

Practical Information Note

Practical Information Note
14th Summit of the Global Forum on Migration
and Development
(GFMD)

Geneva, January 23-25, 2024



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General information

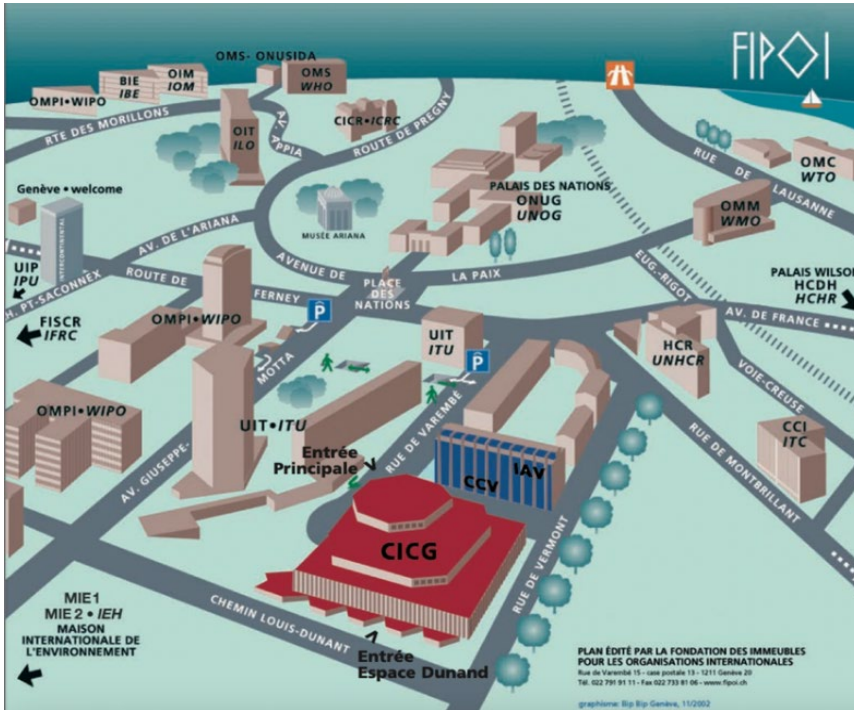
Since 1st of July 2022, France has assumed the rotating Chairmanship of the Global Forum on Migration and Development. It will host the 14th FMMD summit, which will take place from January 23 to 25, 2024, in Geneva.

Deadlines

| Date | What ? | How / Deadlines ? |
|---------------------|--|---|
| September, 27 | Call for applications (side events, marketplace) | Through the online form, until 3 November: <ul style="list-style-type: none">- Side event- Marketplace |
| October,19 | Sending official invitations | To focal points of GFMD |
| October, 19 | Opening of the online registration platform | Until 30 November and for all participants (except mechanisms) |
| October,19 | Request for financial support for delegates | By email and sending a Note Verbale, until November 15 |
| October, 24-25 | <i>Reminder, preparatory meetings for the Summit</i> | CICG, Geneva |
| November, 6 | Deadline for visa applications | For delegates who need help obtaining their visa |
| January, 22 2024 | Preparatory day – civil society consultations | CICG, Geneva only for the civil society mechanism |
| January, 23-25 2024 | 14th Summit of the GFMD | CICG, Geneva |

Event venue: International Conference Center of Geneva ([CICG](#))

The CICG is located [Rue de Varembe, 17](#), 1202 Geneva, in the United Nations District, 5.5 km from Cointrin airport and 2km from Cornavin train station.



Facilities

Welcome area: coatroom / café and dining areas

Plenary room: 894 seats (Amphitheater D)

Two rooms for the roundtables: room A and B + C

Rooms for the side events

Rooms for the bilateral meetings

Marketplace of ideas space

Tech Garden space

Innovation Lab space

Co-working space

Press center: 36 seats

Café « le 6^{ème} continent »

Quiet Zone for Delegates : "Club de l'Esprit de Genève"

Video Capture and Social Media Networking Space

Wi-Fi connection

Medical room

Restrooms

Delegation formats

The delegation format is as follows :

- **Members states :** The governments are free to decide the size of their delegation. *However, due to the limited capacity of the CICG, and in order to guarantee access to the summit to all States wishing to participate, beyond five participants per State, registration will be deferred and a confirmation sent at a later date.*

Multi-disciplinary national delegations including representatives from different ministries engaged in migration and development are welcome (e.g., foreign affairs, interior, labour, social affairs, humanitarian affairs, development, others as appropriate).

