CIVIL SOCIETY IN ACTION FOR HUMAN RIGHTS

EMPOWERING UNITED NATIONS ASSOCIATIONS TO ADVANCE HUMAN RIGHTS WORLDWIDE

Info Guide
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Info Guide
This info guide includes information on what to expect and bring to the various sessions, things to do, and how to get around in Geneva. You will find a general itinerary for all training sessions. Please note that all speakers are tentatively confirmed and should an impromptu meeting or situation arise, WFUNA cannot guarantee the presence of any UN speaker or mission staff.

Please take the time to read this info guide carefully as it contains important information for your stay. Pay special attention to the information contained from page 1 to 5.

Please remember to complete, print and bring with you the following document on the first day:

• Conference registration form: to be completed by each participant for security accreditation on the first day. The form is uploaded to our website and available at this link.
  

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I. Venue Info

Getting from the Airport to the City Center

A great advantage is the airport’s proximity to the city center: 5 km (3 miles). A direct rail connection links the airport to the downtown railway station in 7 minutes. Upon arrival, you can pick up a free public transport ticket at the luggage claim area in order to get to town.

Taxi fares between airport and city range from about CHF 30.- to CHF 35.- and depend on traffic conditions, time of day and number of passengers. Presently, the fare within Geneva, including airport, is the amount shown on the taximeter. The driver will request a small extra charge for luggage. Tip and VAT are included.

Getting around in Geneva

Geneva’s network of public transport is called UNireso. You can find all necessary info on how to get around in Geneva by public transport at this link: http://www.tpg.ch You will be given a transport card at your hotel, which covers your transport across the TPG system, including the tram, buses and the small boats which cross the lake. There is no need to buy a ticket.

Taxis in Geneva can be ordered by phone, hailed in the street or found at about 60 authorized taxi ranks in town, airport and main station. Basic charge: CHF 6.30 + kilometer CHF 3.20. If you need to call a taxi in Geneva, we recommend the following numbers: +41 22 3314133 or +41 22 3202202.

Getting to the Palais des Nations

To get to the Palais, take bus 8, 5, F or tram 15 from the Main Station and get off at the stop Nations. The Palais des Nations is located at Avenue de la Paix 14, 1211 Geneva. To access the Palais des Nations you must obtain your badge at Pregny Gate, 8-14 Avenue de la Paix. Pregny Gate is located in front of the International Committee of the Red Cross, and marked in blue on the map to the right.

Security at the Palais des Nations and other UN buildings

For access to the Palais des Nations, please bring your Passport with you (student cards or driving license are not considered a valid ID). Also, please complete and print the Conference Registration Form available online. Be at the gates at least half an hour before beginning of the program.

It is strongly advised that visitors do not carry metal objects in their bags, etc. as these objects will trigger the alarm as they pass through the metal-detector resulting in delays in accessing the building. Unruly behavior will be reported to the police. Dress code at the UN requires that visitors to the buildings do not wear shorts.

How to find our meeting room in the Palais des Nations

Once you entered through Pregny Gate keep left of the Assembly Hall and take the stairs going down to entrance A15. Enter through the glass doors and take an immediate left and go down to the elevators on your right hand side at the end of the hallway. Take the elevator to the sixth floor and exit left. The meeting room, A.662, is at the end of the hallway.
How to find WFUNA’s Office

WFUNA’s office is located on the ground floor of Building E. From Pregny Gate, head left through the car park to the large newer building towards Door 40 of Building E, which is next to the entrance to the Visitors’ Centre. After entering through Door 40, take the elevator on your right down to floor zero (marked “Rez”). Upon exiting the elevator turn right down the corridor (towards the Cafeteria) and continue for about 20 meters. Our office (E4-2A) is on your left (look for the glass doors).

If you have any questions or problems, you can call our office at +41 22 917 32 39 or Irene Martinetti at +41 078 9121388.

Getting to and from the John Knox Center

To travel between the airport and the John Knox Centre, use bus 5

When you are travelling from the airport towards the John Knox Centre, take the bus direction Thonex-Vallard and get off at Grand-Saconnex-Place. Go through the parking lot, then up Chemin Auguste Vilbert. Go up the hill to the stop sign, cross the road then follow the signs to the John Knox Centre.

When travelling to the airport from John Knox Centre, take the bus which goes to Aéroport from Grand-Saconnex Place.

