



Universal Child Grants International conference

Call for papers deadline: 1st October 2018
Conference: 6–8 February 2019 | Geneva



unicef



INFORMATION NOTE



TABLE OF CONTENTS

VENUE 3

TRANSPORTATION 4

CONFERENCE ON-SITE REGISTRATION 5

ACCOMODATION 6

WHERE TO EAT..... 7

VISA APPLICATIONS 7

INTERNET AND PRINTING 7

SECURITY 8

CONTACT INFORMATION 8

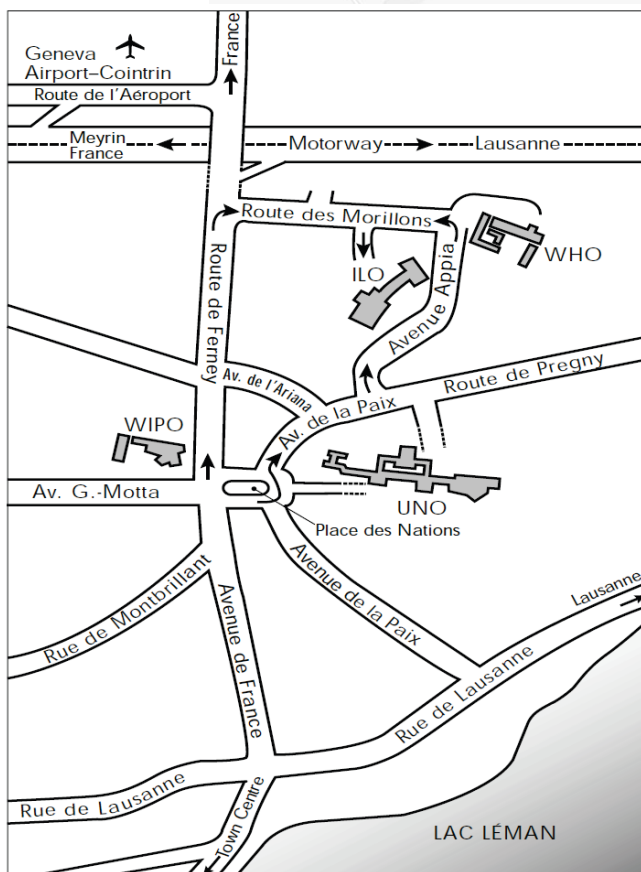
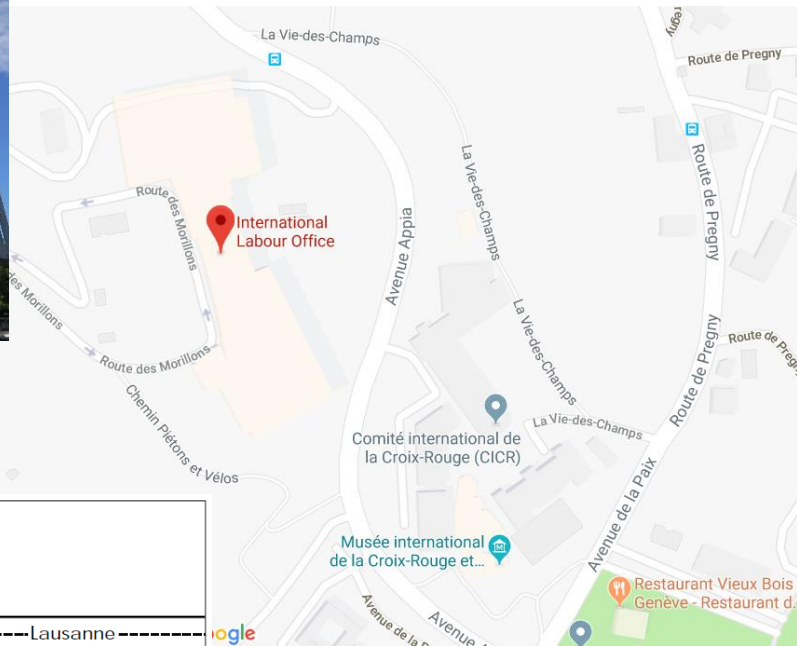
USEFUL LINKS 8



VENUE

You will find the International Labour Organization Office in central Geneva - a building that occupies its current location since 1974, between the Jura mountains and Lake Geneva.

Address: International Labour Organisation (ILO)
4 route des Morillons, Geneva, Switzerland



TRANSPORTATION



By Taxi

The entry point for the taxi driver should be the visitors' entrance off Route des Morillons. Immediately after the barrier, the taxi will take you straight to the Security Gate level (R2). This is the first door (South side of the building). The entrance is made through the Parking on that level.

By Bus

From Cornavin train station:

Take bus 8 bound for OMS or bus F towards the direction of Ferney and get off at the BIT stop. The estimated time is around 15 min.

From the airport:

Take bus 28 bound for Jardin Botanique and get off at BIT stop. There are three buses every hour. Estimated time is approximately 12 min. The bus stop at the airport is at the Departure level, one level above the Arrival hall. If you go out of the Departure hall and walk to the left, you'll see the bus stop.