- **GFMD Observers (except mechanisms) :**
 - United Nations and multilateral institutions : up to 5 members
 - Representatives from regional consultative processes on migration : up to 2 members
- **Others :**
 - Journalists
 - Technical experts and panelists
 - Researchers

These formats may be revised on CICG's availability.

Registration

Delegates to the 14th GFMD Summit are invited to register online to obtain their accreditation badges. These badges will grant them access to the Summit venue.

The online registration platform will be open from October 20th to November 30th, 2023.

Additionally, the following information will be available on this platform until the Summit:

- The agenda
- Logistics information
- Presentation of parallel events
- Conference documents
- Media accreditation and contacts

In case of any issues with online registration, delegates can contact the GFMD Secretariat via email at gfmd@iom.int.

Press

For the accreditation of press and media representatives, please address requests and queries to the GFMD Secretariat on gfmd@iom.int. The accreditation process for press and media representatives will be open until **10 January 2024**.

Security

The various types of ministers must be announced to ensure the appropriate level of security at the Summit venue.

Security checkpoints will be located at the entrance of the CICG. Delegates are strongly advised to arrive at the CICG without their luggage to facilitate the flow.

Visas

Participants are kindly requested to verify whether they require a visa to enter Swiss territory or not:

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas/schengen-visas-entry-exit-travel.html>

The following documents are required:

- The completed and signed [Schengen visa application form](#) by the applicant (with passport photo);
- A valid travel document recognized by Switzerland, along with a photocopy of the travel document;

- A personalized invitation letter stating the first name and last name of the person (matching the passport details), the purpose, and duration of the visit ;
- A verbal note from the sending state (only for governmental officials) ;
- A travel health insurance certificate valid in the Schengen Agreement member states and covering a minimum of 30,000 euros (only for regular passport holders).

People expected in an official capacity who are subject to the visa requirement must schedule an appointment as soon as possible with the relevant representation ([the online visa system of Switzerland](#)).

When Switzerland is not represented in the applicant's country of residence, it may have entered into a representation agreement with another Schengen member state, allowing the latter to issue visas. However, for participants who choose to submit their application to these representations, the MiGE (Swiss Mission) will not be able to intervene with these representations.

You can find additional information available on this [link](#).

Reception of delegations

Depending on the ministerial status or otherwise of the delegation heads, a protocol welcome will be arranged by Swiss authorities upon their arrival at the airport and train station.

Transport

Permanent Missions in Geneva are responsible for the transportation of their delegation during their stay. Additionally, the CICG is well-served by various public transportation options:

- **Bus 5:** Vermont stop
- **Bus F:** Varembe stop
- **Tram 15:** Collège Sismondi stop
- **Bus 8:** UIT stop
- **Bus 20:** Varembe stop

Bus transportation will be arranged for the welcome cocktail at the Residence of France and the cultural evening at 'Le Cube' venue."

Accommodation

Excluding invited dignitaries, participants are responsible for directly booking and paying for their accommodation. Preferred rates are available at the following hotels:

- The ibis chain offers preferential rates with the code: GFMD24, at the following hotels:

- ibis Genève Centre Lac, Rue de Berne 26, 1201 Genève, Switzerland
<https://all.accor.com/hotel/9577/index.fr.shtml>

- ibis Genève Centre Gare, Rue Voltaire 10, 1201 Geneva, Switzerland
<https://all.accor.com/hotel/2154/index.fr.shtml>

Contact : +41-22-919-20-30 - h8069@accor.com

- Fairmont Grand Hôtel Genève, 5 stars - Quai du Mont-Blanc 19 Genève, 1201, Switzerland, +41 22 908 90 81 - contact : sebastien.martin@fairmont.com
<https://www.fairmont.fr/geneva/>