The address of the John Knox Center is:

Centre international réformé John Knox,
27 Chemin des Crets de Pregny,
1218 Grand-Saconnex, Genève

The John Knox Center has a door entry code that changes every week:

- Door entry code 20th January: 3328A
- Door entry code 27th January: 3132A
- Door entry code from 28th January: 3136A

N.B. The door entry code will change every Monday.

To travel between the center of Geneva and the John Knox Centre, use bus 5

When you are travelling from the city center towards the John Knox Center, take the bus direction Aéroport and get off at Grand-Saconnex-Place. Go through the parking lot, then up Chemin Auguste Vilbert. Go up the hill to the stop sign, cross the road then follow the signs to the John Knox Centre.

When travelling towards the city center from John Knox Centre, take the bus which goes to Thonex-Vallard. You can get off at Gare Cornavin and walk to the lake or to Pâquis from there, or you can get off at Molard to go shopping and see another side of the lake. Get off at Museum if you wish to visit the Natural History Museum or to walk to the old town.

To travel between the John Knox Center and Nations, use bus 5

When you are travelling from Nations to the John Knox Center, take the bus direction Aéroport and get off at Grand-Saconnex-Place. Go through the parking lot, then up Chemin Auguste Vilbert. Go up the hill to the stop sign, cross the road then follow the signs to the John Knox Centre.
When travelling to Natons from John Knox Center, take the bus which heads in the direction Thonex-Vallard, from the bus stop Grand-Saconnex Place.

Services of the John Knox Center:

- Free bus/tram card allowing you to travel on the network Unireso during your entire stay in Geneva
- Breakfast is included

- **For those who wish to have dinner at John Knox, please reserve beforehand**
  There will be no supermarket in the proximity so it is advisable to buy food at the airport upon arrival.

**About the Palais des Nations**

**SAFI** is a shop located in Building S of the Palais. Here you can buy food such as sandwiches (5 CHF), clothes, watches & bags, chocolate, alcohol and souvenirs.

**Naville** is a kiosk, located in Building E, on the left side of the entrance E40. Here you can buy newspapers, greeting cards, magazines, books etc. You can also buy bus tickets and phone cards (10 CHF) here.

The **post office** is located in Building C. Here you have the opportunity to send postcards with a unique UN stamp. Near to the post office are also another two kiosks and a bar. There is also a UBS bank and a travel agency, both located in Building C.

The **UBS Bank** is conveniently located next to the travel agency, providing rapid financial services to all who have access to UN Buildings.

**Welcome Dinner**

For those participants who will be attending WFUNA’s welcome dinner at ‘Bain des Paquis,’ the following provides instructions on how to get there from the John Knox Center by bus.

From the John Knox Center, walk to the bus stop Grand-Saconnex Place. Take bus 5 in the direction Thonex-Vallard. You can get off at Gare Cornavin and walk to the lake or to Paquis from there. Get off at Gare Cornavin (A on the map)

From Gare Cornavin, it is a 15 minute walk to Bains des Pâquis (See map below)

- Head Northeast on Pl. de Montbrillant toward Rue Cité-de-la-Corderie.
- Take the immediate right onto Route 102 and the first left onto Pl. de Cornavin
- Carry straight on to Rue de Lausanne then take the next right onto Rue de Monthoux
- Carry straight on until the end of the road, then turn left onto Quai du Mont Blanc
- Turn right onto Jetée des Pâquis and the restaurant (B) will be located on the right hand side.
II. Bios of WFUNA Staff

Irene Martinetti, Director of Programs

Irene Martinetti is the Director of Programs of the World Federation of UN Associations Office in Geneva. She is responsible for human rights programs, UN affairs, membership coordination, and the overall management of the Geneva office. She holds a Master of International Affairs from Columbia University, and a B.A. and M.A. in East Asian Studies from Ca’Foscari University, Italy. Her previous work experiences include employment as Senior Research Associate at the Center for UN Reform in New York and as Business Development Associate for Panalpina China Ltd, and internships with BBC Beijing and UNDP. She is fluent in English, French and Mandarin Chinese and has a working knowledge of Spanish.

Wiebke Harms, Human Rights Education Program Officer

Wiebke Harms is the Human Rights Education Program Officer at the WFUNA office in Geneva. She is responsible for the implementation of WFUNA’s educational programs, the development of information and educational materials, as well as the strengthening of WFUNA’s links with relevant actors in Geneva. Wiebke has five years of experience in the management of humanitarian and development projects in the areas of education and health in Lebanon, the Democratic Republic of Congo and Papua New Guinea and has worked for human rights training programs in Geneva. She holds a M.A. in International Relations from the Graduate Institute in Geneva and in Humanitarian Action from Uppsala University.

