

Useful information to meeting participants

Dear Participant,

The WHO Drafting Group meeting to discuss revision of Recommendations for the preparation, characterization, and establishment of international and other biological reference standards will start at 9:00 on Monday, 24 February 2025, in M205 (2nd floor of M building).



Address: World Health Organization, 20 Avenue Appia, 1211 Geneva, Switzerland

Contact (administrative matters) at WHO HQ: Ms Mette Bovenschulte (bovenschultem@who.int)

IF YOU HAVE NOT YET REGISTERED FOR THE MEETING IN THE INDICO SYSTEM, PLEASE DO SO AT [HTTPS://INDICO.UN.ORG/EVENT/1015063/](https://indico.un.org/event/1015063/) . If registration is done and your photo has been uploaded in INDICO before arrival, then your access badge will be ready for pick up and save you time on Monday morning!

YOU WILL NEED TO PICK UP YOUR ACCESS BADGE AT THE WHO MAIN RECEPTION AREA (located in the **D Building** which is opposite to the WHO main building). Be ready to present your passport or identity card. You will need to reserve a bit more time if you haven't uploaded your photo to INDICO as in that case a photo will be taken for the access badge.

You should count 10-15 minutes to walk from the Main Reception to the M building. SEE MAP ON PAGE 4. The meeting starts promptly at **9:00 am**. **Please arrive in advance.**

We ask you to always keep your access badge with you as you will need it during the 3 days of the meeting for exiting and entering the WHO buildings.

Note that the WHO campus is a smoke-free working environment and that smoking is forbidden on the campus.

Please bring your passport or identity card and invitation letter for entry procedures, or for flight and hotel check-in.

Local transportation

- Transport from the Airport

It takes approximately 15-20 minutes from Geneva airport to the downtown. Taxi and public transport (CFF train, TPG bus) are available for you to choose.

- From your hotel to the WHO offices

The hotel you are staying at should give you a free bus pass for each day you are booked into the hotel. If not, please ask for one.

Several bus lines have a stop at the WHO campus. The stop name is “OMS” in French (Avenue Appia). For more details, please see www.tpg.ch.

Geneva taxi drivers know the WHO campus as “OMS” (Avenue Appia). Taxis can be called at the following numbers: 022 331 41 33 and 022 320 22 02. Taxis can also be requested through the WHO Reception desk. Taxis cannot be flagged on the street.

Parking space on the WHO campus is very limited and visitors are encouraged to use public transportation. The general traffic regulations and rules for parking in the 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.

Meeting language / documentation

The meeting will be held in English. Working documentation will be only in English.

Coffee breaks and lunches

Coffee, tea and snacks will be offered by WHO during the breaks at times indicated in the Agenda. Lunches are served in the WHO cafeteria at your own cost - open from 11:30 to 14:00.

Internet access

Free WIFI is available in WHO building. The code is: **#WHOWIFI**

Paper-free

We wish to minimize the amount of printed material for the meeting. Therefore, please manage the hardcopy documents as you need. If you do need to print a document at the meeting, please let us know.

Banks/money exchange

The currency is Swiss Francs (CHF).

It is recommended to do your exchange at the bank or exchange bureau at the Geneva airport. There are also money exchanges around the main train station “Gare Cornavin” in Geneva downtown.

The closest bank to WHO is in the ILO/BIT building [UBS ILO branch](#). Access against a WHO/UNAIDS staff badge; official WHO meeting badges issued to participants, consultants for the duration of the badge validity; or an ID (official ID or passport). Monday - Friday 08:30 - 17:30.

Two ATMs (cash machines) and a Multimat are located in the WHO main building near the coffee shop.

Plug-sockets

Swiss plug-sockets supply the European standard voltage of 230 V AC - 50 Hz. Plug-sockets are shaped as you can see in the picture below (Type C 2-pin and Type J 3-pin). The standard continental plug with two round pins may be used without problem. If you are bringing a laptop with non-Swiss plug, please bring an international plug adaptor. *Please bring your own adaptors and cables/chargers as we do not have a stock.*



Health and travel insurance

Please make sure that you have adequate accident, medical and travel insurance for your trip to Switzerland.

Personal security

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and purse or cell-phone snatching do occur.

Participants are advised to take the following precautions when moving around the city:

- stay alert – watch your luggage and briefcase
- avoid walking alone at night – keep to well-lit areas
- be aware of individuals posing as police – always ask for proper identification before surrendering your passport or complying with any requests
- be particularly vigilant at the airport, train station and when checking into your hotel
- never leave luggage unattended on public transport
- never leave anything on car seats, doing so attracts the attention of thieves
- never leave valuables in a parked car.

In the event of an accident on the WHO campus, the security guards at the Reception are responsible for the organization of first aid (tel. +41 22 791 11 52) / emergencies (tel. +41 22 791 11 17). If you have a particular question concerning your security while in Geneva, please contact WHO security officer at +41 22 791 1152.

Personal property

Take the utmost precautions with all personal property. WHO will not be responsible for the loss of personal objects left unattended at meetings. If a valuable article disappears under circumstances where an investigation may be required, the loss should immediately be reported to the Security Officer at security@who.int. The report should later be confirmed by completing form WHO 708 "Declaration of a Missing Item", which provides a detailed account concerning the circumstances of the disappearance.

