

Logistics Note

2022 Effective Development
Co-Operation Summit

12-14 December 2022
Geneva/Hybrid



This information note provides **delegations** with information concerning the logistical and organisational arrangements of the Global Partnership's [2022 Effective Development Co-operation Summit](#). The 2022 Summit will be held on **12-14 December** as a hybrid event with in-person attendance at:

Hilton Geneva Airport Hotel
Route François-Peyrot 34, 1218
le Grand-Saconnex
Tel +41 22 747 02 02

1. HOST CONTACT INFORMATION

The Summit is hosted by the Swiss Agency for Development and Co-operation as one of the four Co-Chairs leading the Global Partnership for Effective Development Co-operation.

Role	Name	E-mail address
Head of Swiss Host Team	Nathalie Vesco Ghélew Programme Officer Swiss Agency for Development and Co-operation (SDC)	sdcgpedc@eda.admin.ch
Event Organization & Logistics Head	Stephan Skok Deputy Head of Events Federal Department of Foreign Affairs Switzerland	sts.events@eda.admin.ch
Registration and General Questions	2022Summit@effectivecooperation.org	

2. REGISTRATION

The 2022 Summit is a hybrid event with the possibility to attend in-person as well as online. In order to ensure the smooth running of the Summit (regarding protocol, seating arrangements, badge attribution, etc.), delegations should pay special attention to the timeline for registering participants.

All participants must be registered in the INDICO platform [here](#) in order to have access to both the physical and virtual event.

Please note that registration is not confirmed until approved. The criteria and steps for registration are detailed below. *Please note that while onsite registration is limited to those invited, virtual registration is open to more delegates to ensure greater possibilities for participation.*

We encourage you to register as soon as possible for onsite participation, especially if you require and qualify for funding.

STEPS FOR ON-SITE GOVERNMENT DELEGATION REGISTRATION:

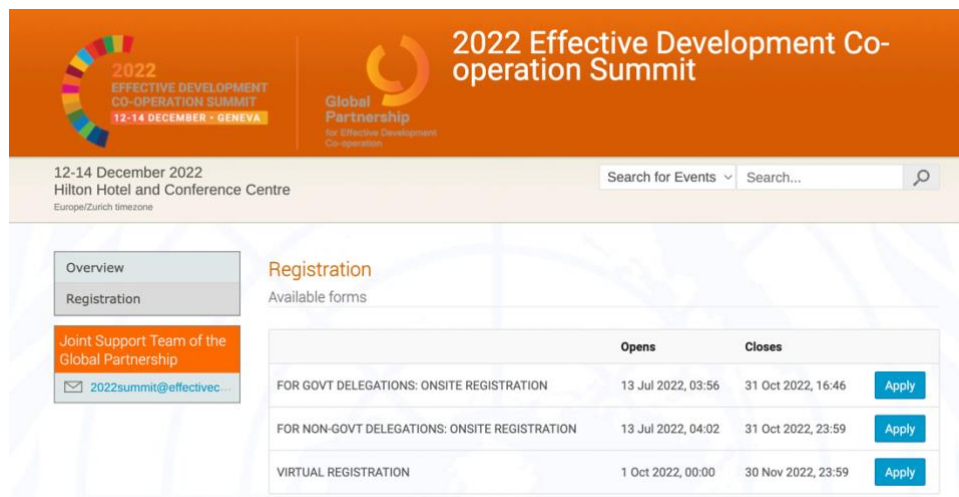
- The focal point registering the government delegation must first create an INDICO account [here](#). Once an account is created, the focal point must validate the account through the e-mail address used to create the account.
- Please click [here](#) and follow the steps for 'GOVT DELEGATIONS: ONSITE REGISTRATION'

STEPS FOR ON-SITE NON-GOVERNMENT DELEGATION REGISTRATION:

- Please note each non-government delegate who was **formally invited** to attend the Summit is responsible for registering themselves for onsite or virtual registration.
- You must first create an INDICO account [here](#). Once an account is created, please validate it through the e-mail address used to create the account.
- Please then click [here](#) and follow the steps for 'NON-GOVT DELEGATIONS: ONSITE REGISTRATION'

STEPS FOR VIRTUAL REGISTRATION:

- No INDICO account registration is needed for 'VIRTUAL REGISTRATION'. Please register online directly [here](#).



