A tip is not indispensable, but justified for good service. In restaurants, leave 10% of the bill.
CONTACT DETAILS	
GFMD Support Unit Telephone: + 41 22 788 49 47 (09h00 to 18h00, Monday to Friday) Mobile Hotline: +41 79 418 67 22 (from <u>16 to 19 May 2016</u> only)	