



Digital  
Transformation  
Centres

**ITU Academy**  
TRAINING CENTRES



## Global DTC Workshop and ATC Annual Meeting 21-24 April 2026, Geneva, Switzerland

### PRACTICAL INFORMATION NOTE

The Global Digital Transformation Centres (DTCs) Workshop and the Annual Meeting of the ITU Academy Training Centres (ATCs) will take place from 21 to 24 April 2026 in Geneva, Switzerland. The two events are organised by the International Telecommunication Union (ITU). Held in partnership with Cisco, the Global DTC Workshop will bring together the DTC Initiative community and will provide a platform for ITU, Cisco, the DTCs and DTCI partners to discuss the implementation and governance of the Initiative as well as the operations of the centres. The Annual Meeting of the ITU ATCs will be attended by representatives of the current ATCs and will provide the space for valuable exchanges in a practical, working setting, focusing the discussions on the implementation of the programme, strengthening collaboration among centres and exploring innovative ideas.

#### 1. Date and venue

The Global Digital Transformation Centres (DTCs) Workshop and the Annual Meeting of the ITU Academy Training Centres (ATCs) will be held in conjunction, from 21 to 24 April 2026 in Geneva, Switzerland.

Sessions are scheduled to be held at the following venues:

- **ITU Montbrillant Building (Innovation Hub, ground floor) on 21, 22 and 24 April 2026**
  - Address: 2, rue de Varembe, 1202, Geneva
  - Phone number: +41 22 730 6788 or +41 22 730 6789
  - To find the venue on Google Maps, click here:  
<https://maps.app.goo.gl/FZM7rZ2Sc62vfaQk9>
  
- **Giga Connectivity Center on 23 April 2026**
  - Address: Campus Biotech, chemin des Mines 9, 1202, Geneva (Office B2.03)
  - To find the venue on Google Maps, click here:  
<https://maps.app.goo.gl/TjKdmQPE7Ba9eUQN8>

**The meeting will start on Tuesday, 21 April at 1400 hours and end on Friday, 24 April at 1200 hours.**  
Further information on the session locations will be included in the programmes of both meetings.

## 2. Coordinators

Global DTC Workshop	ATC Annual Meeting
Robyn Fysh, Senior Digital Skills Officer E-mail: <a href="mailto:dtc@itu.int">dtc@itu.int</a> Telephone: +41 79 337 4769	Emil Iuga, Capacity and Skills Development Officer E-mail: <a href="mailto:hcbmail@itu.int">hcbmail@itu.int</a> Telephone: +41 79 559 7146

## 3. Registration

Meeting attendees should confirm their participation by registering online prior to the event, through the links distributed to all delegates in advance (note that this is a closed event, only available to the participating delegates of the ATC and DTC institutions).

Collection of badges and onsite registration will start from 1200 hours on Tuesday 21 April 2026.

## 4. Meeting documentation

All information including announcements, meeting details and materials that will be used during the meeting, etc., can be accessed through the official websites of the events [here](#) (Global DTC Workshop) and [here](#) (ATC Annual Meeting).

## 5. 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.

### VISA SUPPORT

Participants may request an individual invitation letter from ITU to support their visa application. Such request should be made by e-mail to [dtc@itu.int](mailto:dtc@itu.int) (DTC participants) or [hcbmail@itu.int](mailto:hcbmail@itu.int) (ATC participants) **no later than 28 February 2026.**

**Note:** For ITU-funded participants, a visa support letter can also be sent by the ITU Travel section directly to the Swiss Embassy/Consulate of their respective country, upon request.

## 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](#)

More information on Visa requirements can also be found [here](#).

### 6. Accommodation

All meeting participants are strongly recommended to book their accommodation at the following hotel:

- **Drake Longchamp Hotel**
  - Address: Rue Butini 7, 1202 Geneva (find the hotel on Google Maps at: <https://maps.app.goo.gl/tXo1o6b8KqtjBsJr9> )
  - The hotel is 15-minute walk from the ITU Montbrillant building and Giga Connectivity Center (10 to 15 minutes by public transportation).

Please note that preferential rates have been arranged by ITU for participants of the Global DTC Workshop and ATC Annual Meeting: **CHF 170 (comprising taxes) per person per night, with breakfast included.**

Accommodations can be booked through the following dedicated link for the event:

[Drake Longchamp Reservations: Global DTC Workshop and ATC Annual Meeting](#)

**IMPORTANT:** Kindly note that **all reservations should be completed at the latest by 19 March 2026.** Beyond this date, booking at the preferential rate will be possible, but not guaranteed, subject to room availability.

Should you have any inquiry on the booking process or encounter any difficulty, please kindly contact the hotel at: [reservation@hdlge.ch](mailto:reservation@hdlge.ch)

## 7. Transportation

### AIRPORT INFORMATION AND PUBLIC TRANSPORTATION

#### Geneva international airport (GVA):

[Geneva International Airport \(GVA\)](#) is located approximately 4 km from the city centre, making transfers to central Geneva quick and convenient (around 10–15 minutes by taxi or train). The airport operates frequent direct flights to major European hubs and selected intercontinental destinations. The airport offers free Wi-Fi, currency exchange services, ATMs, and restaurants. English and French are widely spoken.

