



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

IOM's International Dialogue on Migration

**Workshop on Developing Capacity
to Manage Migration**

**27-28 September 2005, Conference Center of Varembe (CCV), 9 rue de Varembe,
Geneva, Switzerland**

Participant registration form and workshop arrangements

Registration Deadline: **August 15, 2005**
Please return form to: Migration Policy, Research and Communications (MPRC)
International Organization for Migration
17 route des Morillons • C.P. 71 • CH-1211 Geneva 19 • Switzerland
Fax: +41 22 798 6150
Email: mprpdpt@iom.int

Other questions regarding workshop arrangements should be sent to Ms. Dominique Jaud-Pellier,
Email: djaud@iom.int or Telephone: +41 22 717 9429.

Participant's details

Title (Mr., Ms., Mrs., Prof., Dr., etc.):	
First Name:	
Last Name:	
Professional Title:	
Country/ Organization:	
Address:	
Postal code:	City:
Country	
Tel. No.:	Fax No.:
E-mail:	

Important Please ensure that information given is complete and legible (preferably typed).

Workshop Arrangements

Date and Venue

The seminar will be held on Tuesday 27 September to Wednesday 28 September 2005.

CCV, Conference Center of Varembé (located across the street from the main building of the Centre International de Conférences Genève (CICG))

9, rue de Varembé, 1211 Geneva 20, Switzerland
Tel. + 41 22 791 9111 Fax. +41 22 733 8106 www.cicg.ch

Working Languages

Simultaneous interpretation will be provided in English, French and Spanish.

Documentation

Background documents will soon be made available on the IOM website at <http://www.iom.int/en/know/idm/iswdcmm200509.shtml>. They will also be provided at the registration table and the documentation booth during the seminar.

Restaurants

Lunch is not provided. A self-service bar is available at the workshop venue and other restaurants can be found nearby. Coffee and tea will be provided during the breaks.

Visa Requirement

Arranging and purchasing an entry visa is the responsibility of the participant. Participants requiring an entry visa **must** obtain it from the Swiss consulate or diplomatic mission in their country of residence prior to departure. Participants from countries with no Swiss representation must obtain their visas from a third country. Should you require an invitation letter to be sent to the Swiss consulate in your country, please complete the information below. The secretariat will inform you once the invitation letter has been sent.

Name:

Surname:

Nationality:

Passport number:

Date of issue:

Date of expiry:

City and country of the Swiss Consulate (with fax number, if possible)

I do NOT need a visa for Switzerland.

Travel Arrangements and Accommodation

Travel arrangements

Participants are requested to make their own travel arrangements to and from Geneva. The cost of travel must be borne by the participant.

Accommodation

Block bookings have been made for the nights of 26, 27, 28, 29, 30 September 2005 at:

<p>Hotel Crowne Plaza Geneva (Five-star hotel) 26, Voie de Moens, 1218 Geneva <i>Near Geneva airport (20 minutes to CCV)</i> Tel: +41 22 747 02 24 Fax: +41 22 747 03 01 http://geneva.crowneplaza.com/ E-mail: sales2@cpgeneva.ch</p>	<p>Contact : Mr Laurent Ghys Key account manager</p> <p>Standard room, per day: CHF 190.- Buffet breakfast: CHF 34.- City tax per person, per day: CHF 3.25</p>
--	--

Participants must contact the hotel directly to confirm their individual booking by **15 August 2005**. Please indicate the name of the workshop (Workshop on Developing Capacity to Manage Migration) in order to obtain this special rate.

Alternatively, some recommended hotels include:

<p>Manotel group has 3-4 star hotels, close to the city center and the Palais des Nations. Hotel booking can be made directly at http://www.manotel.com/index.shtml or info@manotel.com</p>	<p>Hotel Adriatica (Three-star hotel) 21, rue Sautter, 1205 Geneva <i>Near City Center (30 minutes to CCV)</i> Tel: +41 22 703 53 83 Fax: +41 22 703 53 88 http://www.hotel-adriatica.com/_e.html E-mail: reservation@hotel-adriatica.com</p>
<p>Hotel Mon Repos (3-star hotel) 131-133, rue de Lausanne, 1202 Geneva <i>Near railway station (Gare Cornavin) (10 minutes to CCV)</i> www.hmrge.ch Tel: +41 22 909 3909 Fax: +41 55 909 3993 E-mail: reservations@hmrge.ch</p>	<p>Hotel Calvy (Three-star hotel) 5, Ruelle du Midi, 1207 Geneva <i>Near City Center (20 minutes to CCV)</i> Tel: +41 22 700 27 27 Fax: +41 22 735 61 62 http://original.ch/calvy E-mail: calvy@bulewin.ch</p>

A range of hotels in Geneva can be seen online at:

<http://www.geneve-tourisme.ch/?rubrique=0000000269>. The site is available in English, French and German.

