

Logistics note for meeting observers

Second meeting of the Advisory Board
of the Santiago network

2 - 4 July 2024

Geneva, Switzerland

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1. Meeting details

The second meeting of the Advisory Board of the Santiago network will take place from 2- 4 July 2024 in Geneva, Switzerland. The meeting will open on 2 July 2024 at 9:00 a.m. CET.

In line with the [decisions made at the first Advisory Board meeting](#), this has been separated into 2 parts:

- I. Advisory Board Informal Consultations (2 & 3 July 2024)
- II. Advisory Board Meeting (4 July 2024)

The meeting is open to registered observers and will be facilitated in hybrid mode, allowing registered participants to join virtually or in-person. Owing to space limitations, access may be limited for in-person participation and attendance will be subject to confirmation. Interested representatives are required to register as observers (both in-person and virtual) via this [registration form](#) by **Tuesday, 25 June 2024**. In view of the need to confirm the arrangements for the meeting as early as possible, registrations received after this deadline may not be processed. In case of any questions, please contact Ms. Hannah Milde (E-mail: hannahm@unops.org).

For in-person observers, registration will take place in the entrance lobby of the Hotel Royal from 8:30 a.m. CET on Tuesday 2 July 2024. All registered observers will receive their conference badge for the duration of the meeting at registration. For virtual observers, the meeting link will be shared with all registered participants ahead of the meeting.

2. Meeting Venue



The Advisory Board meeting will be held at the [Hôtel Royal](#), close to the main train station in central Geneva, Rue de Lausanne 41, 1201 Genève, Switzerland, +41 22 906 14 14.

 Hôtel Royal Genève, Suisse

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-hosts of the secretariat of the Santiago network will be provided to all registered in-person observers, as needed. Please get in touch with HannahM@unops.org if you require an invitation letter.

4. Participant costs

The Santiago network secretariat is not in a position to arrange the travel and cover the costs for in-person observers of the Advisory Board meeting.

5. Flights

The Santiago network secretariat is not in a position to arrange the travel and cover the costs for in-person observers of the Advisory Board meeting.

6. Accommodation

Participants are requested to arrange their own accommodation for their stay in Geneva. Early booking of accommodation is advised. Please see the [Geneva hotel list](#) and the [Geneva tourism website](#) for further information. Please contact Laura Louise Willis (laura.willis@un.org) if you require advice or assistance in booking accommodation.

7. Catering

During the meeting, coffee, tea and water will be available for registered in-person observers. A list of nearby restaurants for lunch and dinner options will be available at the reception desk.

8. Transportation

Access from the airport:

Good public transport from the airport to 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 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](#)

9. 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.

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 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](http://www.meteo.ch).

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.

Additional emergency numbers are as follows:

Police	117
Fire service	118
Ambulance	144