
Guide for delegates to the Intergovernmental Meeting on Pandemic Influenza Preparedness: sharing of influenza viruses and access to vaccines and other benefits

The Meeting will be held at WHO headquarters in Geneva. It will open on Tuesday, 20 November 2007, at 10:00, and will close on Friday, 23 November 2007. Meetings will take place in the Executive Board room, with additional space provided in the lobby near the Café Ritazza.

CREDENTIALS AND REGISTRATION

The names of delegates, alternates and advisers, should be communicated to WHO in Geneva, if possible, before 9 November 2007. It is expected that the credentials of delegates will be delivered to WHO not less than one day before the opening of the Meeting (i.e. by Monday, 19 November 2007). Credentials must be issued by the Head of State, Minister for Foreign Affairs, Minister of Health, or other appropriate authority. An advance copy may be sent to the Office of Governing Bodies by fax; the number is (0041) 22 791 41 73.

Delegates are requested to register at the registration desk located at WHO headquarters. Upon registration, badges allowing entry into the Executive Board room will be issued to delegates and other participants. Seating capacity in the Executive Board room is limited, and it is expected that Member States will be restricted to two seats at their nameplate. Additional members of delegations will be accommodated elsewhere in the room.

The registration desk will be at the entrance of the Executive Board room; its working hours are as follows:

Monday	19 November 2007	08:00–17:30
Tuesday to Friday	20–23 November 2007	08:00–18:15

Only delegates and other participants wearing the appropriate badges issued by the registration desk will be allowed access to the meeting rooms. Members of the Secretariat wearing their WHO security badges will also be allowed access.

ACCESS TO WHO

The WHO headquarters building is situated at the end of Avenue Appia on the outskirts of Geneva, about three kilometres from the centre of town and about one and a half kilometres from the Palais des Nations.

By public transport

From Monday to Friday WHO can be reached by bus “8”, which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station) and Place des Nations (Palais des Nations). WHO can also be reached by bus “F”, which runs daily from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Vy-des-Champs, next to the headquarters building. In addition, bus “5” runs daily from Place Neuve to Grand-Saconnex, with stops at Place Cornavin and Place des Nations, and bus “28” runs from Jardin Botanique, with stops at Appia and Vy-des-Champs for headquarters.

Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops. Electronic cards for multiple trips may be purchased from the Naville kiosk in the headquarters building, from any newsagent in town bearing the “TPG” sign, and at the main railway station (Cornavin).

By taxi

Geneva taxi drivers know the headquarters building as “OMS” (Avenue Appia). There are taxi ranks in almost all main squares in Geneva. Taxis can be hired by telephone by dialling the following numbers: 022 320 20 20, 022 320 22 02 and 022 331 41 33. It takes about 10 minutes to reach WHO from the airport or from the railway station except during rush hours. The fares are about Sw.fr. 25–30 and Sw.fr. 20–25, respectively.

PARKING FACILITIES

Parking space at WHO is very limited and visitors are encouraged to use public transport. Swiss traffic rules and regulations govern parking in the WHO grounds and their immediate vicinity. Motorists are requested to follow the instructions of the guards and the various traffic signs. In the event of an accident, the guards, or, in their absence, the usher on duty at the main entrance (tel. 13152/13058), are responsible for arranging first aid. The telephone number for emergencies is 11117.

COMMUNICATION FACILITIES

Cybercafé: A cybercafé, located on the mezzanine level of the main building, is available for Internet access, e-mail and word processing.

Post office: The post office (tel. 12043) is on the lower level of the main hall. It is open from 08:30 to 16:30 from Monday to Friday. It provides full postal, telegraph and telephone facilities. WHO stamps may only be used on letters mailed from the WHO post office; they should not be used in conjunction with ordinary Swiss postage stamps. There is a mail box in Annex L.

News stand: Newspapers, magazines, books, postcards, chocolates, souvenirs and other items (but not cigarettes or tobacco) are on sale at the Naville kiosk (tel. 13054) situated in the main hall, next to the central lifts (tel. 13054). It is open from 07:30 to 16:30 from Monday to Friday.

DOCUMENTS

Each day, the relevant documents will be available at the entrance of the Executive Board room.