Bus ticket:

Tickets can be bought from a ticket machine at the bus stop. Press the button circled in red for a ticket valid for 1 hour (CHF 3.-). Alternatively, you can buy a daily ticket (valid from 9h to 24h) for CHF 8.-. Please note that most hotels will give you a free ticket for public transports every day upon request (Geneva Transport Card). You can also pick up a free ticket for public transport from the machine in the baggage collection area at the Arrival level.

For information on public transport www.tpg.ch.

Getting from the bus stop to the R2 South entrance:

From the bus stop, go down the slope towards the ILO building, which leads to an underground parking lot. Turn right at the entrance of the parking lot and go straight along the wall. You'll see a door on your right and an escalator inside. Take both escalators and you will arrive at the R2 level entrance. Do not access the building through this security gate on the first day, follow the signs out into the parking lot and walk to the other side of the parking lot (from North to South side). You will then reach a security door. This is where you can collect your security badge.

CONFERENCE ON-SITE REGISTRATION

Pre-Registration will be open at the ILO headquarters on Monday and Tuesday (4th and 5th February). We highly recommend you, if possible, to collect your badge and register before the first day of the Conference to avoid cues and delays in the opening session.

On the 6th February the registration will be open on-site at 8:45 am.

Registration is mandatory to access the ILO building. The conference staff will be there to welcome and guide you. As you pass through security, you will be directed to the conference's registration desk where you can register and obtain your nametag, and a welcome package which will include conference information such as the detailed agenda and. This information will also be available on the [conference website](#). Please make sure you **bring your passport or ID card** as you will need it for identification purposes in order to receive your badge. The security badge will be provided to you upon your arrival. These should be handed back to security (or put in the box at the security gates on R2 and R3 South/North) at the end of the conference or upon your final departure. The personalised UCG badge can be kept.

To facilitate the security checks and registration procedures, we kindly advise you to arrive on time. The conference starts at 9:30.



ACCOMODATION



We recommend you book your stay in advance as we have a courtesy block for a limited number of reservations with special prices in several hotels only **guaranteed for those dates of the event**. If you decide to stay in any of the hotels reserved for the Conference, please contact the hotel's reception services and refer to the Conference's title and the UNICEF secretariat. Moreover, please bear in mind that February is a busy month in Geneva and that many of the hotels will be fully booked.

Each participant is responsible for **making room reservations directly with the hotel** and for settlement of individual hotel bills and room extras. All major credit cards are accepted by all hotels.

HOTELS WITH COURTESY BLOCK

- [Drake Long Champ](#)
Deadline for reservation: 6th January 2019
Phone: +41 22 716 48 48
- [Eden Geneve](#)
Deadline for reservation: 15th January 2019
Phone: +41 22 716 37 00
- [IBIS Budget](#)
Deadline for reservation: 6th January 2019
Phone: +41 22 710 46 36
- [IBIS Centre Nations](#)
Deadline for reservation: 4th January 2019
Phone: +41 22 849 20 20
- [Manotel N'VY](#)
Deadline for reservation: 14th January 2019
Phone: +41 22 544 66 66
- [Novotel Suites Genève](#)
Deadline for reservation: 6th January 2019
Phone: +41 22 710 46 46
- [Hotel President Wilson](#)
Deadline for reservation: no official deadline established - ideally one month before
Phone: +41 22 906 66 66

WHERE TO EAT

Coffee and tea breaks will be provided by the Conference's Secretariat on the 6th, 7th and the 8th. Participants can access the ILO's cafeteria for lunch as it is the most convenient location.

VISA APPLICATIONS



Please make sure to apply for your visa in advance. You can find all information about visa requirements for Switzerland [here](#)

UNICEF can support visa requests by providing all approved participants and speakers with an official letter of invitation to the conference. Please contact the Conference's Secretariat via e-mail ucg-secretariat@unicef.org if you do require an official letter of invitation.

For Employees of UN Agencies: if you are a holder of a UN Laissez-Passer, which is valid at least three months from the date of exit and has at least two blank visa pages, you do not need a visa to enter Switzerland. However, you should enquire when transiting through other Schengen countries on the way to Switzerland about the visa practice of those countries.

COMMUNICATIONS



The country code for Switzerland is +41.

As is often the case, please be aware that telephone charges from hotels room can be very high.

INTERNET AND PRINTING



Wifi will be available at the venue.

The conference will have a secretariat room with a laptop and printer. However, we encourage you to bring your own laptop and flash drives for personal use.

SECURITY



All participants will need to pass security at the main entrance of the ILO venue. A **valid passport or ID card will be required in order to receive a badge and access the venue**. For security reasons, all attendees must wear their name badge to have access to the facilities and different conference rooms. Please hold on to your badge for the entirety of your stay.

CONTACT INFORMATION



CONFERENCE SECRETARIAT - UNICEF

- Conference e-mail: ucg-secretariat@unicef.org

USEFUL LINKS

- CONFERENCE WEBPAGE

<https://www.odi.org/events/4580-international-conference-universal-child-grants>

- GENEVA AIRPORT

<https://www.gva.ch>

- SWITZERLAND TOURISM

<https://www.myswitzerland.com>