	Opens	Closes	
FOR GOVT DELEGATIONS: ONSITE REGISTRATION	13 Jul 2022, 03:56	31 Oct 2022, 16:46	Apply
FOR NON-GOVT DELEGATIONS: ONSITE REGISTRATION	13 Jul 2022, 04:02	31 Oct 2022, 23:59	Apply
VIRTUAL REGISTRATION	1 Oct 2022, 00:00	30 Nov 2022, 23:59	Apply

Please provide **all the necessary details in the registration form**. Access badges and the list of participants will be based on data entered in the system. It is therefore important to ensure that the information provided is accurate. You can log back into your INDICO account to make modifications to your registration until the closing date to ensure all delegates are registered correctly by then.

3. VISA & INSURANCE

All delegates are responsible for their own visa arrangements. If you require a visa to enter Switzerland, you are kindly asked to inform the organizers via the registration form so you can receive a letter of support. As soon as your registration has been approved, the organizers can provide you with a letter of support to your indicated e-mail address. Please make sure the information you entered during registration is according to your passport data, meaning **your full name as it appears in your passport.**

Persons subject to visa requirements can submit their application in accordance with the usual procedures to the Swiss representation responsible for the person's place of residence. Please visit the website of the responsible Swiss representation for further information regarding the rules of entry into Switzerland, necessary documents (e.g. travel insurance etc.) to request a visa and details to book an appointment. If you are not sure, please visit the website www.swiss-visa.ch to check your personal visa requirements. **In some countries the visa process may take up to 21 working days. Please calculate this time when submitting your request.** Visa arrangements may also need to be made for any transit/stop-over destinations.

Persons in possession of a valid visa as well as persons exempted from visa requirements must inquire about boarding requirements. If necessary, the Swiss representation responsible for the person's place of residence may issue a laissez-passer free of charge. For sanitary measures, please consult the website of the Federal Office of Public Health.

It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of this trip. The organizer cannot be held liable for any incidents related to the travel to or within Switzerland.

4. ACCESS

Arrival of Heads of Delegation

In order to arrange appropriate arrival of Heads of Delegations, please email sts.events@eda.admin.ch and inform of:

- the means of transportation (car, on foot, etc.)
- the exact arrival times
- the number of car stickers needed (noting that a maximum of 2 stickers can be given per delegation, 1 for the Minister or Head of Delegation's car and 1 for the security car)

If coming by car, please note that only authorised vehicles will be permitted to enter the security perimeter through the checkpoint located at the entrance of the hotel. In order to pass this checkpoint, the stickers will have to be displayed on the windscreen of the vehicles.

On arrival badges will be distributed to all participants allowing access to the event site. Please note that the badges are not transferable.

Services

A VIP lounge, situated close to the main entrance of the Conference Centre, will be open for VIPs. Computers with internet access and printers will be available in this room.

5. CATERING AND SOCIAL EVENTS

Lunch will be provided to all participants across the three days. Similarly, refreshments and snacks will be provided systematically throughout the event. Concerning evening events, Switzerland will host a dinner on the 12 December for all Heads of Delegations plus one. On 13 December, evening refreshments will be offered to participants.

6. FUNDING

Limited funding is available for government and non-government delegates coming from **Least Developed and/or Low- Income Countries (LDC/LIC) and Lower Middle-Income Countries (LMICs)**. **Eligible delegations shall indicate the request for funding as soon as possible in the appropriate section of the registration form.** We will confirm funding in due time. Please note:

- For **government delegations**, only **one delegate** per country out of the up to two-person delegation from the LDC/LIC and LMIC categories is eligible to funding.
- For **non-government delegations**, funding requests will be considered on a case-by-case basis in consultation with the respective Steering Committee member representing the nonexecutive constituency. Any delegate applying for funding is highly encouraged to be from an LDC/LIC or LMIC country.

7. ACCOMODATION

All delegates are responsible for arranging their own accommodation (including the funded delegates).
A preferred rate has been negotiated with the Hilton Hotel; please use the link below when making the booking.

Hotel Hilton Geneva & Conference Center ****

[ROOM RESERVATION AT THE HILTON HOTEL](#)

Alternatively, a list of approved hotels in close proximity to the venue can be found below.

Hotel IBIS Styles & IBIS budget Geneva Airport ** & ***

Located within 5 minutes walking distance from the Conference venue. For direct bookings please select the link below:

[ROOM RESERVATION AT THE IBIS STYLES & IBIS budget](#)

Hotel Intercontinental Geneva *****

Located within 10 minutes public transfer to the Conference venue.

