



**Training of Trainers Meeting on Financial Protection
World Health Organization, Geneva, Switzerland
28-31 August 2018, Salle C – WHO Main Building**

INFORMATION NOTE

Dear Participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

1. Venue of the meeting

Meeting will be held at the premises of the **WHO Main Building in Geneva**, on the 5th Floor

Address: 20 Avenue Appia, 1202 Geneva

Tel: +41 (0)22 791 3546

2. Language

The meeting will be held in English

3. Opening and Closing Session

The meeting will be from 09:30 on the first day and at 09:15 on day 2, 3 and 4. Badges will be given to you by security at the WHO main reception. You will need to provide an ID in order to receive your badge. It is expected that the meeting will close by 17:00 on August 31st

4. Documentation

A draft agenda will be sent to you via email in advance, but complementary material will be made available during the meeting.

5. Travel and Per diem

As per the invitation letter WHO will cover your travel and per diem cost. You will receive a proposed itinerary from WHO which an e-ticket will be issued upon your confirmation. Your per diem will be paid directly into your bank account. Kindly contact Ms Vida Gyamerah (gyamerahv@who.int) if WHO does not have your personal account details.

6. Accommodation

Below is a link to finding hotels in Geneva. Kindly make your own hotel reservations at your preferred hotel. It will be best to book a hotel very close to the Geneva main train station (GARE CORVAIN).

<https://hoteldirectory.lanyon.com/Login.aspx?authToken=6fc76fd9-fe20-47f0-88d4-e2c7bf10408f>

- **Meals:**

During lunch break, participants can have lunch at the UNAIDS or WHO restaurant. Please note that there are 2 other UN restaurants close to WHO grounds all within a distance of 5-10 mins walk.

7. Banks/exchange rate facilities

There is a branch of the Union des Banques Suisses (UBS) (tel. 022 791 2044/2045), that handles routine banking and exchange operations. It is located on the ground floor of Annex L. It is open from Monday to Friday at 08.30 each morning.

8. How to get to WHO premises

WHO headquarters building is situated at the end of Avenue Appia on the outskirts of Geneva, about three kilometres from the centre of town and about one and a half kilometres from the Palais des Nations. From Monday to Friday, WHO can be reached by bus "8" - with the destination board indicating OMS. It runs from Veyrier and WHO via Rive (the centre of town) and the Place Cornavin (railway station).

9. Taxis

Most Geneva taxi drivers know the headquarters building as "OMS" (Avenue Appia). There are taxi ranks in almost all main squares in Geneva. Taxis can be called by telephone by dialling the following numbers: 022-320 20 20, 022-320 22 02 and 022-331 41 33. It takes about ten minutes to get to WHO from the airport or from the railway station.

10. Social activities/climate

At this time of the year the climate is warm. It is advisable to bring very light clothing.

11. Bus service

- From the airport: A machine has been installed in the baggage hall, next to one of the green customs channels, that will dispense a bus ticket. No payment is required. The only requirement is possession of proof of incoming air travel (e.g. boarding pass, airline ticket) Airport bus No 10 will bring you directly to the main station (GARE CORNAVIN).
- At the hotel you will be offered a free access card to use on the bus and trams within Geneva. This will be valid for the duration of your stay in Geneva. The Bus 8 has a stop on the WHO premises which goes directly to the Gare Cornavin

12. Contact information

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact Ms Gyamerah:

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