Documents will also be available on the WHO web site at: <http://www.who.int/gb/pip/>.

WHO regrets that it is not possible for the Secretariat to forward documents on behalf of participants at the conclusion of the session.

WHO LIBRARY

Situated on the lower level of the main hall, near the Executive Board room, the WHO library is open from 08:30 to 17:00 from Monday to Friday (tel. 12062). It contains a complete collection of all publications and documents issued by the Organization, both at headquarters and in the regional offices, since its inception. Other publications are also available.

The library has some computer terminals with Internet access that are available to participants.

A range of WHO souvenirs are available for purchase in the WHO bookshop located in the library.

SALE OF WHO PUBLICATIONS

All WHO publications can be purchased at a 50% discount from the WHO bookshop at the entrance of the WHO library. The bookshop is open from Monday to Friday between 09:00 and 16:30.

BANK

A branch of UBS (tel. 12044/5), located on the ground floor of Annex L, handles routine banking and exchange operations. It is open from Monday to Friday between 08:30 and 16:30.

The branch of UBS at the airport is open seven days a week from 08:00 to 20:00.

USEFUL TELEPHONE NUMBERS

WHO switchboard	022 791 21 11
WHO main reception	022 791 11 52

The WHO headquarters telephone directory lists the names and functions of WHO staff and is available for consultation at the documents desk. This will assist delegates wishing to contact other staff members during their visit to Geneva.

TRAVEL AND HOTEL ARRANGEMENTS

Delegates who want to change or confirm flights are advised to do so at the branch of Carlson Wagonlit at WHO headquarters. Major airline offices are situated near the Cornavin railway station, in rue du Mont Blanc and rue de Chantepoulet.

Hotel reservations should be made well in advance. Please note that WHO will not be responsible for the payment of any hotel expenses.

REFRESHMENT FACILITIES

No food or drinks (except the water already provided) are allowed in the conference rooms at any time.

The restaurant is open from 11:30 to 14:00, Monday to Friday and can accommodate about 100 people. It provides fixed and à-la-carte menus. Receptions (for up to 500 guests), luncheons and dinners can be arranged, subject to certain conditions (office 2016, tel. 14090).

The cafeteria provides three different *plats du jour*, a vegetarian and a daily special dish, and a selection of hors-d'oeuvres and desserts, all at moderate prices. It is open for lunch between 11:30 and 14:00 from Monday to Friday. The snack counter is open between 08:00 and 17:30 from Monday to Thursday, and from 08:00 until 17:00 on Friday. Grilled items and salads are available at lunchtimes.

There is also a cafeteria on the ground floor of the M building, which is open from 08:00 to 16:00. Vending machines for snacks and hot and cold beverages are located throughout the main building and in the annexes.

The Café Ritazza, in the main hall, offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open between 07:30 and 16:30, from Monday to Friday.

MEDICAL SERVICE

The Medical Service is located in the second basement (Executive Board room level). It is open between 08:15 to 16:00 from Monday to Friday (tel. 13040).

A nurse will be on duty throughout the Intergovernmental Meeting. For medical emergencies during working hours, please call 11114. Participants requiring urgent medical attention when they are away from the headquarters buildings are advised to dial 144.

FACILITIES FOR DISABLED PERSONS

The main building and annexes, with the exception of the upper level of Annexes V and X, are all wheelchair accessible; pavement kerbs have been replaced by ramps wherever necessary, including at the bus stop. There are also four reserved parking spaces in the P.4 car park situated between the main building and Annex C.

PERSONAL SECURITY

Although Geneva is a fairly safe city, incidents involving visitors (including robberies and assaults) are becoming more common. Participants are advised to take precautions when moving around the city; particular attention should be paid to the guidelines below.

- Stay alert – watch your luggage, briefcase and portable computer
- 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 proof of identity
- Be particularly vigilant at the airport, the train station and when checking into your hotel
- Note and carry these telephone numbers with you:

police	117
fire brigade	118
ambulance service	144
traffic police	140

WHO security services emergency hotline +41 22 791 1117

Take great care of all personal property.

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

Please note that smoking is not permitted in any of the WHO buildings.

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