

**26th Meeting of the UNAIDS Programme Coordinating Board
Geneva, Switzerland
22-24 June 2010**

INFORMATION FOR PARTICIPANTS

DATE AND VENUE

The twenty-sixth meeting of the Programme Coordinating Board will open in Geneva on Tuesday, 22 June 2010, at 9 a.m. and is anticipated to close on Thursday, 24 June 2010, at approximately 6 p.m. The meeting will be held at the International Labour Office (ILO Headquarters), 4 route des Morillons, 1211 Geneva. Plenary sessions will be held in the Governing Body room situated on level R3. Access to the building will be through the main entrance (R3 south). Please refer to the attached simplified plans of the ILO building on pages 5&6.

International Labour Office (ILO/BIT)
4 route des Morillons
1211 Geneva 22
Switzerland
Switchboard: +41 (0) 22 799 6111
Fax: +41 (0) 22 798 8685
Website: <http://www.ilo.org>

VISAS

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 the following link: <http://www.eda.admin.ch/eda/en/home/topics/intorg/un/unge/gepri/manvis/manvi2.html>.

Visa procedures may take up to 21 days. You are therefore urged to apply for a visa well in advance of your desired 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 addressed to UNAIDS as soon as possible and include the name of the applicant, function/title, nationality, and passport number and details (date and place of issue and validity).

ACCOMMODATION

June is a busy period in Geneva. Participants are strongly 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

Tel. +41 (0)22 909 70 00
Fax +41 (0)22 909 70 11
<http://www.geneve-tourisme.ch>.

ACCESS TO THE ILO BUILDING

The ILO is situated five minutes walk from the UNAIDS Headquarters. It is close to the international agencies, within easy reach of the airport and the main train station and on a direct bus route to the city centre.

- By car: from the Place des Nations take the Route de Ferney or Avenue Appia
Parking: Follow the signs indicating the way to the P1 underground car park, which leads directly to the R2 level.
- By bus: From the Cornavin station, the 8 and 28 lines stop at the ILO. From Cointrin airport, the 28 but stops at the ILO. The stop is marked "BIT".
- By taxi: The numbers most frequently used for calling taxis are 320 22 02, 331 41 33 and 320 20 20. The taxis stop in front of the main entrance (R3 South).

BUS PASSES

All participants staying at hotels, youth hostels or campsites in Geneva can benefit from a free Geneva transport card. The personal, non-transferable card is issued on registration at the place of residence, and entitles its holder to the use of the entire public transport network without restriction (bus, train and boat). It is valid for the duration of the stay in Geneva, including the day of departure.

For those participants not staying at hotels, youth hostels or campsites in Geneva, bus cards may be purchased from the Naville newsagent in the ILO building or from ticket machines at bus stops.

REGISTRATION OF PARTICIPANTS/INFORMATION DESK

A Registration/Information Desk will be set up at the main entrance of the ILO building and will be open from 8:15 on 22 June. Participants are requested to register in advance by completing a PCB registration form. Registered participants will be issued badges which will allow them entry into the meeting rooms. Participants who have not registered in advance, will be able to do so at the registration desk.

When finally leaving the meeting, participants are requested to return the blank badge holder. Boxes are provided for this purpose at the ILO building exits.

RECEPTION FOR PARTICIPANTS

A welcome reception is foreseen to take place on 22 June from 6:30 p.m. to 8:00 p.m. at the ILO. All participants will receive an invitation during registration on 22 June 2010.

DOCUMENTS

All meeting documents will be available at the entrance to the Governing Body room, where plenary sessions will be held. Documents will also be available on the UNAIDS website at the end of May. UNAIDS publications will be available at the publications desk in the meeting area on level R3 south.

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

INTERNET AREA

Computers with access to the internet are available at ILO Library, R2 south.

POST OFFICE

A post office is located on level R2 north and is open from 10:30-11:30 and from 12:30-16:30.

BANKING

The branch of the UBS located on the R3 north level is open from 9 a.m. to 12.30 p.m. (full service) and from 2 to 5 p.m. (non-cash transactions only). Cash machines are available on R3 north (outside the bank) and on R2 south.

CATERING SERVICES

There are several restaurants and snack bars on ILO premises:

Type	Location
Restaurant	R2 north
Cafeteria (self-service)	R2 north
Sandwich bar	R1 north
"Le Club" tea room	R2 north
Delegates' bar	R3 south
Bar	R2 south

PERSONAL SECURITY

Geneva can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching do occur in the vicinity of train and bus stations, airports and in some public parks. Do not leave anything on car seats as doing so attracts the attention of thieves. Never leave bags containing money, airline tickets, credit cards or passports in a parked car.

Emergency numbers are:

- Police 117
- Ambulance 144
- Fire 118
- Roadside assistance 140

MEDICAL SERVICE

The Medical Service is on the fifth floor, south, extension 7133. It is open on weekdays from 9 a.m. to 6 p.m.

Dialing 144 will connect you directly to the Medical Service during opening hours. Outside these hours, it will connect you to the security guards, who are trained to provide emergency first aid or, if necessary, will call a doctor or ambulance.

WEATHER

Geneva climate is mild with average temperatures during the month of June varying from an overnight low of 11°C (52° F) to as high as 29°C (85°F) during the day. The weather is usually sunny and warm but it is also very variable at the end the spring season, when a raincoat could be necessary.

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