
Guide for delegates to the Intergovernmental Negotiating Body

The first session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products will be held at the International Conference Centre Geneva, 15 rue de Varembé, 1211 Geneva 20, in Conference Room 1. It will open at 14:30 on Monday, 11 February 2008, and is expected to close no later than 13:00 on Saturday, 16 February 2008. Regional consultations will be held on the morning of Monday, 11 February 2008.

CREDENTIALS AND REGISTRATION

The names of delegates, alternates and advisers should be communicated to the Convention Secretariat in Geneva, if possible before 10 January 2008.

Original credentials should be delivered to the Convention Secretariat as early as possible prior to the opening day of the session and no later than twenty-four hours after its opening. Credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister of Health, or any other appropriate government authority. In the case of a regional economic integration organization, they shall be issued by the competent authority of that organization. An advance copy of credentials may be sent to the Convention Secretariat by fax at (+41) 22 791 58 30, although originals will still be requested.

Delegates are requested to register at the registration desk located at the Conference Centre. Upon registration, badges will be issued to delegates and other participants, which will allow them entry into the sessions. Only delegates and other participants wearing appropriate badges issued by the registration desk will be allowed access to meeting rooms. Members of the Secretariat wearing their WHO security badges will also be allowed access.

Advance registration will be held on Friday, 8 February 2008, between 09:00 and 17:00, at WHO headquarters.

Registration will thereafter be open in the Conference Centre from Monday, 11 February 2008 to Friday, 15 February 2008 from 08:00 to 17:30.

Contracting Parties will be seated in English alphabetical order at seats displaying their respective nameplates. States and organizations with observer status and other participants will be accommodated in other reserved areas in the room.

WORKING HOURS

Monday, 11 February 2008

- | | |
|-------------|--|
| 09:00–11:00 | Regional consultations (African Region, Region of the Americas, South-East Asia Region) |
| 11:00–13:00 | Regional consultations (European Region, Eastern Mediterranean Region, Western Pacific Region) |
| 14:30–17:30 | Plenary session |

Tuesday to Friday (12–15 February 2008)

10:00–13:00

15:00–18:00

Saturday, 16 February 2008

10:00–13.00

ACCESS TO THE CONFERENCE CENTRE

By bus

Bus “5” runs from Place Cornavin (railway station) to rue de Vermont. Get off at the stop marked “Vermont” and cross the road. Rue de Varembé is the first turn on the left. Walk to the far end of the road to reach the main entrance of the Conference Centre. Also from Place Cornavin, you can take bus “8” and get off at the stop “UIT”.

Tickets must be purchased before entering buses. Individual tickets are available from vending machines at main bus stops, while an electronic card for multiple trips may be purchased from the Naville kiosk at WHO headquarters, and from newsagents in town bearing the “TPG” sign, or at the railway station (Cornavin). Most hotels will provide, on request, a Geneva public transport pass free of charge for the duration of your booking.

By tram

Trams “13” and “15” are available from Place Cornavin to Place des Nations. After getting off at Place des Nations, walk towards the UNHCR building and take the first right turn into rue de Varembé.

By car

The Place des Nations’ car park, capacity 1200 places, is only a minute’s walk from the Conference Centre.

By taxi

There are taxi ranks on most main squares in Geneva and outside the Conference Centre. Taxis can be called by telephone at the following numbers: 022 331 41 33, 022 320 20 20, and 022 320 22 02.

Shuttle bus between WHO and CICG

From 11 to 16 February, between 07:30 and 22:00, a shuttle bus will run continuously between WHO and the Conference Centre. It will leave from the main entrance at the Conference Centre and go directly to Parking 15 at WHO.

COMMUNICATION FACILITIES

Cybercafé: Ten internet stations are available in the Conference Centre for internet, e-mail and word processing. The Conference Centre is fully equipped with a wireless fidelity (WI-FI) system.

Post Office: There is a post office at the Conference Centre that provides full postal, telegraph and facsimile facilities. It is open from 08:00 to 12:00 and 14:00 to 18:00, Monday to Friday. Local, inter-city and international calls can be made from the post office, the charge being payable to the post office clerk on completion of the call.

Fax: A fax machine is installed at the documents desk for reception only. Delegates can be reached by fax at the following number: (+41) 22 791 94 52.

DOCUMENTS

A documents desk will be available at the Conference Centre, and delegates may thus collect documents produced before the meeting and during the sessions. Documents may also be accessed at the following web site: <http://www.who.int/gb/fctc>.

The Convention Secretariat regrets that it *cannot* dispatch documents home on behalf of participants at the conclusion of the session.

BANK

A branch of the Union de Banques Suisses (UBS) is located across the road from the main entrance of the Conference Centre. The address is chemin Louis-Dunant 17 bis, Vermont-Nations, 1202 Genève. It is open between 08:30 and 16:30, Monday to Friday. Automated teller machines are also available.

