



# WORLD HEALTH ORGANIZATION

**CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL  
First session**

**A/FCTC/COP/1/DIV/1  
22 December 2005**

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## **Guide for delegates to the Conference of the Parties**

The first session of the Conference of the Parties will be held at the International Conference Centre Geneva (CICG), 15 rue de Varembe, 1211 Geneva 20, in Conference Room 1. It will open at 14:00 on Monday, 6 February 2006, and will close no later than 18:00 on Friday, 17 February 2006. Regional consultations will be held on the morning of Monday, 6 February 2006.

### **CREDENTIALS AND REGISTRATION**

The names of delegates, alternates and advisers should be communicated to WHO in Geneva, if possible before 10 January 2006. The credentials of delegates should be delivered to WHO not less than one day before the opening day of the session. 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 Department for Governing Bodies and External Relations by fax at (+41) 22 791 41 73. Delegates are requested to register at the registration desk located at CICG. 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.

### **REGISTRATION**

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

Advance registration will be held on Friday, 3 February 2006, between 09:00 and 17:00, at CICG. Registration will thereafter remain open between the hours mentioned below:

Monday	6 February 2006	07:30-17:00
Tuesday to Friday	7-17 February 2006	08:00-17:00

## **WORKING HOURS**

### **Monday, 6 February 2006**

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)
14:00-17:00	Plenary session

### **Tuesday onwards (7-17 February 2006)**

10:00-13:00
15:00-18:00

## **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 Varembe is the first turn on the left. Walk to the far end of the road to reach the main entrance of CICG. 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).

### **By tram**

The line number "13" is now operational. You can take the tram 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 on rue de Varembe.

### **By car**

The Place des Nations' car park, capacity 1200 places, is only a minute's walk from CICG.

### **By taxi**

There are taxi ranks on most main squares in Geneva and outside CICG. 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 6 to 17 February, between 07:30 and 22:00, a shuttle bus will be at the disposal of delegates. At WHO the shuttle will leave from the tunnel (exit door near the library), and at CICG it will leave from the main entrance. The schedule will be posted at both places of departure.

## COMMUNICATION FACILITIES

**Cybercafé:** Ten internet booths are available at CICG for internet, e-mail and word processing. CICG is also equipped with a wireless fidelity (WI-FI) system.

**Post Office:** One is located at CICG. It provides full postal, telegraph and facsimile facilities, and is open from 07:30 to 12:00 and 13:45 to 18:00, Monday to Friday. Local, inter-city and international calls can be made from the Post Office, the charge being payable on completion of the call to the Post Office clerk.

**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 51.

## DOCUMENTS

A documents desk will be available at CICG. Delegates may collect documents produced during the sessions at the documents desk. Documents may also be accessed at the following web site: <http://www.who.int/gb/fctc>.

WHO regrets that it will *not* be possible for the Secretariat to 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 at CICG. It will remain open between 08:30 and 16:30, Monday to Friday. A 24-hour Automated Teller Machine located across the CICG entrance is also available.

## USEFUL TELEPHONE NUMBERS

WHO        022 791 21 11

CICG        022 791 91 11

The WHO headquarters telephone directory showing the names and functions of WHO staff is available at the documents desk. This will assist those delegates who want to contact other staff members during their visit to Geneva.

## **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 CICG. Carlson Wagonlit have a branch at WHO headquarters, and the main Swiss International Airlines office is located at 15 rue de Lausanne (close to the railway station, Cornavin). Other major airline offices are in the vicinity of the station, in rue de Mont Blanc and rue de Chantepoulet.

As regards hotel arrangements, please note that block bookings have been made. However, you are requested to fill in the hotel registration form attached to this document and return it to WHO, Tobacco Free Initiative.

## **REFRESHMENT FACILITIES**

The CICG restaurant is located at 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: 11:30-14:00 daily.

Bar Léman on the ground floor serves hot and cold snacks. Opening hours: 07:30-17:30 daily.

WHO – by car, by shuttle, by public transport.

Le Crystal: 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.

## **MEDICAL FACILITIES**

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

Delegates requiring urgent medical attention away from CICG 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. Restrooms for disabled persons are also available on each floor. There are access ramps also leading to rooms 2, 3 and 4.

## **PARKING FACILITIES**

Limited parking facilities are available near CIGG. The cost of a ticket at the CIGG parking is 8 Swiss francs for a whole day.

## **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 CIGG.

Take the utmost precautions with all personal property.

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

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