



**Onboarding Workshop for
ITU Digital Transformation Centres Initiative
Geneva, Switzerland
11-13 February 2020**

INFORMATION NOTE

VENUE

the onboarding workshop of the ITU Digital Transformation Centres Initiative will be held **from 11 to 13 February 2020** in **Geneva, Switzerland**, at the following address:

International Telecommunication Union (ITU)
Place des Nations
1211 Geneva 20
Switzerland

This meeting is organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU).

REGISTRATION

Registration for this workshop will be carried out exclusively online. To register [register here](#), and please complete the form. Registered participants will receive a confirmation of registration by e-mail from ITU.

Participants are required to present their confirmation of registration to the Registration Desk at the Montbrillant entrance of the ITU, together with an official identity document bearing a photograph (e.g. passport or driving licence) in order to obtain their event badge. This badge must be worn at all times when entering or when inside the ITU premises.

The workshop will be held in room L of the Montbrillant Building as from 09h00.

VISA PROCEDURES

Citizens of a number of countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

IMPORTANT NOTICE FROM THE SWISS MISSION CONCERNING THE OBTENTION OF VISAS!

Switzerland has implemented necessary measures to facilitate the issuance of visas for official delegates invited to take part in conferences and international meetings with organizations having concluded a headquarters agreement as well as other persons invited in the framework of good offices.

The time needed for a visa request to be processed may vary from case to case and could also depend on local circumstances. It is therefore strongly recommended to take the necessary steps well in advance so

visas can be issued as required. In general, exceptions excluded, visa requests can be lodged at the earliest three months before the departure date and at the latest twenty-one days before the departure date. All visa applicants should submit completed and signed application forms as well as all other necessary documents. Applications which are not complete will be delayed and not registered until complete.

Further information is available at: [Swiss Confederation - Federal Office for Migration](#)

Visa support

Participants may, if they encounter problems, request visa support. In such cases, the following information is required and should be submitted via e-mail to BDTMeetingsRegistration@itu.int

- a scanned copy of an official letter (with your organization's letter head), addressed to BDT Director, duly stamped and signed by the highest authority in your organization and nominating you to participate in the onboarding workshop of the ITU Digital Transformation Centres Initiative from 11 to 13 February 2020 in Geneva, Switzerland; and
- a passport copy containing:
 - o Name as shown on passport.
 - o Date and place of birth.
 - o Passport number.
 - o Passport issuance and expiry dates.
 - o Country of issuance of passport.

Access to ITU buildings

[Coming to ITU](#)

The ITU premises have three interlinked buildings: The Tower Building, the Varembe Building and the Montbrillant Building (see more details at: [ITU Circulation Plan](#)).

Access to these buildings is provided via radio-frequency identification (RFID) security badges (swipe cards) that are issued during registration in the Montbrillant building.

There are three entrances:

- The Montbrillant entrance (2, rue de Varembe, extension 6788 or 6789) is open from 0600 to 2200 hours, Monday to Friday. **It is here that delegate registration takes place.**
- The Tower entrance (avenue Giuseppe Motta, extension 5107 or 5108) is open every day from 0600 to 2200 hours (including weekends, but not official holidays).
- The Varembe entrance, accessible only to badge holders, is open from 0600 to 2200 hours, Monday to Friday.

Accommodation

You will find a [LIST](#) of hotels around Geneva offering special rates to ITU delegates.

Delegates attending ITU conferences and meetings may benefit from special rates in a number of hotels in Geneva. The procedure outlined below should be followed in order to simplify the reservation of hotel rooms on the special terms extended:

- Delegates must reserve their room directly at one of the hotels on this [list](#) AND NOT through any intermediary such as a travel agency or airline.
- They must confirm the booking by mailing or faxing this generic [confirmation form](#), which must include their credit card number by way of guarantee.
- When checking in, delegates may be required to provide evidence that they are attending an ITU meeting (and should in this case show their "Confirmation of Registration" letter).

Note: ITU has established this procedure to facilitate, but not to deal with, reservations.

Transportation - Geneva Transport Card

Hotels and residences in the canton of Geneva now provide a free "[Geneva Transport Card](#)" valid for the duration of the stay.

This card will give you **free access** to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Electric Power supply

The **voltage** in Switzerland is similar to that in most other European countries, i.e. 230V/50Hz. Switzerland uses two types of electric plug: type C (two pins) and type J (three pins).

Restaurants

Ground floor of the ITU Montbrillant Building.

Other restaurants near ITU are listed in the table below.

Restaurant Vieux Bois

Avenue de la Paix 12

Cuisines: [European](#), [French](#), [International](#)

[Phone](#) : 022 919 24 26

[Website](#)

Café du Soleil

Place du Petit-Saconnex 6

Cuisines: [French](#), Swiss, [European](#)

[Phone](#) : 022 733 34 17

[Website](#)

Thai Phuket

Avenue de France 33

Cuisines: [Asian](#), [Thai](#)

[Phone](#) : 078 743 01 88

[Website](#)

Restaurant Nations

Rue de Montbrillant 87

Cuisines: [French](#), [Mediterranean](#), [European](#)

Woods at the InterContinental hotel

Chemin du Petit-Saconnex 7-9

Cuisines: [European](#), Gastropub, [French](#)

[Phone](#) : 022 919 33 33

[Website](#)

Chez ma Cousine

Chemin du Petit-Saconnex 2

Cuisines: [European](#)

[Phone](#) : 022 733 79 85

[Website](#)

Restaurant-pizzeria Ariana

Rue de Montbrillant 1202

Cuisines: [Italian](#), Swiss,

Pizza, [International](#), [Spanish](#)

[Phone](#) : 022 740 07 67

[Website](#)

Restaurant du Château de Penthes

Chemin de l' Imperatrice 18 Château de Penthes

Cuisines: [French](#), [European](#)

[Phone](#) : 022 734 35 45

[Website](#)

Sagano

Rue de Montbrillant 86

Cuisines: [Japanese](#), [Sushi](#), [Asian](#)

[Phone](#) : 078 976 66 54

[Website](#)

China Garden

Avenue De-Budé 15

Cuisines: [Chinese](#), [Asian](#)

[Phone](#) : 022 733 21 91

[Website](#)

[La Colombe](#)

chemin des Colombettes 11

[Phone](#) : 022 734 58 00

[Phone](#) : 022 734 48 65

[Website](#)

La Romana

Rue de Vermont 37

Cuisines: [Italian](#), [Pizza](#), [Mediterranean](#), [European](#)

[Phone](#) : 022 734 82 86

[Website](#)

Lemon café restaurant

rue du Vidollet 4

[Phone](#) : 022 733 60 24

[Website](#)

Emergency services

ITU security/reception 119

Police 117

Fire 118

Ambulance 144

Medical facilities

ITU Medical Service Ext: 5397

Varembé Building, First Floor (V.16)

0830-1230 hours, and 1400-1730 hours

[Vermont: Grand-Pré medical centre](#)

022 734 5150

9A rue de Vermont

[SOS Médecins](#)

022 748 4950

The doctor will come to your hotel or residence.

Pharmacies

[Pharmacie populaire](#)

022 318 6912

67 rue de Montbrillant

Pharmacie des Colombettes

022 740 0160

1 chemin des Colombettes

[Pharmacies outside normal opening hours](#)

After 2300 hours, call 144 to find out which pharmacy is on special late-night duty.