- The Manhotel chain offers deals at the following hotels
<https://www.manotel.com>

Here is the booking link :

<https://myreservations.manotel.com/?chain=25738&dest=MAN¤cy=CHF&locale=en-US&themecode=Reward&promo=GRP-GFMD24&arrive=2024-01-22&depart=2024-01-25>

- Hôtel Royal, contact : Mrs Pauline Vareille,
+ 41 22 906 14 56 ; royal.reservation@manotel.com

- Hôtel N'vY, contact : Mrs Aurélie Ropers,
+41 22 544 66 98 ; nvy.reservation@manotel.com

- Hôtel Auteuil, contact : Mrs Loly Pico
+41 22 544 22 98 ; lpico@manotel.com

- Hôtel Edelweiss, contact : Mrs Fikreta Sejtarija,
+41 22 544 51 80 ; fsejtarija@manotel.com

- Hôtel Kipling, contact : Mrs Sandrine Janvrin
; +41 22 544 40 00 ou par email; sjanvrin@manotel.com

- Hôtel Jade, contact : Mrs Angélique Raymond,
+41 22 544 38 38 ; araymond@manotel.com

For delegates financially supported by the GFMD, the GFMD Secretariat will handle the reservation and payment of rooms. Additional information regarding accommodations and reserved hotels will be provided at a later date.

Catering

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| Preparatory day (January, 22) |
| Morning : Welcome coffee (1 hour) for 120 people Simple coffee break during the morning |
| Lunch : Buffet (120 people) |
| Afternoon : Simple coffee break |
| Summit (January,23-25) |
| January, 23 : |
| Morning : Welcome coffee Simple coffee break during the morning |
| Lunch : Lunch reserved for ministers Buffet lunch for other participants |
| Afternoon : Coffee break |
| Evening : Welcome cocktail for heads of delegation and high-level guests at the French Residence Welcome Cocktail for other participants at the ICCG |
| January, 24 : |
| Morning Welcome coffee Coffee break during the morning |
| Lunch Buffet |

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| <p style="text-align: center;">Afternoon Coffee break</p> <p style="text-align: center;">Evening Cocktail / concert</p> <p style="text-align: center;">January, 25 : Morning Welcome coffee Coffee break during the morning</p> <p style="text-align: center;">Lunch Buffet</p> <p style="text-align: center;">Afternoon Coffee break</p> |
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Interpretation

The key segments of the Summit will have simultaneous interpretation in the 3 official languages of the GFMD, which are: **French, English and Spanish.**

Financial support

In order to promote broad and balanced participation from all regions of the world, limited financial resources may be granted to certain GFMD delegates, subject to fund availability and in accordance with the usual procedures, as follows :

- **Level 1 :**

One (1) government delegate from least developed country, as classified on the OECD [list of the Development Assistance Committee](#) (DAC).

- **Level 2 :**

Additionally, the Chair may consider funding the participation of one (1) government delegate from certain developing/low-income countries on the OECD DAC list, depending on the availability of funds. Priority will be given to those who have a specific role in Summit activities (e.g., co-chair of a roundtable, rapporteur, etc.).

Financial assistance provided to supported delegates will cover the following:

- Round-trip economy class airfare, taking the most direct and cost-effective route ;
- Hotel accommodation based on the actual travel itinerary ;

- Per day, the amount of which will be determined and announced by the Chairmanship in due course.

How to request financial assistance :

Please submit the following documents via email to gfmd@iom.int:

1. An official verbal note from the Permanent Mission in Geneva (or in New York if there is no Permanent Mission in Geneva), specifying the name of the government-funded delegate.
2. A copy of the participant's passport.

Requests should be submitted no later than **November, 15 2023**.

An environmentally friendly Summit

For environmental reasons, working documents will not be printed. Please note that no printing or copying services will be available at the CICG. All documents related to the meeting will be accessible on the GFMD website: www.gfmd.org

Bilateral meetings

The CICG offers limited spaces for bilateral or private meetings. The booking details for the rooms will be provided at a later date.

Contacts

GFMD Secretariat: gfmd@iom.int