

Logistical Note

Organized by ITU and UNICEF under the Giga Initiative

Title	Sustainable Public Procurement for School Connectivity
Dates	02/12/2025 – 05/12/2025
Location	Geneva, Switzerland

1. INVITATION, FELLOWSHIP AND TRAINING COURSE VENUE

You're invited by the International Telecommunication Union (ITU) to join an in-person training course. This note covers basic information about logistics to attend the training program.

Information on Inviting Organization

- **Inviting Organization** – International Telecommunication Union (ITU)
- **Contact Person – Surname(s):** Fonseca Ribeiro | **First Name(s):** Gustavo
- **Email address** – ituacademy@itu.int or gustavo.fonseca-ribeiro@itu.int
- **Phone number** – +41 227305932
- **Address:** Pl. des Nations, 1211, 1202 Geneva, Switzerland
 - **Street:** Pl. des Nations
 - **Street Number:** 1211
 - **Zip Code:** 1202
 - **City:** Geneva
 - **Country:** Switzerland

Fellowships

As the inviting organization, ITU provide financial support for selected fellows. The training is offered free of charge, while ITU funds travel in the form of roundtrip flights from the fellow's country of residence to Switzerland and back. Besides this, ITU also covers accommodation, a fixed daily subsistence allowance for other costs, such as food.

The above is not applicable for self-funded participants. Self-funded participants are expected to self-finance all their costs if selected. Whether a participant is a fellow or not is communicated to them via an official invitation letter.

Training Venue

The training will take place at the Giga Connectivity Centre in Geneva, Switzerland, in the following address: 3rd Floor, Campus Biotech, 9 Chemin des Mines, 1202 Geneva, Switzerland.

To find the venue on Google Maps click here: <https://maps.app.goo.gl/TjKdmQPE7Ba9eUQN8>.

2. DETAILS OF ARRIVAL AND LOCALTRANSPORT

Local Transport Tickets: A single trip or day pass can be bought from ticket machines located at most bus stops, or through the SBB Mobile app: <https://apps.apple.com/ch/app/sbb-mobile/id294855237>. Usually, you can obtain free tickets at the airport in the baggage claim area or in your hotel.

Arrival: Geneva is located in the most western part of Switzerland, close to the French border. The city's main railway station, Gare Cornavin, is directly connected to Geneva International Airport, making transfers quick and convenient. Geneva is also within easy reach of other major airports in Switzerland and neighboring France.

Arriving from Geneva International Airport (5 km)

Gare Cornavin is just 7 minutes away from Geneva Airport by train. Trains depart from the station located within the airport terminal every 3–6 minutes during the day. The journey is free if you collect your "Unireso free ticket" from the machine in the baggage claim area upon arrival. Without the free ticket, a one-way ticket costs about CHF 3.00 (approx. €3.30), valid for one hour. More details are available on the Swiss Federal Railways (SBB) website: <https://www.sbb.ch/en>

Arriving from Lausanne (60 km)

If arriving via Lausanne (e.g., by flying into Lausanne Airport or traveling from elsewhere in Switzerland), direct trains run frequently to Geneva's Gare Cornavin. The trip takes about 35 minutes and costs around CHF 20.00 (approx. €20.70) for a one-way ticket in 2nd class. Tickets can be purchased online at <https://www.sbb.ch/en> or at station ticket machines.

Arriving from Annecy, France (40 km)

If traveling from Annecy, you can take a bus directly to Geneva. The trip takes about 1h15min and costs €10–15 depending on the provider (FlixBus, BlaBlaCar Bus, or regional buses). Buses arrive at Geneva's Gare Routière, which is a 5-minute walk from Gare Cornavin.

LOCAL PUBLIC TRANSPORTATION

Train Transportation

Public transport in the Switzerland is well organized. The best way to travel long distances is via trains, which usually depart every 30 minutes during the day and evening from and to Gare Cornavin (Central Station). There are two main train stations in Geneva; Gare Cornavin and Geneva Airport Railway Station.

You can purchase a ticket in three ways:

- At the **automated dispensing machines**: https://www.sbb.ch/en/travel-information/stations/services-ticket-machine/sbb-ticket_machine.html. You can pay using your credit card or in cash (CHF/EUR). Automated ticket machines have an English language option.
- At one of the station's **sales offices at any train station**, you can purchase your ticket in advance or directly on the same day. You can pay in cash or with credit card.
- You can purchase your **ticket online**, where you have to pay using your credit card. This can be done via the SBB Mobile app or via the SBB website. Please visit this page to learn how to buy an e-ticket: <https://www.sbb.ch/en>.