#### Buses:

[Public transport in Geneva](#) is frequent and reliable. You can buy bus tickets from the ticket machines at the airport bus stop or from the ticket machine located just before the customs control area in the luggage claim area. Buses run every 10 – 15 minutes until 1900 hours, after which they are less frequent. The journey to ITU Headquarters from the airport takes 17 minutes.

- Bus 5 (direction “Thônex-Vallard”, get off at Nations)
- Bus 28 (direction “Jardin botanique”, get off at Nations)

To reach the Drake Longchamp Hotel, you can either:

- Use public transport: 30-35 minutes via buses 5 or 274 (includes a 10-minute walk) or take the train to Cornavin central station, then tram 15 towards Nations) – [see also the hotel’s page](#)
- Take a taxi or an Uber.

#### Taxis:

Although taxis are readily available outside the airport arrivals hall, it is recommended to book a taxi online or save a taxi mobile number on your phone. Taxis use standard meters, which start with a small standard balance, to ensure a minimum fare.

Taxis in Geneva:

- Taxi-phone.ch: Phone: +41 22 33 141 33 | [www.taxi-phone.ch](http://www.taxi-phone.ch)
- Taxis 202: Phone: +41 22 3 202 202 | [www.taxis.ch](http://www.taxis.ch)
- Taxi Ambassador Phone: +41 22 731 41 41 | [www.ambataxi.ch](http://www.ambataxi.ch)

The fare from the airport to the city centre varies from CHF 30 to 35 and depends on traffic flow, time of day and number of passengers. Within Geneva, including the airport, the fare is shown on the meter. The driver will make a small additional charge for luggage.

An alternative to taxis is using Uber, which is currently operating in Geneva.

### GENEVA TRANSPORT CARD

Hotels (including Drake Hotel) 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.

## 8. Currency

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

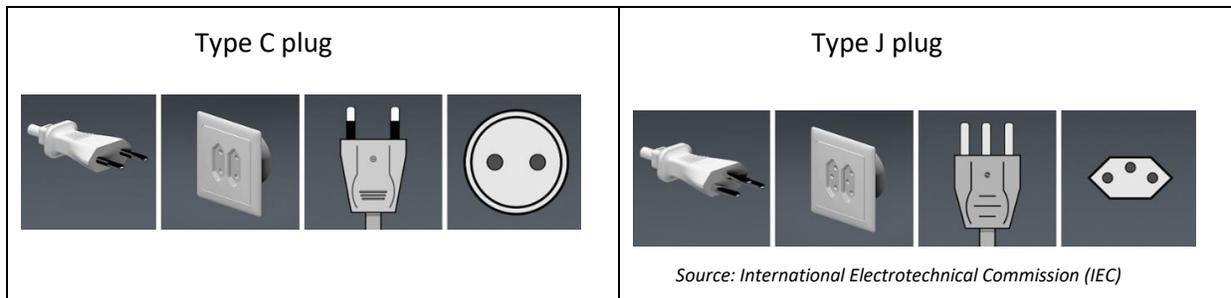
1 CHF = 1.31 USD (as of 10 February 2026)

- **Credit Cards:** Credit cards are widely accepted in Geneva. Cards must have a “chip” and PIN to be used in the country.
- **Banks:** Banks generally operate from Monday to Friday, 0900 – 1700 hours.
- **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 (the main train station) include UBS and BCGE (Banque Cantonale de Genève).

## 9. Electric 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).



## 10. Medical and emergency services

### MEDICAL SERVICES

MEDICAL CENTRES	PHARMACIES
<p><b>ITU Medical Service (Operating hours: 0800 - 1600 hours)</b></p> <p>Address: Varembe Building, First Floor (V.16)</p> <p>Phone number: +41 22 730 60 60</p>	<p><b><a href="#">Pharmacie populaire</a></b></p> <p>Address: 67, Rue de Montbrillant</p> <p>Phone number: +41 22 318 6912</p>

<p><a href="#">Vermont: Grand-Pré medical centre</a></p> <p>Address: 9A rue de Vermont</p> <p>Phone number: +41 22 734 5150</p>	<p><a href="#">Pharma24</a></p> <p>Address: 38, Boulevard de la Cluse</p> <p>Phone number: 022 808 00 18</p> <p>(24-hour on-call pharmacy for emergency cases only)</p>
<p><a href="#">SOS Médecins</a></p> <p>Phone number: +41 22 748 4950</p> <p>The doctor will come to your hotel or residence.</p>	<p><a href="#">Pharmacies outside normal opening hours</a></p> <p>After 2300 hours, call 144 to find out which pharmacy is on special late-night duty.</p>

#### EMERGENCY SERVICES

<a href="#">ITU security/reception</a>	119
<a href="#">Police</a>	117
<a href="#">Fire department</a>	118
<a href="#">Ambulance</a>	144

### 11. Weather

In April, Geneva typically enjoys mild spring weather, with average daytime highs around 14-15 °C and night-time lows near 4-5 °C. Overall average temperatures for the month are about 9-10 °C. Mornings and evenings can feel cool while afternoons may be pleasant in the sun.

Precipitation is moderate in April, with rain occurring on a number of days over the month, so light showers are common. It is recommended to bring a compact umbrella or light rain jacket.