Hans Fridlund, Human Rights Assistant

Hans Fridlund studied political science with a specialization in political communication at University of Halmstad, Sweden and University of Sussex, UK. He developed a strong interest for human rights and volunteered at the local UNA Chapter in Halmstad. He participated in different education programs arranged by UNA Sweden. As WFUNA’s Human Rights Assistant, Hans works on the Human Rights Nexus website, social media, the news scan and reports from different human rights meetings and seminars.

Avni Patel, Program Assistant

Avni Patel is the Program Assistant at the World Federation of United Nations Associations (WFUNA). Her internship involves administration work, including helping to organize events and working closely with a number of colleagues from the Geneva and New York offices. She is working towards a B.A. in French with Business Management at Queen Mary, University of London.

Tang Yiren, Fundraising Assistant

Tang Yiren is currently interning in WFUNA as the fundraising coordinator. She comes from China. Before joining WFUNA, she did her master program (MSc in Political Economy of Late Development) at the London School of Economics and Political Science and an undergraduate program (LLB. in International Relations and Diplomacy) in Beijing Foreign Studies University. Prior to WFUNA, Tang Yiren had also interned with UNICEF UK and the Fairtrade Foundation.
IV. General Info

Dress Code

Dress code for all training sessions is smart/business casual. Please do not wear jeans for any of the training days. Casual dress is fine for all the extracurricular activities.

Lunch

You can have lunch at the UN Cafeteria, prices range from 10.00 CHF to 18.00 CHF depending on the menu you choose. You can also buy sandwiches at SAFI.

Weather

Average temperatures: winter 3°C (35°F), summer 18°C (64°F). The winter months are known to occasionally suffer strong northerly winds. January tends to feature the chilliest climate, although average daytime temperature rarely drop below 4°C / 39°F. Night times are, however, a little colder with some frosty weather.

Electricity

Voltage 230 volts

Languages

Official language: French
Other languages spoken: English and German

Security

Geneva is generally a safe city but requires attention to your personal belongings. Pickpocketing is very common: keep bags closed and within view at all times. It is not advisable to walk around alone late at night, especially in the proximity of the train station.

Opening hours

Most shops in Geneva are open Monday to Friday from 08:30 to around 19:00, although many may choose to close earlier.

On Thursdays shops usually stay open later for the popular late-night shopping, closing at around 21:00, while on Saturday, the typical opening hours are between 09:00 and 18:00.

Banking

We recommend currency exchange take place at the airport prior to flying out or at arrival in Geneva. There are ATMs available in the city center and in the Palais des Nations, close to the post office.
Currency Exchange Offices

Gare Cornavin      Change Cité          Lyeland Finance SA
Place Cornavin    Rue du Mont-Blanc 21  Rue du Mont-Blanc 24
1201 Genève       1201 Genève          1201 Genève
Open: 7/7          Open: MON-SAT       Open: MON-SAT

Meals

All meals will be funded by participants. Keep in mind that some restaurants in Geneva do not take credit cards. Please refer to the list of restaurants, bars etc. attached to this information package.

Tipping

Prices in hotels, restaurants, taxi fares, etc., are calculated to include taxes and service. A tip, therefore, is not necessary, but justified for good service. The general rule of thumb is 5%-10% for good service. Leaving spare change is a polite gesture sure to be appreciated. Of course you might want to leave more for truly outstanding service.

Currency & Euro

Swiss franc (CHF): 1 CHF is divided into 100 centimes. Average rate: 1 Euro = CHF 1.20.

The exchange rate for the Euro and the Swiss Franc is not officially fixed and is subject to daily market fluctuations. Conversion rate is available at exchange offices, banks and in newspapers.

Wifi

The City of Geneva has set up free Wifi internet access which is available in almost all parts of town. It is, however, rather slow and not always available.