Note: In view of the fact that several major conferences are taking place in Geneva in September, ***it is crucial to make hotel reservations as soon as possible.***

Arriving in Geneva

For participants who wish to stay at the Hotel Crowne Plaza, hotel shuttle service will be available in front of **exit 4**, of the Geneva Cointrin Airport, at the "Arrival" level (every 15 minutes). Participants traveling by train should get off at the Geneve-Airport station to take the shuttle to the hotel.

From Geneva Cointrin airport - Taxis are available directly outside the airport at the cost of approximately 25 – 35 CHF to the city center. Alternatively, participants may take the train one stop (5 minutes) to "Genève" or Bus no.10 from the airport to the train station "Cornavin".

From Railway station (Gare Cornavin) – The train station is walking distance from the city center.

General Information

Local Transport and Taxis

Choices of public transportation to CCV are as follows

- From Railway Station (Gare Cornavin) – approximately 10 minutes
 - Bus **5** (Direction Palexpo), Stop **Vermont**
 - Bus **8** (Direction OMS), Stop **UIT**
 - Bus **F** (Direction Gex Zac, France), Stop **Varembé**
 - Tram **13** (Direction Nations), Stop **Nations**
 - Tram **15** (Direction Nations), Stop **Nations**
- From Hotel Crowne Plaza – approximately 20 minutes
 - Bus **5** (Direction Hôpital), Stop **Vermont**
- From Meyrin/ Airport region – approximately 20 minutes
 - Bus **18** (Direction Nations), Stop **Palais des Nations**
 - Bus **28** (Direction Jardin Botanique), Stop **Palais des Nations**

Individual tickets are available from vending machines at main bus stops: 3.00 CHF (valid for one hour in central Geneva). Tickets must be purchased **before** entering buses. Fines of 80 CHF are applicable to those traveling without a valid ticket. Also note that the machine does not give change.

In Geneva, taxis are **only** available on call. Geneva taxi drivers know the workshop venue as "CICG" (Rue Varembé). Taxis can be called by telephone by dialing the following numbers: AA New Cab: (022) 320 20 20, Taxi-Phone: (022) 331 41 33 and Taxi: (022) 320 22 02.

A bus and tram map can be found at <http://www.tpg.ch/Cartographie/plans/plan042005.pdf>

A detailed map of Geneva can also be found at <http://www.geneva.ch/map/>

Post Office and Bank

A Post Office is located within walking distance of the workshop venue. A foreign currency exchange service is available at local banks, hotels, the airport, and the train station (Gare Cornavin). Major credit cards and ATM cards linked with international banks are widely accepted throughout Switzerland.

Climate

In September, temperature ranges from 10C to 20C, with an average monthly rainfall of 91 mm. It is recommended to bring a warm coat and an umbrella.

Language

The official language in Geneva is French. However, most people in shops and other commercial activities speak basic English. German and Italian also spoken in other parts of Switzerland.

Time Zone

Central Europe (Greenwich G.M.T. + 1 hour)
Summer time +1 hour (last weekend of March)
Winter time –1 hour (last weekend of October)

Currency

The currency in Switzerland is the Swiss Franc, divided into 100 centimes. In April 2005, the exchange rate was approximately 1.20 Swiss Francs for \$US 1.00; and 1.50 Swiss Francs for 1 Euro.

Voltage

The current electric used is 220 V, 50 Hz. Power sockets are of the three-square pin type.

Tipping

The indicated prices for restaurants, hotels and taxis include service and therefore, tipping is not an absolute necessity. It is, however, customary to leave a tip for particularly good service.

Geneva Tourism

For detailed information on Geneva tourism, visit the following links:

<http://www.geneve-tourisme.ch/>
http://www.ville-ge.ch/index_e.htm

Information offices Geneva Tourism
18, rue du Mont-Blanc, CH-1201 Geneva
Phone +41 22 909 70 00
Fax +41 22 909 70 11