

**Twenty-Second International Meeting of National Mine Action Programme Directors and
United Nations Advisers (NDM-UN)**

5 - 8 February 2019

I. Directions: Reaching the United Nations (UN) Office in Geneva/Palais des Nations

Unless you are already in possession of a UN Badge, you must go through UN Security located at the Pregny Gate - the main entrance to the Palais des Nations. To be granted access to the Palais, you will have to present the following to the UN Security:

- **Passport**
- **Confirmation email from Indico**
- **QR Code printed or downloaded on your phone/tablet.**

Pregny Gate/the main entrance is **NOT** the famous Flags Alley in front of the Broken Chair. The Pregny Gate **IS** in front of the ICRC, next to the Vieux Bois Restaurant:



The pedestrian entrance is located on the left side of the vehicles' entrance.



By taxi:

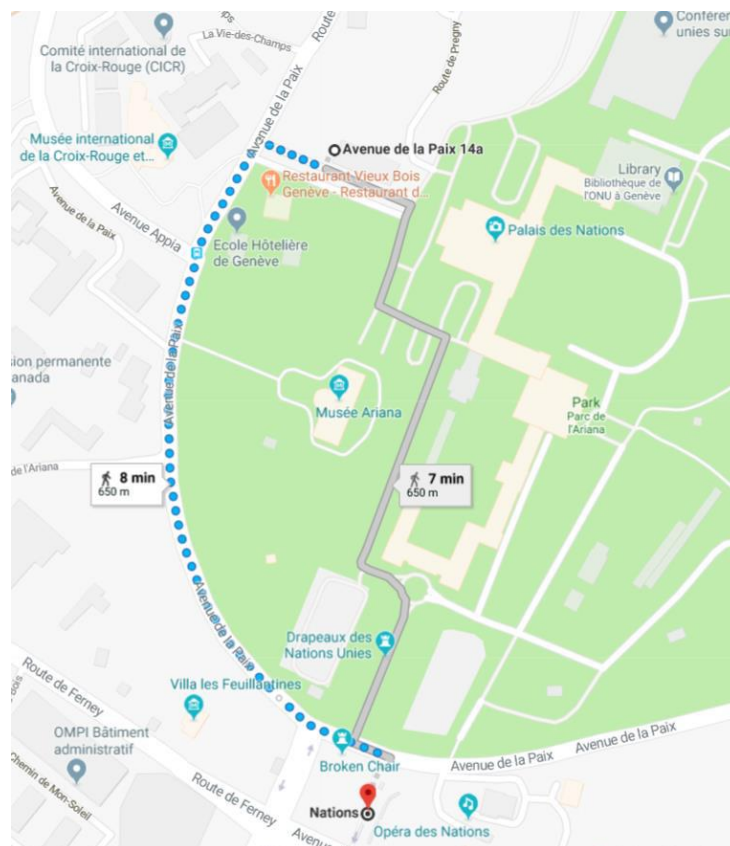
If you are coming to the Palais des Nations directly by taxi, ask the driver to drive you to the Palais des Nations, Pregny Gate, across the ICRC. From the airport, it takes about 12 minutes and costs about 20 CHF. If you are taking an Uber, you may write 'Palais des Nations' as the destination point.

By bus:

Geneva is a small city and public transportation works very well. You may find schedules and more information at <http://tpg.ch> (they have an English version of the website, and they have a smartphone application as well called 'tpg' with live information on departures).

The most convenient way to access the Palais des Nations is to go to the 'APPIA' bus stop, it is located right in front of the Pregny Gate. Bus 8, Bus 20, Bus 28 and Bus F will drop you at the bus stop 'APPIA'.

Alternatively, you can choose to stop at 'NATIONS', as it is well-connected to the public transport network. The Tramway 15, and Bus 5, Bus 8, Bus 11, Bus 20, Bus 22, Bus 28 and Bus F stop at 'NATIONS' which is located about 7-8 minutes by foot from the Pregny Gate, and the road is slightly uphill. From the 'NATIONS' stop, walk towards the Flags Alley, and walk towards your left uphill. When the ICRC's building will be on your left, the Pregny Gate should be on your right.



Nota Bene: Upon arrival at the airport, you can pick up a **free ticket for public transport** from the machine in the baggage collection area at the Arrival level – make sure to pick up a free ticket before passing the doors of the customs. This UNIRESO ticket, allows you to use public transport in Geneva free of charge for a period of 80 minutes.



When you stay in a hotel, you will receive a **‘Geneva Transport Card’ free of charge**. With this card, public transport in Geneva is free for the full duration of your stay. This personal and non-transferable card will be given to you when you arrive at your accommodation. It permits unlimited travel on Geneva’s public transport network UNIRESO: bus (TPG), train (CFF) and boat (Mouettes Genevoises).

II. Obtaining a UN Pass

All participants to the Conference must register on the UN Office at Geneva Online System: Indico. If you are already in possession of a UN Badge, we kindly ask that you still register on Indico, as the platform provides organizers a comprehensive list of registered participants – which greatly helps us in terms of logistics.

