

12th Stop TB Coordinating Board Meeting
18-19 April 2007, Geneva, Switzerland

page 1

MEETING VENUE

18 April 2007 - Executive Board Room at the WHO Headquarters (Main Building)
19 April 2007 - Meeting Room Salle A at the WHO Headquarters (Main Building)

General information on Geneva: <http://www.geneva-tourism.ch>

DATE AND TIME OF OPENING : Wednesday, 18 April 2007 at 8:30 a.m.

REGISTRATION

Please register your participation in the 12th Stop TB Coordinating Board Meeting by completing the attached registration form and returning this to Winnie de Guzman either by fax at +4122 791 4886 or by email at deguzmanw@who.int by **15 March 2007**.

VISA REQUIREMENTS

All delegates are requested to contact the Swiss Embassy in their respective countries to arrange for a valid visa prior to arrival, if required.

Please inform Winnie de Guzman (deguzmanw@who.int) as soon as possible if you encounter any difficulties in obtaining a visa. The letter of invitation to attend the meeting maybe used as a reference when applying for a visa.

Hotel Accommodations:

The Secretariat has booked the following hotels for participants to this meeting.

Hotel Churchill ****
15 Rue De Simplon
1207 Genève
Switzerland
Tel: +41 22 591 8888
Fax: +41 22 591 8878

Residence La Reserve ***
3, avenue du Jura F-01210
Ferney-Voltaire, France
Tel: +04 50 40 30 20
Email: contact@residence-la-reserve.com
Website: www.residence-la-reserve.com

Etap Hotel Genève **
Avenue Louis Casai 30
1216 Genève-Cointrin
Switzerland
Tel: +41 22 710 4636
Fax: +41 22 710 4610
Website: http://www.accorhotels.com/accorhotels/fichehotel/gb/etp/5653/fiche_hotel.shtml

In view of the very tight hotel room availability in Geneva during this period, participants are encouraged to submit their hotel requirements as early as possible.

HOW TO GET TO WHO

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.

Taxis

Most Geneva taxi drivers know the headquarters building as "OMS" (Avenue Appia).

There are taxi stands located at the airport, almost all main squares in Geneva, and outside the Palais des Nations. Taxis can be called by telephone by dialling the following numbers: (022) 320 20 20, (022) 320 22 02 and (022) 33 141 33. When in WHO, the Main Reception desk can also order taxi for guests.

Bus service

Participants staying at Residence La Reserve, Ferney Voltaire

"F" bus service runs from Ferney Voltaire/Gex (France) to Place Cornavin, every 30 minutes. Coming from Residence La Reserve going to WHO office, please inquire from the hotel desk as to the nearest bus station. To get to WHO, please get off at the Vie de Champs stop. From WHO going back to hotel, you can take the same bus stop but at the opposite side. Please find attached the link to the F bus schedule.

Participants staying at Hotel Churchill, and Etap Hotel, Geneva

From Monday to Friday, WHO can be reached by bus "8" - with the destination board indicating OMS. Coming to WHO from the hotel, the nearest bus station is across the cathedral located within the area of Gare Cornavin (central station). To get to the station is about 10 minutes walk from Hotel residence Le Montbrillant. For the return, the bus station is within the WHO compound. The bus stop to go back to the hotel is in front of the Gare Cornavin.

Bus tickets

For all bus riders, tickets must be purchased before entering buses. Individual tickets are available from vending machines at the bus stops. The normal fare for one adult ticket is SF3.00. Please note that the vending machines do not give change. Cards for multiple trips at a reduced price can be purchased at the Naville Kiosk in the headquarters building and from newsagents in town bearing the "TPG" sign.

The relevant bus timetables are displayed on the board next to the WHO reception desk as well as at all bus stops or you can view them online by at <http://www.tpg.ch/>.

