



**Group on Capacity Building Initiatives (GCBI)
Annual Meeting
16-18 April 2024
Geneva, Switzerland**

PRACTICAL INFORMATION NOTE

VENUE

The annual meeting of the Group on Capacity Building Initiatives will be held **from 16 to 18 April 2024** in **Geneva, Switzerland**, at the **ITU Varembe Building, room V47**.

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

REGISTRATION

Registration for this workshop will be carried out online and onsite.

1. All participants are required to register online for the meeting. Please register at the [event registration link](#) (please create a new user account in case you do not have one) and complete the form. Registered participants will receive a confirmation of registration by e-mail from ITU.
2. Onsite registration will take place on **Tuesday, 16 April 2024, starting from 08:00 hours**. Participants are required to present their confirmation of online registration to the registration desk, together with an official identity document bearing a photograph (e.g. passport or driving license) in order to obtain their event badge. This badge must be **worn at all times** throughout the workshop.
 - The onsite registration will take place at the reception of **ITU Montbrillant building: 2, rue de Varembe, 1202, Geneva**.
 - Phone number +41 22 730 6788 or +41 22 730 6789.
 - Please see more details here: <https://www.itu.int/fr/delegates-corner/Pages/togeneva.aspx>

PROGRAMME AND DETAILS ON THE WORKSHOP

Agenda

The agenda will be forwarded to all delegates as a separate document and will also be available at <https://academy.itu.int/itu-d/projects-activities/gcbi/meetings>.

Coffee

Coffee breaks will be provided at the main venue.

Day 1 Welcome reception

A light welcome dinner is scheduled for the evening of Tuesday, 16 April 2024 from 17h30 to 19h00. The venue is the 15th floor of the ITU Tower building: **Place des Nations 1211 Geneva 20 Switzerland**.

CONTACT

For any questions on the event programme, please do not hesitate to contact Ms Halima Letamo, Senior Capacity and Skills Development Officer (halima.letamo@itu.int).

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 representing Switzerland (embassy or consulate) in your country or, if there is no such office in your country, from the one that is closest to your country of departure.

IMPORTANT NOTICE FROM THE SWISS MISSION CONCERNING VISA REQUESTS!

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](#)

More information on Visa requirements can also be found at:

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas.html>.

Visa support

Participants may request an invitation letter for visa support at hcbmail@itu.int should they need a letter from ITU to support their visa application.

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 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.

More details are available on the ITU [Delegate's Corner \(itu.int\)](#).

Transportation - Geneva Transport Card

Hotels and residences in the canton of Geneva now provide a free "[Geneva Transport Card](#)". With this card, public transport in Geneva is free for the full duration of your stay.

This personal and non-transferable card will be given to you when you arrive at your accommodation. It permits unlimited travel on Geneva's public transport network (UNIRESO: bus

(TPG), train (CFF) and boat (Mouettes Genevoises) for the full duration of your stay. Delegates are reminded that they should carry this card at all times and present it to the Swiss authorities should it be required while they are using public transport.

Currency

The Swiss Franc (CHF) is the official currency of Switzerland.

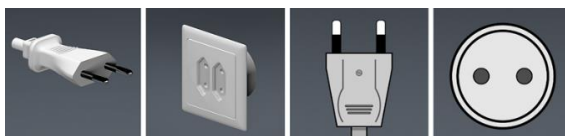
1 CHF = 1.14 USD (as of 20 February 2024).

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).

Type C plug



Type J plug



Source: International Electrotechnical Commission (IEC)

EMERGENCY SERVICES

ITU security/reception	119
Police	117
Fire	118
Ambulance	144

MEDICAL FACILITIES

ITU Medical Service +41 22 730 5180 or +41 22 730 5397

Varembé Building, First Floor (V.16)

0830-1230 hours, and 1400-1730 hours

Vermont: Grand-Pré medical centre

24h/24 h– 7j/7j

+41 22 734 5150

9A, rue de Vermont

SOS Médecins

+41 22 748 4950

The doctor will come to your hotel or residence.

Pharmacies

Pharmacie populaire

+41 22 318 6912

67, rue de Montbrillant

Pharmacie des Colombettes

+41 22 740 0160

1 chemin des Colombettes

Pharmacies outside normal opening hours

After 23:00 hours, call 144 to find out which pharmacy is on special late-night duty.