To start the process, please go to the Indico registration page: <https://reg.unog.ch/user/register>.

- Participants registering for the first time will need to upload a scanned copy of their passport or national identification card and a passport-quality photo. If the requested documents are not attached, the system will reject the application.
- Participants who have already registered for a previous meeting at UNOG, can simply log in to their existing account in Indico and register for the 22 NDM-UN following the event page: <https://reg.unog.ch/event/27068/>.

Once you created an account, go to <https://reg.unog.ch/event/27068/> and register for the meeting. Once you do that, UNMAS will be notified about pending registration request and someone will approve it.

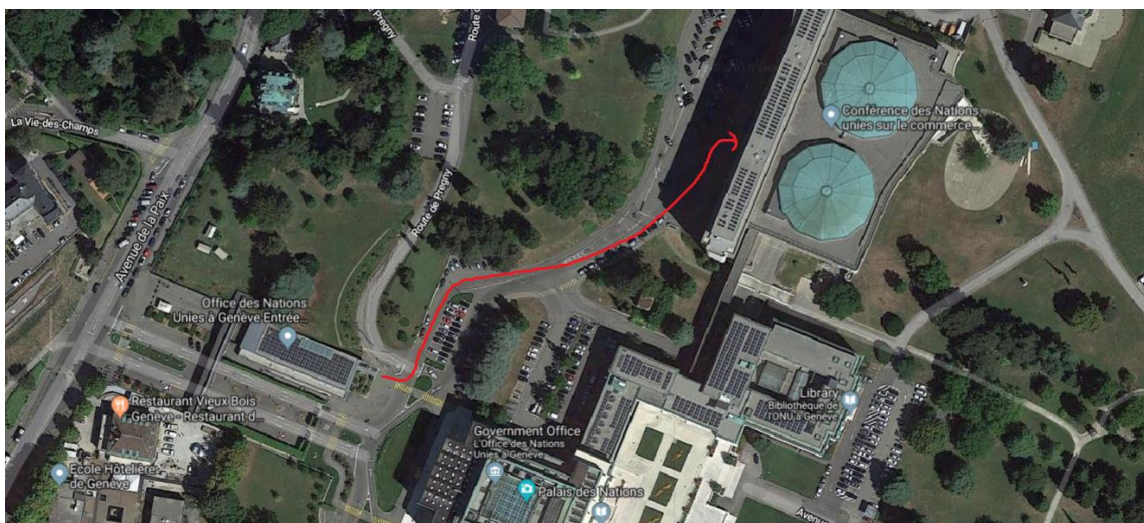
You will then receive an e-mail message with a **QR code** that you could print or upload to your phone. **THIS QR CODE IS VALID FOR ALL DAYS OF THE NDM, EVEN IF THERE IS ONLY ONE SESSION WRITTEN ON THE PASS.** Please take that QR code to the Pregny Gate of the Palais des Nation, where the security will issue you the actual UN Pass that should be valid for the duration of the meeting.

To avoid waiting lines, participants are strongly encouraged to collect their badges the day before the meeting, on Monday from 8 AM to 5 PM or early on Tuesday, before 9 AM (to be in time for the opening ceremony at 10 AM in Building E, Room XVIII).

For security reasons, kindly note that your UN Pass must be worn and visible to UN Security staff at all times while visiting the Palais des Nations.

III. Directions towards Room XVIII

Once you have your Pass, please go downstairs and walk out of the Security building. The Conference Room XVIII is in Building E, located on your left when you exit the Security building. There will be signs to this building.



Kindly follow the red path as drawn on the map, which will lead you towards Door E40, the main entrance to Building E. Once you enter the building, you will be located on Floor 2. You will find right in front of you a big screen with escalators behind it. Use the escalator to go downstairs to Floor 1, where Room XVIII is located. Next to the entrance to Room XVIII there will be a helpdesk during the whole course of the 22 NDM-UN in case of any information.

IV. During the Conference - Miscellaneous

All plenary sessions will take place in Building E Room XVIII. Side events will take place in Building E in Room XXII, XXIII and XXV (Floor 1). The attached map of the Palais des Nations provides information on access for persons with disabilities, conference rooms and services, included restaurant and lounges.

Language:

Simultaneous interpretation will be provided during all plenary sessions in four official UN languages (Arabic, English, French and Russian). Side events will be in English only.

WiFi:

Free WiFi access will be available throughout the Palais des Nations and within Conference Rooms. The WiFi network 'UNOG-Public-WiFi' does not require a password and may be accessed by all participants.

Should you need a computer, there is a computer centre on the 1st floor of Building E near Bar Serpent. Printing will be provided at the UNMAS Secretariat office, located on the 1st floor, Building E.

Cocktail reception:

All registered participants are invited to the cocktail reception on Friday, 8 February from 1.00 PM in the Palais des Nations.

Visa:

Participants are responsible for making their own visa arrangements. Visa information can be found here: <https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html>.