[RESERVATION INTERCONTINENTAL GENEVA](#)

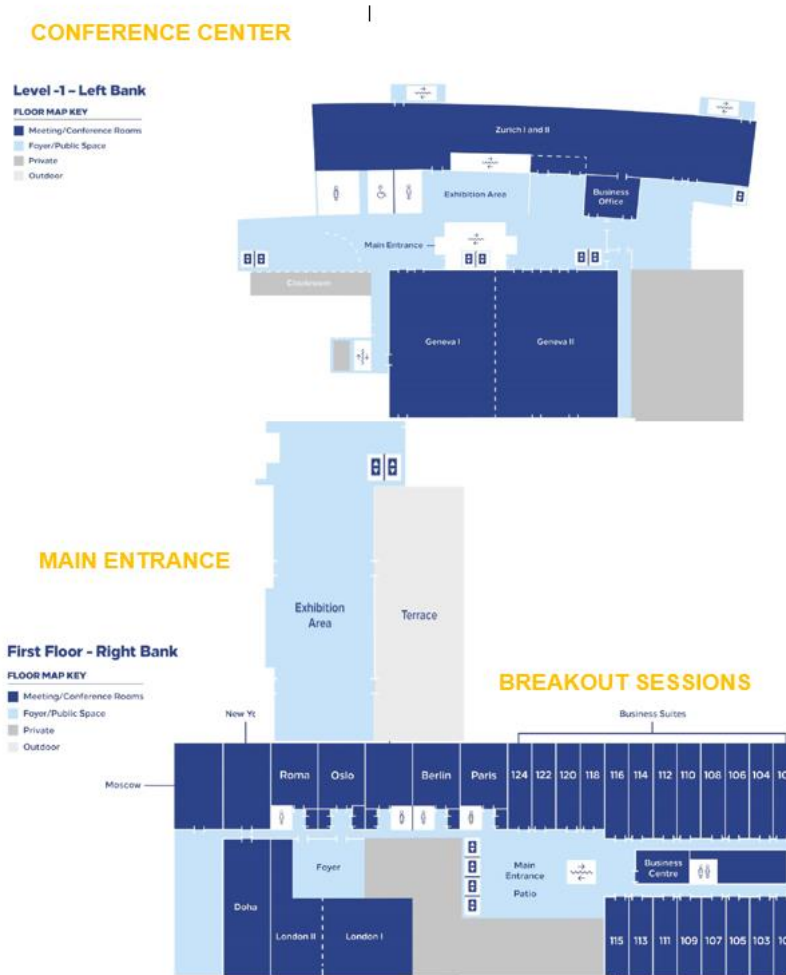
Hotel Crowne Plaza Geneva *****

Located within 10 minutes public transfer to the Conference venue.

[RESERVATION AT THE CROWNE PLAZA GENEVA](#)

8. VENUE

Please find below maps of the Hilton Hotel and its conference centre:



9. SECURITY

If you will be accompanied by security guards, please send the following information to the specific email: sts.events@eda.admin.ch

- Name and last name of security officers
- If they are armed: make and serial number of the carried weapon, and number of ammunition.

Please note that the possession of firearms is strictly regulated. Requests for exceptional authorisation to bring a firearm on site should be made to sts.events@eda.admin.ch by 1st December at the latest.

Security services will be present throughout the site and will carry out general surveillance of all conference rooms and public areas. Specific security controls of certain zones may be implemented.

For security reasons, any non-registered participants will not be granted access to the premises.

10. INTERNET ACCESS

The Hilton hotel is fully covered by WiFi access services to the Internet. This service is free of charge.

11. INTERPRETATION

Simultaneous interpretation in **English, French and Spanish** will be provided and will also be transmitted via the virtual platform. Should delegations wish to organise interpretation to/from other languages, they must provide their own interpreters and should contact the relevant contact person (as listed on page 2: sts.events@eda.admin.ch) as soon as possible so that appropriate arrangements can be made. Please note the GPEDC/Switzerland is not able to cover the cost of additional interpretation needs.

12. FURTHER DOCUMENTATION

Further information, including the latest programme and list of speakers, can be found in due time on the official Summit website [here](#).

All communications products in the road to the Summit including the Summit teaser videos, logos, Save the Date flyers and key constituency messages can be found on the official Summit Trello Board [here](#). **We encourage you to share content and use our official hashtag #DevCoSummit and account @DevCooperation!**