HEADQUARTERS FACILITIES

RECEPTION DESK	TEL. 11152 *
SWITCHBOARD	TEL. 11111
SECURITY	TEL. 13162/11152
LOST PROPERTY	TEL. 13155/11152
JOINT MEDICAL SERVICE Secretariat Medical Emergencies	TEL. 13040 TEL. 11114
RESTAURANT	TEL. 13951/13952

* when calling from within WHO

Main Reception Desk

The usher at the main reception desk will provide information to visitors in connection with conference rooms and other facilities available in the building, and will also order taxis.

IT Services:

Wireless internet access is available in the cafeteria, the hall of the main building as well as in all meeting rooms. A username (Wireless) and password (tree1Yi) are required to access the wireless connection.

The CyberCafe is located in the main hall on the first floor, directly above the library. Participants will be able to access the internet and various applications.

POST OFFICE AND TELEPHONES

Post Office

The Post Office (tel. 12043) is on the lower level of the main hall. It is open from Monday to Friday, from 8:30 to 16:30. It provides full postal, telegraph and telephone facilities. WHO stamps may be used on outgoing letters mailed from the WHO Post Office only; they should not be used together with ordinary Swiss postage stamps. There is a mail box in Annex L.

Telephone

Internal calls (see WHO Telephone Directory) - dial the desired number as the dialling tone is heard. The staff of WHO may be reached directly from outside by dialling 022 79 + 5 digit extension number of the person concerned.

Bank

There is a branch of the Union des Banques Suisses (UBS) (tel. 12044/5), that handles routine banking and exchange operations. It is located on the ground floor of Annex L. It is open from 8:30 to 16:30 non-stop from Monday to Friday.

12th Stop TB Coordinating Board Meeting
18-19 April 2007, Geneva, Switzerland

page 4

Travel Agent

There is a Carlson Wagonlit Travel Agency (tel. 12046), which handles tickets and bookings for all travel, including confirmation of return flights, car rentals, hotel reservations, travellers' cheques, etc. It is open from 8:30 to 16:30 Monday to Friday. There is also a smaller branch on the ground floor of Annex L (tel. 13502).

Medical Services

Emergency 11114. The Medical Service is available to participants in meetings needing urgent medical attention. It is located on the second basement (Executive Board room level).

Visiting France

Participants who wish to visit France should obtain a French/Schengen visa before they leave their home country, as visas are not available upon arrival.

PAYMENT OF PER DIEMS AND TRAVEL EXPENSES FOR WHO-FUNDED TRAVELS OF MEMBERS OF THE COORDINATING BOARD:

Payment of per diem will be made at the lobby located before the entrance of the Executive Board Room during coffee/lunch breaks on 18 April and at the adjacent room to Meeting Room D46025 on 19 April.

MEETING ORGANIZERS & SECRETARIAT

For any assistance with the meeting arrangements, please do not hesitate to contact the meeting organizers/secretariat:

Winnie de Guzman	+41 22 791 4937 (office)	email: deguzmanw@who.int
Cora Dolores	+41 79 467 1136 (mobile)	email: doloresc@who.int
Louise Baker	+41 79 249 3519 (mobile)	email: bakerl@who.int
Vittorio Cammarota	+41 79 509 0646 (mobile)	email: cammarotav@who.int

NOTE:

- 1) SMOKING IS NOT ALLOWED INSIDE THE WHO BUILDINGS.**
- 2) WHILE IN THE MEETING ROOMS, PARTICIPANTS SHOULD SWITCH OFF THEIR CELLULAR PHONES AS THEY CAUSE INTERFERENCE WITH THE SOUND SYSTEM.**
- 3) PARTICIPANTS SHOULD TAKE THE UTMOST PRECAUTIONS WITH ALL THEIR PERSONAL PROPERTY. WHO WILL NOT BE RESPONSIBLE FOR THE LOSS OF PERSONAL OBJECTS LEFT UNATTENDED AT MEETINGS.**

We wish you a productive & happy stay in Geneva!