Emergencies Numbers

Police: 117        Fire Brigade: 118     Road Assistance: 140
Ambulances: 144    Poisoning: 145       Duty Pharmacy Service: 1811/144
SOS Doctors at Home: 022 748 49 50 13  Emergency Doctors at Home: 022 322 20 20  SOS Pharmacists: 022 420 64 80
SOS Nurses: 022 420 24 64  SOS Keys: 022 311 12 22  Lost and Found: 022 327 60 00
IV. Suggested Activities

Often referred to as Genève in French, the Swiss city of Geneva is the country’s third-biggest city and offers a definite international flavor. The city enjoys a superb location next to Lake Geneva, which is known locally in Switzerland as Lac Léman and is where you will find the breathtaking Jet d’Eau fountain, which is actually the tallest fountain on the planet and often sprays a gentle mist towards onlookers, although if the wind changes, be prepared to get soaked. Geneva is the official home of the European Headquarters of the United Nations, along with more than 200 other important international organizations. Overflowing with museums, Geneva is a true city of culture and features an extensive calendar of events and an exciting nightlife, particularly around the banks of the River Rhône.

Please refer to the attached documents for suggestions on meals, drinks, bars and cafés as well as some general information on gastronomy and events in Geneva.

Some of the main tourist attractions are:

- Geneva’s lakefront
- Jet d’eau (water fountain)
- Flower Clock
- Saint Peter’s Cathedral
- Reformation Wall
- Place Neuve
- United Nations Building
- Place du Bourg-de-Four

Areas

The Lake. The hotels and eateries around the lake feature some of the most decadent restaurants in Geneva with stunning views and first class service. Formal dress is encouraged in the evenings. Lunch specials are available during the day at much reduced prices.

The Paquis. Geneva’s most international district is home to some of Geneva’s best restaurants. Authentic Arabic, Thai, African and South American cafes are prevalent and low priced; but don’t expect to be able to pay with a credit card. Check out Rue de Berne for its late night kebabs.

The Old Town. Traditional Swiss eateries and cozy French cafes are tucked into every corner. Many offer a romantic candle-lit atmosphere in a uniquely medieval setting. Reservations are recommended due to limited seating at the more refined cafes.

Eaux Vives. Famous for its quality Italian eateries and shaded French cafes. Nearby Parc La Grange is also a great picnic spot.

Plainpalais. A university student area with lots of low-priced options. Take out available at many locations.

International District. Recommended during the lunchtime hours when you can observe power lunching bureaucrats in action.

Carouge. There is always something new to try in Carouge, home to the most trendy and experimental restaurants in the area. Follow the local crowds to find the latest “secret” treasure.
Art and History Museum
Rue Charles-Galland 2
1206 Genève
Tel. +41 (0)22 418 26 00
Web: www.ville-ge.ch/mah

Erected between 1903 and 1910 and designed as an encyclopedic museum, it covers the whole of western culture, from its origins to the present days. Its three sectors comprise Archaeology (prehistoric, Egyptian, Greek, Etruscan, Roman); Fine Arts (some 400 paintings from the Renaissance to modern times, and sculptures by artists such as Houdon, Pradier, Rodin, Arp, Giacometti, Tinguely, etc.); Applied Arts (objects from the Middle Ages to the 20th century, such as furniture, textiles, pewterware, arms and armor).

Don’t fail to see the celebrated 15th century altarpiece by Konrad Witz, “The Miraculous Draught of Fish” and original stained glass windows, all formerly installed in Saint Peter’s Cathedral.

Tuesday-Sunday: 10am-6pm
Closed on Monday.

Entrance: Free

Paying entrance for temporary exhibitions: CHF 5.- (reduced rate CHF 3.-)
Free entrance for children under 18.
Free admission to temporary exhibitions every first Sunday of the month.

Archaeological Site of St Peter’s Cathedral
Cours Saint-Pierre 6
1204 Genève
Tel. +41 (0)22 310 02 25
Tel. +41 (0)22 310 29 29
Web: www.site-archeologique.ch

Visiting the archaeological site of Saint-Pierre Cathedral offers a unique experience, an underground journey through an exceptional site, at the top of the hill, in the heart of Geneva’s old town.

One of the most significant sites of its kind north of the Alps, it is presented in several specially equipped spaces within the excavations, using cutting-edge museum technologies. The visit thus begins in the 3rd-century BC and leads up to the construction of the current cathedral in the 12th century.

The space under Saint-Pierre Cathedral contains the remains of the many churches that preceded the current structure: the oldest of these dates from the late 4th century, providing evidence of Geneva’s pivotal role in the development of Christianity. Furthermore, the excavations have brought to light traces of pre-Christian occupation of the hill: wells, a grain processing area, a likely ceremonial building and an Allobrogian tomb.

