

## Logistic note for participants

### First Meeting of the Advisory Board of the Santiago Network

18 -20 March 2024

Geneva, Switzerland

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## 1. Opening of the meeting

The First meeting of the Advisory Board of the Santiago Network will open on 18 March 2024 at 09:00 a.m. CET.

For in-person participants, registration will take place in the entrance lobby of the [Warwick Hotel](#) from 08:00 a.m. on Monday 18 March 2024. All registered observers will receive their conference badge for the duration of the meeting at registration.

The meeting link will be shared with all registered participants. The meeting will also be webcast (viewing only).

## 2. Meeting Venue

The Advisory Board meeting will be held at the [Warwick Hotel](#), close to the main train station in central Geneva, Rue de Lausanne 14, 1201 Genève, Switzerland, +41 22 716 80 00



### 3. Visas

Visa requirements must be met before arrival to Switzerland. Based on nationality, participants attending the Advisory Board meeting may require a visa to enter Switzerland. Please see the [Swiss Visa Website](#) for more information.

An invitation letter from UNOPS and UNDRR as co-host of the Secretariat of the Santiago Network will be provided to all Advisory Board Members.

### 4. Participant costs

The daily subsistence allowance for Switzerland is \$422 at prevailing monthly rates. Deductions will be made for meals provided as part of the Advisory Board

The Santiago Network Secretariat will cover the cost of Advisory Board members' attendance at the Advisory Board meeting as per the Parties eligible for funding (Updated 12 April 2019) as per UNFCCC xxxx

Participants to whom daily subsistence allowance is payable will be paid such allowance in accordance with a schedule of standard rates established periodically by the International Civil Service Commission (ICSC) and in line with the provisions of the present administrative instruction.

The daily subsistence allowance shall comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other such payments made for services rendered during official travel. Please see [ICSC website](#) for further information.

As co-host of the Santiago Network Secretariat, UNOPS will make advance payment of 100% of the estimated Daily Subsistence Allowance (DSA) and terminal expenses for eligible participants.

## 5. Flights

As co-host of the Santiago Network Secretariat, UNOPS will book flights for Advisory Board members eligible for funding (Updated 12 April 2019). Advisory Board members that are not eligible for funding are requested to make their own flight bookings.

## 6. Accommodation

Participants are requested to arrange their own accommodation for their stay in Geneva. Early booking of accommodation is advised, as other events are scheduled to take place in Geneva around the same dates. Please see [Geneva Hotel List](#) and the [Geneva tourism website](#) for further information. Please contact Laura Louise Willis ([laura.willis@un.org](mailto:laura.willis@un.org)) if you require advice or assistance in booking accommodation.

## 7. Transportation

### Access from the airport

Good public transport from the airport onto Geneva is available. We encourage all participants to use it. Free bus tickets (valid for one hour upon receipt) are available from a machine in the airport baggage claim area.

Upon booking in a hotel in Geneva, a transport card is issued in advance of arrival. This “Geneva Transport Card” enables you to use public transport free of charge in Geneva for the duration of your stay. To plan how to get around the city using public transport, please visit the [Geneva public transport website](#).

## 8. About Geneva

### Geography:

Geneva is the capital of the Swiss Canton of Geneva and is located in the westernmost corner of Switzerland. The city is situated on the banks of Lake Geneva, at the mouth of the Rhone River and is bordered by the Jura Mountains to the west and the French Alps in the east. The city is easily reached within 2 hours by plane from most major cities in Europe

and is a hub of Europe's highway network. High speed train connections to Paris and Milan, and fast trains to Spain and Germany provide additional access.

**Language:**

Switzerland has four national languages: German, French, Italian and Romansh. French is the predominant language spoken in Geneva, with English widely spoken.

**Time:**

GMT/UTC +1

**Telephone Area Code:**

+41 for Switzerland and 022 for Geneva

**Electricity**

Electricity in Switzerland is 230 Volts, alternating at 50 cycles per second. Please bring a power plug converter - Switzerland uses a 3-pin outlet system. For more information about the appropriate plug to use in Switzerland, please consult this website.

**Currency**

The currency in Switzerland is the Swiss Franc (CHF; SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Check [www.xe.com](http://www.xe.com) for the most up- to-date exchange rates. ATMs are widely available throughout the city.

**Climate**

The climate in Geneva is pleasant most of the year. March is usually moderately warm, with some rain possible. For more information, see the website of the [Federal Office of Meteorology and Climatology MeteoSwiss](#).

**Emergency Numbers**

The general emergency number in Switzerland is 112. You can call this number using a foreign SIM card, or when using a prepaid mobile phone with no remaining credit.

There are other emergency numbers as follows.

<b>Service</b>	<b>Telephone numbers</b>
Police	117
Fire service	118
Ambulance	144