



Dates, timings and venue:

When: 3rd March 2025 – 5th March 2025

Sessions: 10h00-18h00 daily

Location: Palais des Nations – Room XIX, United Nations, Geneva

Address: 14 Avenue de la Paix, 1211 Geneva, Switzerland

All participants are required to register on Indico to enter the Palais des Nations and attend the event. Please see Annex I for Indico profile picture requirements.

1. Getting to the United Nations Office at Geneva (Palais des Nations)

To reduce the carbon footprint of our event, we encourage the use of public transport.

By public transportation

From the airport:

The closest airport is Geneva Airport (GVA), located about 5km northwest of the city.

- Bus (25 minutes): Take bus line 5 directly from the airport to the “Nations” stop, which takes approximately 20 minutes, then a 5 minutes’ walk to Pregny Gate.
- Train: All trains from the airport stop at Gare Cornavin. Once at Gare Cornavin, take either:
 - Bus lines 8, 20, 60 (“Appia” stop).
 - Bus line 5 or tram line 15 (“Nations” stop), then a 5 minutes' walk to Pregny Gate.

From Geneva Cornavin Station:

- The main train station in Geneva is Cornavin Station (*Gare Cornavin*). There are several options to reach the venue from Gare Cornavin.
 - On foot: a 35-minute walk from Gare Cornavin.
 - By bus: Lines 8, 20, 60 (“Appia” stop).
 - By bus/tram: Bus line 5 or tram line 15 (“Nations” stop), then a 5 minutes' walk to Pregny Gate.

- You can buy transport tickets at machines located at tram or bus stops or through the SBB application. You must purchase your ticket prior to boarding the bus or tram.
- For further information on public transportation to the Palais, please see: [Getting to the UNOG](#).