When buying a ticket, you can choose between first and second class, date of travel, and single or return ticket. Travelers who cannot present a (valid) ticket when checked can expect a large fine (usually 100 CHF).

Please note: **Tickets are not available on the train itself!** When buying the train ticket through the SBB Mobile app, the ticket must be purchased before the departure time of the train to be valid. Once you arrive at your destination, you can continue your trip by bus, tram, metro or taxi (depending on the city).

Bus Transportation

The bus and tram service in Geneva is provided by Transports Publics Genevois (TPG). TPG is a public transport company that provides bus and train services within and around the Canton of Geneva. Bus terminals are usually located at the train station and connect city centers with nearby villages. Buses and trams within Geneva usually run several times per hour. You can pay your fare in cash or by card when buying a ticket at the ticket machines, which are located by most bus and tram stops. A regional bus/tram ticket can also be purchased through the SBB Mobile app.

You can look at the TPG website (or application), SBB website (or application), or Google Maps to find the timetable for the bus you need.

Taxis

Variety of taxi companies operate in Geneva, from affordable to luxurious ones. Hailing a taxi on the street might not be easy and there are only several taxi spots. Booking the taxi online or saving a taxi mobile number to your phone is recommended.

Alternative to using taxi is using **Uber**, which is currently operating in Geneva.

Taxis use standard meters. Taxis will always start with a small standard balance, to ensure a minimum fare. It is common to leave the taxi driver a small tip, for example rounding up to the nearest franc or five francs.

Taxis in Geneva:

- **Taxi-phone.ch**: Phone: 0041 (0)22 33 141 33 | www.taxi-phone.ch
- **Taxis 202**: Phone: 0041 (0)22 3 202 202 | www.taxis.ch
- **Taxi Ambassador Phone**: 0041 (0)22 731 41 41 | www.ambataxi.ch

3. VISA REQUIREMENTS

Citizens of some countries will need a visa to enter Switzerland. For further information see below:

- **Online Visa System:** <https://www.swiss-visa.ch/ivis2/#/i210-select-country>
- **Visa Requirements:** <https://www.eda.admin.ch/eda/en/fdfa/entry-switzerland-residence/visa-requirements-application-form.html>

If the above sources are not enough:

- **Find your Swiss Embassy:** <https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice/schweizer-vertretungen-im-ausland.html>
- **Checklist for entering or returning to Switzerland from abroad:** <https://www.ch.ch/en/travel-and-emigrate/holidays-in-switzerland/travel-documents-for-entering-switzerland>

In case you need a visa invitation, please contact gustavo.fonseca-ribeiro@itu.int and alex.hogback@itu.int as soon as you are selected for the training.

5. ACCOMODATION

For fellows: ITU has reserved hotel rooms for selected fellows at Hotel Cristal, located at the address [Rue Pradier 4, 1260, Geneva](#), Switzerland. For more information, you can access the hotel's website here: <https://fassbindhotels.ch/hotel/cristal-design>. The hotel is located close to the Geneva main train station Cornavin.

For self-funded participants: Please make your own accommodation arrangements. ITU will not book your accommodation for you. You are free to choose your accommodation. ITU offers a list of hotels with special rates. You can consult the list here:

- <https://www.itu.int/net4/travel/hotels.aspx?lang=en&stars=&type=&ctry=>.

To benefit from these special rates, please follow these steps:

- Delegates must reserve their room directly at one of the hotels on the list AND NOT through any intermediary such as a travel agency or airline.
- They must confirm the booking by mailing this generic [confirmation form](#), which must include their credit card number by way of guarantee: <https://www.itu.int/net4/travel/pdf/ConfirmationForm.pdf>
- When checking in to the hotel, you may be required to provide evidence that you are attending an ITU meeting (and should in this case show their "Confirmation of Registration" letter).

More details are available at the ITU [Delegate's Corner](#): <https://www.itu.int/en/delegates-corner/Pages/default.aspx>.

6. CURRENCY

The local currency is CHF, the Swiss Franc.

Credit Cards

Credit cards are widely accepted in Geneva. Cards must have a “chip” and PIN to be used in the country.

Banks

Bank hours are generally Monday to Friday from 09:00 to 17:00.

Automatic Teller Machines (ATMs) give you access to money with CIRRUS, MasterCard, or Visa cards using your personal code. Banks located within a 5-minute walk from Gare Cornavin include UBS, Credit Suisse, and BCGE (Banque Cantonale de Genève).

Traveler’s Checks

Traveler’s checks are accepted in some locations, but their use is less common than in the past. Many banks and exchange offices in Geneva will still process them.

