

### 3<sup>rd</sup> annual Forum on business and human rights, 1 to 3 December 2014

#### Practical information for participants

<b>Contact:</b>	<p>For questions specific to registration, including technical inquiries and logistics, email: <a href="mailto:registrationforum@ohchr.org">registrationforum@ohchr.org</a></p> <p>General queries: <a href="mailto:forumbhr@ohchr.org">forumbhr@ohchr.org</a></p>
<b>Travel and visa:</b>	<p>Each participant is responsible for making the necessary arrangements for travel and for obtaining a visa, if required. It is recommended that participants contact the nearest Swiss Embassy or Consulate to determine whether a visa is required (<a href="http://www.eda.admin.ch/eda/en/home/rep.html">www.eda.admin.ch/eda/en/home/rep.html</a>). Please note that visa application procedures need to be started well ahead of time.</p> <p>All travel related-expenses, accommodation and insurances are the responsibility of the participant.</p>
<b>Location:</b>	<p>Palais des Nations, Avenue de la Paix 14, CH-1211 Geneva 10, Switzerland <b>The Human Rights and Alliance of Civilizations Room</b> (former Room XX), Building E, Door E40, 3rd Floor</p> <p>Please check the following website to verify if there has been a change in the location of the event: <a href="http://www.ohchr.org/EN/Issues/Business/Forum/Pages/ForumonBusinessandHumanRights.aspx">http://www.ohchr.org/EN/Issues/Business/Forum/Pages/ForumonBusinessandHumanRights.aspx</a></p>
<b>Registration:</b>	<p><b>All participants must:</b> (i) Register online at <a href="https://bhr.ohchr.org">https://bhr.ohchr.org</a>; (ii) Submit an accreditation letter (letter on official letterhead of the organization, signed by a senior manager, requesting participation of their delegation in the Forum); and (iii) Receive a confirmation of their registration, by email, from the Forum Secretariat.</p> <p>Participants who do not already possess a valid grounds pass to access Palais des Nations, must obtain a badge upon arrival at the United Nations and before attending the session at:</p> <p><b>Palais des Nations - Security entrance Pregny Gate, 8 - 14 Avenue de la Paix 1211 Geneva 10</b></p> <p>Open from 7 a.m. to 5 p.m on 1 to 3 December and from 2 p.m. to 5 p.m. on Sunday 30 November from 2 p.m to 6 p.m.</p> <p>You are strongly advised to be at Prégny gate at least one hour in advance of the meeting. Delays are common and participants are unfortunately required to wait in the open air. You will need to bring with you:</p> <ul style="list-style-type: none"><li>• Your passport</li></ul> <p>You should also bring with you:</p> <ul style="list-style-type: none"><li>• Your conference registration form</li><li>• Your accreditation letter</li></ul>
<b>Transport</b>	<p>Palais des Nations is accessible via several bus lines and a tramway.</p> <p>The <b>Appia</b> stop is nearest to the Prégny Gate and is served by buses 8, 28, F, V and Z.</p> <p>The <b>Place des Nations</b> stop is located 500 metres away from the Prégny Gate and is served by tram number 15 and buses 5, 8, 11, 14, 28, V, F, and Z. Visitors cannot enter through the gate of Place des Nations and must make their way to the Prégny Gate.</p>

	<ul style="list-style-type: none"> <li>• <u>From Geneva Cointrin airport</u>: by bus in 10-15 minutes. Take the bus n°28 towards Jardin Botanique and stop at <b>Appia</b>; or take the bus n°5 towards Hôpital, and stop at <b>Nations</b>. <i>Free tickets, for a period of 80 minutes, are available from a machine in the baggage collection area, just before passing customs.</i></li> <li>• <u>From Geneva Cornavin train station</u>: by bus or tram in 10-15 minutes. Take the tram n°15 towards Nations and stop at <b>Nations</b>; or take either the bus n°5 towards Aéroport, and stop at <b>Nations</b>, or the bus n°8 towards OMS, and stop at <b>Appia</b>.</li> </ul> <p>Most hotels in Geneva provide a free public transport pass. To find out how to get around by public transport, visit the <a href="http://www.geneve.ch/transport-public">Transport Public Genevois</a> website.</p> <p><u>Taxis:</u> <b>Taxis cannot enter the UN compound</b> - participants will have to get off at Prégny Gate. Taxis can be ordered through the guard on duty at door 6, door 40 and Prégny gate, or call 022 331 4133.</p>
Luggage*	<p>You may bring into the Palais des Nations only the type of luggage considered as carry-on luggage by airline companies (e.g. computer bags, rucksacks and hand bags). Should you have large luggage it might be stored by the Security service if sufficient space is available.</p> <p><b>*Disclaimer:</b> The United Office at Geneva declines all responsibility for any luggage stored. All pieces of luggage found unattended may be impounded and disposed of by the Security services. Any costs related to the latter action may be charged to the owner of the luggage.</p>
<b>Accommodation:</b>	<p><b>NB!</b> We do not have capacity to help with booking accommodation. Please book your accommodation as soon as possible.</p> <p>The “Mandat International Welcome Center for Non-Governmental Organisations and Delegations” welcomes non-governmental meeting participants and offers moderate prices. For additional information, send an email to: <a href="mailto:admin@mandint.org">admin@mandint.org</a> or visit the website: <a href="http://www.mandint.org">www.mandint.org</a>.</p>
<b>Other information:</b>	<p>Official information about Geneva can be found at the city of Geneva official website: <a href="http://www.ville-geneve.ch/welcome-geneva/">http://www.ville-geneve.ch/welcome-geneva/</a> <a href="http://www.ville-geneve.ch/bienvenue-geneve/">http://www.ville-geneve.ch/bienvenue-geneve/</a></p>
<p style="text-align: center;">For updates please refer to: <a href="http://www.ohchr.org/EN/Issues/Business/Forum/Pages/ForumonBusinessandHumanRights.aspx">http://www.ohchr.org/EN/Issues/Business/Forum/Pages/ForumonBusinessandHumanRights.aspx</a></p>	