Health Insurance:

All participants are responsible to have adequate travel and health insurance for the whole duration of their stay in Switzerland. In case of emergency, UN Medical Service: 022 917 2520 or 022 917 5009.

Other:

Please note that Switzerland has its own standard for electrical plugs which may be different than those used in other countries (SEV 1011, 220 VAC/50Hz).



Useful web-pages:

- United Nations Office of Geneva: <http://www.unog.ch/>
- Geneva Public Transportation: www.tpg.ch/en/web/site-international
- Geneva airport information: www.gva.ch/en/DesktopDefault.aspx
- Geneva Tourism information office: www.geneve-tourisme.ch

Emergency numbers in Switzerland:

- *Police: 117*
- *Fire service: 118*
- *Ambulance: 144*

V. CONTACT INFORMATION

Feel free to contact us if you have any questions on the information provided in this note.

United Nations Mine Action Service: unmasgeneva@un.org.



ACCESS FOR PERSONS WITH DISABILITIES



The 3rd floor and the ground floor allow you to cross the entire length of the Palais des Nations.

CARPARKS

Priority parking for persons with disabilities is available at the following accessible doors: A13 | A18 | B20 | C6 | D9 | E40

ACCESSIBLE DOORS

C6 | D9 | A18 | B20 | E40

ACCESSIBLE ELEVATORS

S2 | A12 | A13 | A15 | A16 | C5 | C7 | A29 | E46

ACCESSIBLE TOILETS

Door A13 | Ground floor near the Cafeteria
Door A13 | 3rd floor
Door C5 | 1st, 2nd, 3rd, 4th floor
Door E40 | 1st, 3rd, 6th floor

CONFERENCE ROOMS

BUILDING A	FLOOR	DOOR
ROOM III	1	C6
ROOM V	1	C6
ROOM VI	3	A13
ROOM VII	3	A13
ROOM VIII	3	A13
ROOM IX	3	A13
ROOM X	3	A15
ROOM XI	3	A15
ROOM XII	3	A15
ROOM XIV	1	A18
ROOM XV	2	A11
ROOM XVI	5	A13 15
ASSEMBLY HALL	3	A13 15

BUILDING B	FLOOR	DOOR
LIBRARY	1	B20
8:30 am - 5:30 pm		
CYBERSPACE	1	B20
8:30 am - 5:30 pm		
LEAGUE OF NATIONS MUSEUM	1	B20
9:00 am - 5:00 pm		
ARCHIVES READING ROOM	3	B20
8:30 am - 5:30 pm		

BUILDING C	FLOOR	DOOR
ROOM I	1	C6
ROOM II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6

BUILDING E	FLOOR	DOOR
ROOM XVII	1	E40
ROOM XVIII	1	E40
ROOM XIX	3	E40
ROOM XX	3	E40
ROOM XXI	1	E40
ROOM XXII	1	E40
ROOM XXIII	1	E40
ROOM XXIV	1	E40
ROOM XXV	1	E40
ROOM XXVI	1	E40
ROOM XXVII	1	E40

BUILDING S	FLOOR	DOOR
ROOM S1	0	S2
ROOM S2	3	S2
ROOM S3	3	S2
ROOM S4	3	S2
ROOM S5	4	S2

SERVICES

	FLOOR	DOOR
1 SAI SHOP	-1	S1
12:00 am - 6:30 pm		
2 MEDICAL SERVICE	-1	S2
8:00 am - 5:00 pm		
COUNCIL CHAMBER LOBBY		
BANK		
8:30 am - 4:30 pm		
TRAVEL AGENCY		
9:00 am - 5:00 pm		
NEWSPAPER KIOSK		
8:00 am - 5:30 pm		
3 POST OFFICE	0	C6 23
8:00 am - 5:00 pm		
SOUVENIRS		
9:00 am - 5:30 pm		
UN STAMPS		
9:00 am - 4:00 pm		
CULTURAL KIOSK		
9:00 am - 5:00 pm		
4 PRESS BAR	0	C6 23
8:00 am - 6:30 pm		
5 DELEGATES LOUNGE	3	A13
8:30 am - 5:00 pm		

	FLOOR	DOOR
6 CAFETERIA	0	A13 15
8:15 am - 4:45 pm		
7 DELEGATES RESTAURANT	8	A13 15
12:00 am - 2:30 pm		
8 GUIDED TOURS	2	E39
www.unog.ch		
TRAVEL AGENCY		
9:00 am - 5:30 pm		
9 NEWSPAPER KIOSK	2	E40
7:30 am - 5:00 pm		
BOOKSHOP/SOUVENIRS		
9:00 am - 5:30 pm		
10 SERPENT BAR	1	E40
9:00 am - 5:15 pm		
11 BANK	2	E40
8:30 am - 4:30 pm		
12 BAR / SNACK PALETTE	6	E40
8:15 am - 5:00 pm		

13 DEFIBRILLATORS	
Door S2 Door C6 Door C40 Pregny, visitor entrance Le Bocage Annexes, ground floor Library, B building, 1 st floor Hall des Pas Perdus, A building, 3 rd floor Quai 30	