7. ELECTRICAL APPLIANCES

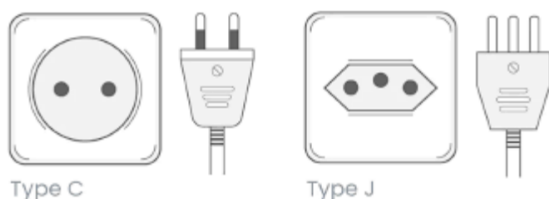
The country code for Switzerland is 0041; the city code for Geneva is (0)22.

When calling within Switzerland add a zero before the city code. When calling abroad from Switzerland to any other country in the world, dial 00 before the country code.

Mobile SIM cards: For more information about the sim card registration process and requirements please visit the following sites: <https://www.geneva.info/mobile/>

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (2-pin) and type J (3-pin) plugs. (Type C 2-pin plugs also fit J sockets.)

Most power sockets are designed for three pin flat plugs (Type J). The standard continental type plug with two round pins, applied for many electrical travel products, may be used without problem. Adaptors are available in most hotels.



8. LANGUAGES

The training course will be held in English. The languages spoken in the Swiss Confederation are SwissGerman, French, Italian, and Romansh, but English is widely spoken in the country.

9. SECURITY

Switzerland is generally a safe country, but it is encouraged to keep an eye on your belongings when you're traveling on the train from the airport, as thieves sometimes see newly arrived visitors as prime targets. Sit near the luggage rack or put your bags on the shelf above your head.

Foreign diplomatic missions can be found on google and the internet. We recommend downloading in advance on personal responsibility such information.

10. MEDICAL AND HEALTH

For a Schengen visa, you must prove that you have medical insurance for the entire length of your stay with a coverage of up to EUR 30,000 for costs arising as a result of:

- Repatriation for medical reasons;
- Emergency medical assistance;
- Emergency hospital care;
- Death expenses, including repatriation costs of the body or remains.

The insurance must be taken out by the visa applicant with an insurance company authorised by the consulate that processes the visa application. A list of authorised companies is available on the consulate's website or directly from the consulate. The insurance can also be taken out with a company in Switzerland by a third person (i.e. the person who signed the declaration of sponsorship) in the name of the visa applicant. For more information: <https://www.sem.admin.ch/sem/en/home/themen/einreise/faq.html>.

Family Doctor (General Practitioner - GP)

If you need medical assistance, the general practitioner (family doctor) is normally the first person you go to.

- Cabinet Médical de Varembe: Chem. Louis-Dunant 19, 1202 Genève | 0041 (0)22 730 41 40

If you need to see a doctor between 17.00 and 08.00 (when the family doctors are no longer available) please call 0041 22 372 81 20. You can make an appointment and go to the adult emergency room at HUG (Hôpitaux universitaires de Genève)

IMPORTANT: Always call first to make an appointment. Take a proof of your Health Insurance with you when you go to see a doctor. Take money with you to pay for the consultation. Always make sure you get a receipt of payment. You can retrieve the payment from your insurance afterwards.

Pharmacy

The GP can recommend medication and give you a prescription ('ordonnance'). Prescription drugs are bought at a pharmacy. Besides this, pharmacies also sell over-the-counter (non-prescription) drugs, vitamins, medical supplies etc.

- Varembe Pharmacy: Rue de Montbrillant 67, 1202 Genève | Phone: 022 318 69 12
- Pharma24: Boulevard de la Cluse 38, 1205 Geneva | Phone: 022 808 00 18 <https://pharma24.swiss/> (24-hour on-call pharmacy for emergency cases only)

Hospital

- **Hôpitaux Universitaires de Genève (HUG):** Rue Gabrielle-Perret-Gentil 4, 1205 Genève | Phone: 022 372 33 11 | Website: <https://www.hug.ch>

Emergency

- For medical/ambulance, call: 144
- For fire brigade, call: 188
- For police, call: 117
- For air rescue, call: 1414

In case you need the **police**, but it is **not an emergency**, please call: 0041 22 427 81 11.

Visiting Address Police: Cantonal police station Pâquis Rue de Berne 6, 1201 Genève.

11. WEATHER

The climate of Geneva is moderately continental, with cold winters and warm summers. The daily average temperature ranges from 2 °C (35.5 °F) in January to 20.5 °C (69 °F) in July. The city is located 400 meters (1,300 feet) above sea level. You can check the weather forecast for Geneva daily, using the weather application on your smart phone. You can check the weather forecast on the following website as well: <https://www.meteoswiss.admin.ch/#tab=forecast-map>

Switzerland is in Central European Time (CET) in winter (Nov-Mar), and Central European Summer Time (CEST) in summer (Apr-Oct).

12. TRAINING COURSE COORDINATION

ITU coordinators
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