Articles or sums of money found in the premises of WHO headquarters should be handed in at the Reception desk. The Security Office keeps all found articles in a secure location while sums of money are deposited with the Treasury. Any lost property found in the restaurant is retained by the manager for a period of 24 hours before being forwarded to the Reception.

Per diem

For Temporary Advisers and Participants who are fully covered by WHO, you should have received your per diem via electronic bank transfer to your nominated bank. Payments are normally made 10 days before travel.

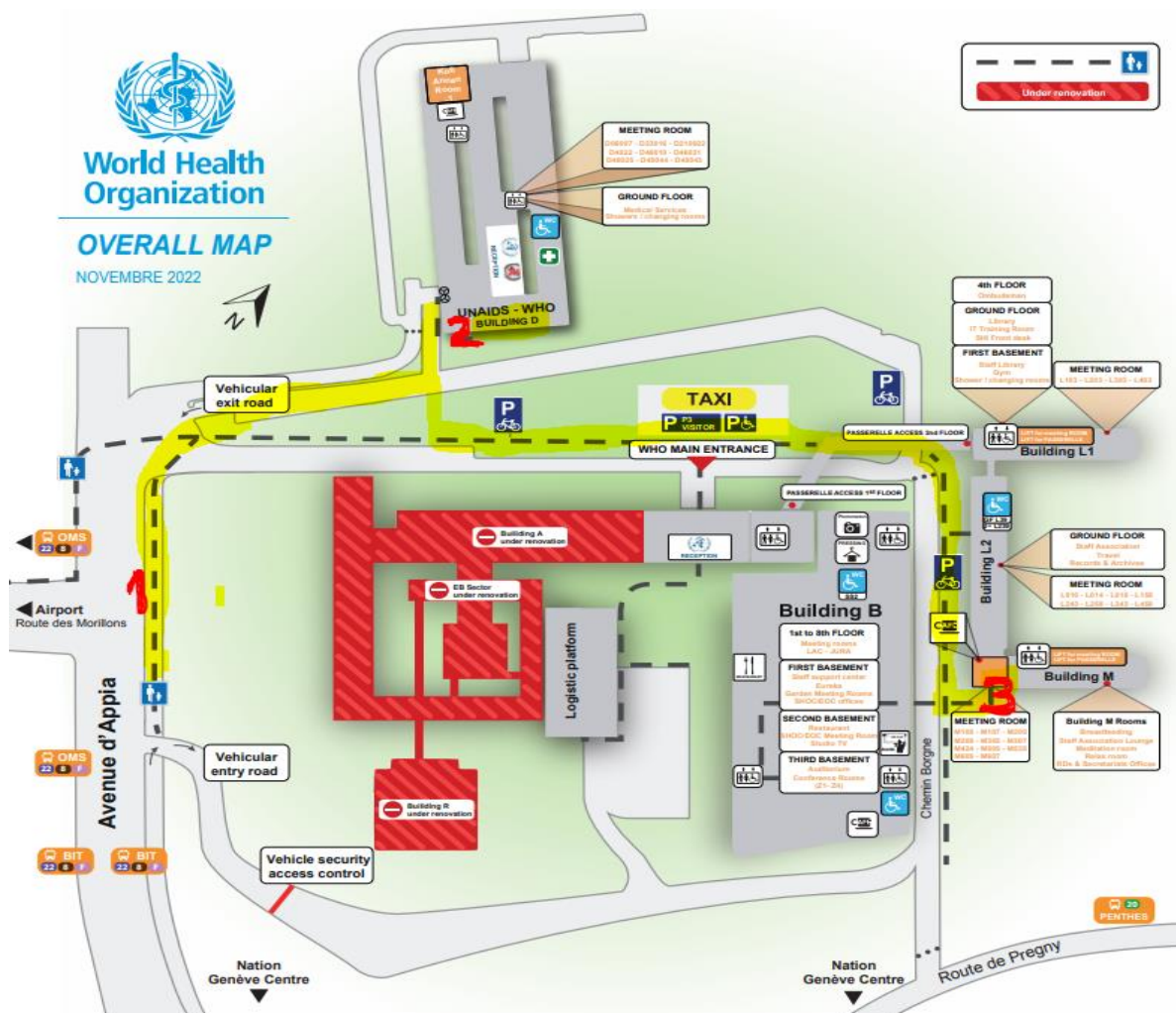
Travel cancellations/delays

Please try to inform us of any problems with your travel to Geneva. If you cannot travel at the last minute, or experience delays/cancellations during your travel, our travel agent will assist you 24/7 at Phone +41 22 791 40 71 or whoint.ch@contactcwt.com.

EMERGENCY TELEPHONE NOS IN SWITZERLAND

Ambulance 144 – Police 117 – Fire brigade 118

Bon Voyage !



1. Bus stops
2. **Main Reception for badge pick-up (temporarily moved to the D building)**
Please count 10-15 minutes to walk from Main Reception to the M building
3. **M building – meeting room M205**
Take lift to 2nd floor, turn right, meeting room is at the end of the corridor.