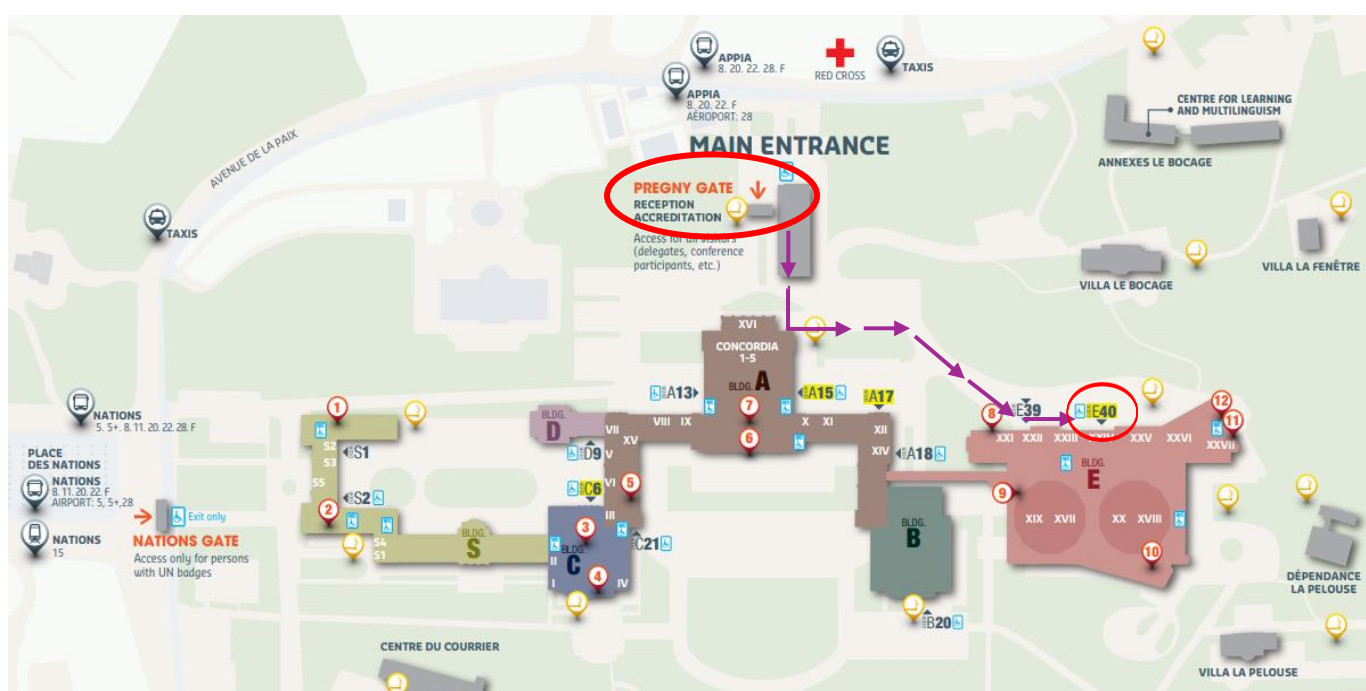
By car

- Visitors are not allowed to park inside the premises of the Palais des Nations. A [large underground paid carpark](#) can be accessed via Rue de Varembe 3, 1202 Geneva.
- Taxis are not allowed to enter the Palais des Nations.

2. Entering the Palais des Nations and directions to meeting room:

- Please access the Palais des Nations from 14 Avenue de la Paix and the entrance PREGNY GATE (in front of the International Committee of the Red Cross building and next to the Geneva Hotel School) to complete registration and security screening.
- Please arrive well in advance (we recommend 8am) (click [here](#) to check the opening times of the Security Service).
- Please ensure that you bring a valid passport or similar national identity card. The badge you receive at the security check-in will remain valid throughout the duration of the event.
- From PREGNY GATE:
 - Walk straight, crossing the road for about 15 meters, before turning left and following the purple arrows on the below map until you reach 'E building' (on your right).
 - Once at 'E building', enter through door 'E40'.
 - Go up one floor to level 'E3'. Room XIX is on the 3rd floor.

Note: for wheelchair accessible routes, please click [here](#).



3. Useful information for your stay in Geneva:

UNOF5 is a waste and plastic free event: We endeavor to minimize our environmental footprint and kindly ask for your support in reducing waste and avoiding the use of single-use plastics throughout the event.

Interpretation Services: Interpretation in the six official United Nations languages – Arabic, Chinese, English, French, Russian and Spanish, will be available.

Plugs: The plugs in Switzerland are 230V, 50 Hz as pictured.



Internet: Free public Wi-Fi is available throughout the Palais des Nations.

Travel Documents: Third-country nationals must meet standard entry requirements (e.g., valid visa). For a list of countries requiring visas, please click [here](#). Sponsorship will not be provided by the UN for travel documents.

Accommodation: Travelers are responsible for arranging their accommodation. Please visit the website of the [Geneva Tourism & Conventions Foundation](#) for more information.

Luggage: Only luggage of up to 55cm x 40cm x 20cm is authorized. Please be aware that some items are prohibited inside the Palais des Nations. A list of prohibited items can be found on our [security page](#).

Food and drinks: A range of food and drink options is accessible for all event participants, including the cafeteria, kiosks, vending machines and the Serpent Bar. A list of providers are [here](#).

COVID information: Currently, there are no COVID-related entry restrictions for Switzerland. Proof of vaccination, recovery, or testing is not required.

4. Contact Information

If you encounter any technical difficulties or have any questions during the event, kindly contact the UNOF5 logistical team:

- Elizabeth Dewar at elizabeth.dewar@unctad.org (Lead)
- Maria Durleva at maria.durleva@unctad.org
- Ludovic Arnaud at ludovic.arnaud@unctad.org

Important contacts for immediate in-room assistance can be found [here](#).

Switzerland emergency contacts can be found [here](#).

We look forward to welcoming you.

Annex I.

You need to upload one (1) photograph for the badge request.

Your photo should:

- Be 45mm high by 35mm wide
- Not be a cut-down version of a larger picture
- Be taken against a plain background (white, grey or neutral color)
- Be a close-up of your full head and upper shoulders (see below)
- Be clear and in focus
- Contain no other objects or people
- Contain an image of you facing forward and looking straight at the camera with a neutral facial expression

