

## PROGRAMME COORDINATING BOARD

### SPECIAL SESSION

DATE: 28 March 2019

VENUE: Executive Board Room, WHO, Geneva

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## Information for Participants

### DATE AND VENUE

The Special Session of the UNAIDS Programme Coordinating Board will open in Geneva on Thursday, 28 March 2019 at 9:00 and is expected to close at approximately 18:00.

The session will be held in the Executive Board room, located in the second basement of the WHO headquarters building, 20 Avenue Appia, 1211 Geneva 27.

### VISA

Since 12 December 2008, Switzerland applies the Schengen Agreement regulations concerning visas. Please refer to the Federal Department of Foreign Affairs informative note on the implementation of Schengen-Dublin, accessible through following link:

<https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html>

Visa procedures may take up to 21 days. Participants are therefore advised to apply for a visa well in advance of their departure date. It is understood that the decision whether or not to issue a visa to any applicant rests with the competent Swiss authorities. Applicants for a Schengen visa may be required to attach a support letter to their application. Requests for a visa support letter should be submitted together with the online registration as soon as possible and include the name of the applicant as stated in the passport, function/title, employer, date of birth, nationality, passport number and details (date and place of issue and validity).

### REGISTRATION PROCESS

Online registration is required for the PCB meetings through the [UNAIDS](https://www.unaids.org) website. For security reasons, all participants are required to wear name badges in order to access the premises. Badges will be produced based on online registration requests. Queries concerning the system can be addressed by email to [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org). Registration should be completed by 8 March 2019.

## ACCOMMODATION

Participants are advised to arrange their hotel accommodation as early as possible. Reservations can be made through the Geneva Tourism & Convention Bureau:

Geneva Tourism & Convention Bureau  
Rue du Mont-Blanc 18  
P. O. Box 1602  
CH - 1211 Geneva 1  
Website: <http://www.geneve-tourisme.ch>

## ACCESS TO THE VENUE

UNAIDS/WHO Headquarters are situated about three kilometers from the centre of Geneva within easy reach of the airport and the main train station, and on a direct bus route to the city centre.

Public transport: UNAIDS/WHO is served by buses 8, 28 and F. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports publics genevois: <http://www.tpg.ch>

All participants staying at hotels, youth hostels or campsites in the canton of Geneva can benefit from a free Geneva transport card. For more information, please consult the following link: <http://www.geneve-tourisme.ch/en/useful-information/how-to-get-around/geneva-transport-card/>.

Participants not staying at hotels, youth hostels or campsites in the canton of Geneva will be able to purchase their tickets from ticket machines (located at every stop) before boarding the transport.

By taxi: It takes about ten minutes to get to UNAIDS and WHO Headquarters from the airport or from the railway station. The numbers most frequently used for calling taxis are:  
+41 (0) 22 3 202 202; online booking via <http://www.taxis.ch>  
+41 (0) 22 33 141 33; <http://www.taxi-phone.ch>  
+41 (0) 22 320 20 20; <http://www.geneve-taxi.ch>

Parking: Parking space at WHO is very limited and visitors are encouraged to use public transport. The general traffic rules and regulations of WHO grounds or their immediate vicinity are the same as those in force throughout Switzerland. Motorists are requested to follow the instructions of the guards as well as the various traffic signs. Delegates wishing to park on the premises of the WHO should request authorization in advance through their individual Permanent Mission in Geneva.

## BADGE AND INFORMATION DESK

On Wednesday, 27 March, delegates will be able to collect their badges from the Welcome Desk located at the main entrance of the WHO building from 09:00 to 17:00.

Delegates must present the original of the registration form sent beforehand, to the conference Secretariat and their national identification card or passport. On the day of the meeting, there could be a bit of a wait, so participants are advised to arrive in good time.

Participants who didn't register during the specified time will be able to do so during the meeting to ensure that their names will appear on the list of participants.

## DOCUMENTS

The UNAIDS Programme Coordinating Board page on the UNAIDS website provides easy electronic access to all meeting documents that will be posted on the web during the month of March: <http://www.unaids.org/en/whoweare/pcb/20190328-special-session>

Participants are encouraged to download the documents from the website. A limited number of paper copies will also be available at the entrance of the plenary room.

For distribution of publications/documents to the PCB, participants are requested to refer to the Registration/Information Desk.

UNAIDS publications will be available at the publications desk in the meeting area.

## INTERNET ACCESS

Computers with access to the internet will be available to delegates in the main hallway of WHO building, directly above the library. Anyone with a smartphone, laptop, or mobile device that is enabled for WIFI can access #WHOWIFI network while on the WHO premises.

This open network allows private device users to access personal emails, both outgoing and incoming, and the public intranet.

## SPEAKING IN PLENARY

To ensure accurate interpretation and a precise report, participants are encouraged to submit to the Secretariat the text of their presentations for immediate delivery to interpreters and to send an electronic version of the document to: [PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)

## FACILITIES AT THE VENUES

**Smoking on the premises is not allowed**  
**Participants are requested to take utmost precautions with their personal property**  
**WHO/UNAIDS will not be responsible for the loss of personal objects left unattended at meetings**

The main building and annexes are all accessible to persons in wheelchairs, pavement kerbs having been replaced by ramps wherever necessary, including at the bus stops. Some lifts, toilets

and telephone booths have been especially equipped and details can be obtained from the reception desk.

## **POST OFFICE AND BANK**

The post office at WHO headquarters, on the lower level of the WHO main hall, is open from Monday to Friday, between 8:30 to 11:30 and between 12:30 to 16:30. It provides full postal and telephone facilities.

There is a branch of UBS, located on the WHO ground floor of Annex L, that handles routine banking and exchange operations. It is open from Monday to Friday, from 8:30 till 12:30 and from 14:00 till 16:30.

## **CATERING SERVICES**

The WHO cafeteria provides three different “plats du jour” in addition to a vegetarian dish and a daily special dish as well as a selection of hors-d’oeuvres and desserts, at moderate prices. It is open from 11:30 till 14:00.

The Café Ritazza, in the main hall, offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open from Monday to Friday, between 07:30 and 16:30.

Vending machines for snacks and hot and cold beverages are located throughout the main building and in the annexes.

## **PERSONAL SECURITY**

The WHO Medical Service (tel: 13040) is available to participants needing urgent medical attention. It is located on the level of the second basement (Executive Board room level).

Geneva can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching can occur near the vicinity of train and bus stations, airports and in some public parks.

### **Geneva emergency numbers:**

- Security 117
- Medical Emergencies 114
- Fire 118
- Roadside assistance 140

## **WEATHER**

March marks the beginning of spring with an average temperature of 6°C (43°F). The highest temperature for the month of March is 11°C (52°F) while the lowest temperature is 1°C (34°F).