Although the site was occupied continuously, traces of ancient Geneva can be easily discerned. The bishops of Geneva, who inherited many of the powers of the Roman civilian and military rulers, chose this same location to erect several places of worship dedicated to preaching, baptism, the memory of the deceased and teaching.
Tuesday to Sunday: 10am-5pm
Closed on Monday.
Entrance: Adults: CHF 8.-
Reduced rate: CHF 4.-
Free entrance for children under 7.

"Espace Saint-Pierre" combined admission ticket (cathedral and towers, archeological site and the International Museum of the Reformation): CHF 16.-

Conservatory and Botanical Gardens
Chemin de l’Impératrice 1
1292 Chambéry
Tel. +41 (0)22 418 51 00
Web: www.ville-ge.ch/cjb

The spirit of naturalism that prevailed in the 18th century eventually prompted A.-P. de Candolle to establish Geneva’s first extensive botanical gardens in the present Bastions Park in 1817. Today this area of 28 hectares, situated since 1904 on the edge of Geneva, is an ideal setting for either a simple stroll or for learning. The Botanical Gardens consist of a collection of 16,000 plant species from all over the world. This truly living museum is divided into several sections: an arboretum, the rock garden and banks of protected plants, medicinal and useful plants, greenhouses, horticultural plants (including a "garden of scent and touch"), an animal park devoted to conservation and "Botanicum" (a family space) near the lake. The Conservatory owns a rich public scientific library of more than 220,000 volumes and a herbarium whose more than 5,5 million samples make it one of the five largest in the world (visit by appointment).

Garden
End of October-March: Every day 9.30am-5pm
April-End of October: Every day 8am-7.30pm
Greenhouses: Every day of the year: 9.30am-4.30pm
Entrance: free.

Patek Philippe Museum
Rue des Vieux-Grenadiers 7
1205 Genève
Tel. +41 (0)22 807 09 10
Web: www.patekmuseum.com

Located in a building erected in the early 20th century, the Patek Philippe Museum exhibits important collections of horology and enameling of Genevese, Swiss and European origin, dating from the 16th to the 20th century. A library entirely dedicated to horology and its related subjects documents these historic collections which are essentially composed of watches, musical automata and portrait miniatures painted on enamel as well as the Geneva based firm’s prestigious creations since its foundation in 1839.
Tuesday-Friday: 2pm-6pm  
Saturday: 10am-6p  
Public guided tours available on Saturdays at 2pm (in French) and at 2.30pm (in English).  
Closed on Sunday, Monday and bank holidays.  
CHF 10.- Adults.  
CHF 7.- Senior citizens, disabled persons,  
Students (18-25 years).  
Free entrance for children under 18 years.

**Coppet Castle (near Geneva)**  
1296 Coppet, AVD  
Tel. +41 (0)22 776 10 28  
Web: www.swisscastles.ch/vaud/coppet

The Castle of Coppet was reconstructed at the end of the 17th century upon the ruins of a 13th century fortified castle, some remains of which may still be seen. The castle lies in a vast park overlooking the Lake of Geneva. It tells the story of a family: that of the Swiss Jacques Necker, Finance Minister to Louis XVI, and of his daughter, Mme de Staël, who went into exile there due to her opposition to Napoleon. She initiated the "Salon de l'Europe" where prominent figures of the day debated on the arts, literature and politics. Since Necker's time, the castle has remained in the hands of his descendants. This explains the home-like atmosphere of the museum which displays superb furniture, paintings and objects in their original setting.

Easter-October: Daily: 2pm-6pm  
Closed from November to Easter.  
Entrance: CHF 8.-

**Shopping**

Although the Rue de la Confédération is an excellent place to begin your shopping trip, nearby there are also many excellent streets and public squares all over central Geneva, such as the Rive Droite, Rue du Mont Blanc, the Place du Molard, the Rue du Marche and the Rue du Rhône. These areas are rather upmarket and expensive, and so are perfect for a spot of serious window shopping, although they are also home to a number of good supermarkets.

The Rue du Mont Blanc is especially popular with tourists in Geneva and this spacious boulevard contains many interesting shops specializing in traditional Swiss crafts and chocolate confectionary. Shopping in this part of Geneva also has the added advantage of some pleasant scenery, since it is next to the waterfront and the Quai du Mont Blanc. Take time out, rest your bags and stop at one of the many cafes, before continuing with your shopping. Do bear in mind that if you spend large amount here you may be able to claim the VAT back within 30 days, although the goods must first be stamped by the Swiss customs.