USEFUL TELEPHONE NUMBERS

WHO	022 791 21 11
CICG	022 791 91 11
Convention Secretariat INB Information line	022 791 50 43

A telephone directory showing the names and functions of the staff serving the meeting will be available at the documents desk. This will assist those delegates who wish to contact members of the Convention Secretariat.

TRAVEL AND HOTEL ARRANGEMENTS

Delegates wishing to change or confirm flights are advised to do this in town, as there is no travel office at the Conference Centre. Carlson Wagonlit has a branch at WHO headquarters. Major airline offices are in the vicinity of the Cornavin railway station, in rue de Mont Blanc and rue de Chantepoulet.

A limited number of rooms in selected hotels have been booked (see Annex). Participants who wish to reserve rooms in these hotels at the WHO rate are requested to contact the hotels directly, referring to "FCTC protocol meeting". Bookings will be on first-come, first-served basis.

REFRESHMENT FACILITIES

At the Conference Centre, the restaurant is located on the first floor, and seats up to 600 people. There is no possibility of reserving seats as it is a self-service restaurant. Opening hours: 11:45–14:00 daily.

Bar Léman on the ground floor serves hot and cold snacks. Opening hours: 08:00–18:00 daily.

At WHO, the restaurant Le Crystal, located on the ground floor, seats 50 persons (by reservation). Open Monday to Friday, 11:30 to 14:00. Reservations: call 022 791 40 13.

Cafeteria: ground floor. Self-service: open Monday to Friday, 08:00 to 17:00. Hot meals served between 11:30 and 14:00.

Ritazza Café: ground floor. Open Monday to Friday, from 07:30 to 16:30. Serves refreshments and sandwiches.

MEDICAL FACILITIES

A nurse will be on duty during the sessions, at the infirmary of the Conference Centre situated at Level 1; its phone number is 022 791 93 02. A nurse will also be on duty throughout the session in the Medical Services Office of the Conference Centre for simple treatment and injections, including injections of prescribed drugs upon presentation of a valid medical prescription.

Delegates requiring urgent medical attention away from the Conference Centre are advised to contact the *Service d'urgence de l'Association des Médecins de Genève* (the Geneva emergency medical service): tel. 022 320 25 11.

FACILITIES FOR DISABLED PERSONS

One central lift on every floor, situated near the main entrance and the registration area. Toilets for disabled persons are also available on each floor. There are access ramps leading to rooms 2, 3 and 4.

PARKING FACILITIES

(See “Access to the Conference Centre”, p.2.)

PERSONAL SECURITY

Although Geneva is a fairly safe city, incidents involving visitors – including robberies and assaults – are becoming common. Delegates are advised to take precautions when moving around the city; particular attention should be paid to the following guidelines:

- stay alert – watch your luggage and briefcase;
- avoid walking alone at night – keep to well-lit areas;
- beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet;
- be particularly vigilant at the airport, the train station and when checking into your hotel;
- note the following telephone numbers:
 - Police: 117
 - Fire brigade: 118
 - Ambulance: 144
 - Traffic police: 140

Smoking is not permitted in any of the WHO buildings or at the Conference Centre.

Take the utmost precautions with all personal property.

WHO cannot be held responsible for the loss of personal objects left unattended at meetings.

ANNEX

Hotel list

First session of the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products

Geneva, 11–16 February 2008

Express by Holiday Inn

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
***	16 Route de Pre-Bois 1215 Genève www.expressgeneva.com Tel. (+41) 22 939 39 39 Fax: (+41) 22 939 39 30 e-mail: info@expressgeneva.com	Standard	Single	149
			Double	149

Hotel des Alpes

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
***	14 rue des Alpes 1201 Genève www.hotelalpes.ch Tel. (+41) 22 731 22 00 Fax: (+41) 22 731 16 89 e-mail: hotel.alpes@bluewin.ch	Standard	Single	138

Hotel Cristal

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
***	4 rue Pradier 1201 Genève www.fhotels.ch Tel. (+41) 22 731 34 00 Fax: (+41) 22 731 70 78 e-mail: cristal@fhotels.ch	Standard	Single	160
			Twin	219

Hotel Longchamp

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
***	7 rue Butini 1202 Genève www.hdlge.ch Tel. (+41) 22 716 48 48 Fax: (+41) 22 738 00 07 e-mail: reservation@hdlge.ch	Standard	Single	155
			Double	205

Hotel Cornavin

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
****	23 Bd James-Fazy 1201 Genève www.fhotels.ch Tel. (+41) 22 716 12 12 Fax: (+41) 22 716 12 00 e-mail: cornavin@fhotels.ch	Standard	Single	222
			Twin	281

Hotel Grand Pré

Category	Hotel contact	Accommodation		
		Room category	Room type	Room rate (CHF)
****	35 rue du Grand-Pré 1202 Genève www.grandpre.ch Tel. (+41) 22 918 11 11 Fax: (+41) 22 734 76 91 e-mail: reservation@grandpre.ch	Standard	Single with shower	181
			Single with bath	202

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