



Conference

Evaluating parliament: objectives, methods, results and impact

22 October 2009
Geneva, Switzerland

PRACTICAL INFORMATION

Date and venue

1. The Conference on “Evaluating parliament: objectives, methods, results and impact” will be held on the morning and afternoon of Thursday 22 October 2009. This Conference is co-organized by the Inter-Parliamentary Union (IPU) and the Association of Secretaries General of Parliaments (ASGP). The Conference takes place the day after the closure of the 121st IPU Assembly and related meetings.
2. The conference will take place in Room 2 of the International Conference Centre of Geneva (CICG).

CICG, International Conference Centre, Geneva
17, rue de Varembe, P.O. Box 13
CH - 1211 Geneva 20, Switzerland
Tel. +41 22 791 91 11
Fax +41 22 791 90 64
E-mail address: info@cicg.ch
Web site: www.cicg.ch

Participation and registration

3. Participants in the Conference will include members of parliament, Secretaries General and parliamentary staff.
4. Delegations are kindly requested to complete and submit the enclosed registration form and to send it to the following address by **Friday, 9 October at the latest**:

Inter-Parliamentary Union
5, chemin du Pommier
P.O. Box 330
CH - 1218 Le Grand-Saconnex/Geneva
Switzerland
Fax: +4122 919 41 60
E-mail: postbox@mail.ipu.org

5. It is recommended, if at all possible, that delegates should also be included in their countries' official national delegations to the 121st IPU Assembly, as this will facilitate many organizational and security-related matters. For example, those delegates who are members of their countries' official national delegations to the 121st IPU Assembly will have full access to the CICG.

6. Delegates who will travel to Geneva outside the framework of their countries' official national delegations to the 121st IPU Assembly will have to obtain a badge. To obtain such a badge, they must:

- (a) Register with the IPU Secretariat by 9 October 2009 at the latest, using the enclosed registration form.
- (b) Upon arrival in Geneva, personally present themselves to the registration desk. The registration desk at CICC will be open on Thursday 22 October from 8.30 a.m. to 5 p.m.
- (c) Present a valid passport. Passports will be checked against the list of names submitted by the IPU.
- (d) In case of loss of the badge, delegates should immediately notify the registration desk and ask for a replacement in writing.

List of Delegates

7. A provisional List of Delegates will be issued on the basis of confirmations received by the IPU Secretariat up to 9 October 2009. For technical reasons, it will not be possible to produce a revised list on the spot, but one will be issued after the end of the session and placed on the IPU web site. Delegates are kindly requested to report any changes in the provisional list to the Conference Secretariat by no later than 4 p.m. on Thursday 29 October 2009.

Arrangements for the conduct of the Conference

8. Each session will be launched by speakers who will make introductory remarks. Sessions 2 and 3 will have presentations followed by a discussion period and session 4 will consist of parallel workshops. Delegates can participate in the debate either by making brief comments or by asking questions. In view of the largely informal nature of the debate, no list of speakers will be drawn up in advance. A moderator will guide the debate and decide the order of interventions and questions.

Languages

9. Simultaneous interpretation will be provided in English, French, Spanish and Arabic. Interpretation will also be provided for two of the workshops in session 4. Official written documentation of the Conference and related meetings will be available in English and French only.

Documents

10. The only official documents of the Conference will be the agenda, List of Delegates, discussion papers prepared by the speakers and the information notes prepared by the Conference Secretariat.

11. Should participants and observers wish to distribute their own documents or other material pertaining to the theme of the Conference, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

Visas

12. Strict regulations are in force regarding entry into Switzerland and entry is refused to persons not holding the required visa. Delegates requiring an entry visa must obtain one from the Swiss consulate or diplomatic mission in their country of residence.

13. Please note that Geneva Airport is located on the Swiss-French border and also has a French entry point. Some flights arriving from Paris or other French airports to Geneva are therefore considered as domestic flights. Delegates travelling via France must therefore also check with the competent French authorities to ascertain if a French or European Union visa is required for travel through a French airport en route to Geneva.

14. In recent years, it has been noted that more and more delegations request assistance with entry visas for Switzerland and often such requests are sent at a very late stage. While the IPU will continue to assist delegates, your attention is drawn to the fact that the Swiss authorities require that a clear time frame be respected.

Any delegations in need of assistance must therefore send their requests as soon as possible, and in any case no later than three weeks prior to the date of arrival. The following details should be provided: full name, date and place of birth, nationality, type of national passport and number (date of issue and expiry), date of arrival and flight number. There is no guarantee that last-minute requests, especially those falling over weekends when the corresponding Swiss services are closed, can be dealt with in a timely manner.

15. Please also take due note that only in very exceptional cases, if a delegate has been unable to obtain a visa from the Swiss consulate or diplomatic country in his/her country of residence, can a visa be obtained upon arrival at Geneva Airport. This is only possible if the IPU Secretariat in Geneva has received the delegate's registration form and has been advised accordingly by e-mail (postbox@mail.ipu.org) or via facsimile (+4122 919 41 60) well ahead of time, thereby respecting the deadline stated above.

Hotel accommodation

16. Delegates will be responsible for their own hotel expenses. Delegations from countries having a Permanent Mission in Geneva are kindly requested to make their hotel reservations through their respective Mission. Most Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them and many have signed preferential tariff agreements with hotels close to the Palais des Nations area and the CICC.

17. Delegations from countries that do not have a diplomatic representation in Geneva may reserve their rooms either via their preferred tourist operator or through the Geneva Tourist Office. Should delegations wish to use the services offered by the Geneva Tourist Office, they are kindly requested to contact Genève Tourisme. However, attention is drawn to the fact that, according to the practice of all hotels in Geneva, only reservations with details of a credit card as a guarantee will be confirmed.

GENÈVE TOURISME
Convention Bureau
Rue du Mont-Blanc 18
CH - 1211 Geneva 1
Tel +41 22 - 909 70 20
Fax +41 22 - 909 70 21
reservation@geneve-tourisme.ch

Typing, photocopying services and Internet café for delegates

18. No typing or photocopying service for delegates will be available. However, an Internet café will be at the disposal of participants at CICC during the Conference.

Information Desk

19. The Registration Desk will also serve as an Information Desk and will handle messages for delegates. Lost property may be turned in or claimed at this Desk.

Post office

20. A post office is available on the premises of the CICC, its opening hours are from 7.30 a.m. to 12 noon and from 1.45 p.m. to 6 p.m.

Health requirements

21. Vaccination certificates are not required for admission to either Switzerland or France.

Catering services

22. A 450-place self-service cafeteria and a bar are available on the CICC premises.

Medical services

23. Delegates requiring urgent medical attention are advised to contact the "Service d'urgence de l'Association des Médecins de Genève" (local tel. 022 / 320 25 11).

Local transport and taxis

24. CICC can be reached by bus no. 8, which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station), Place des Nations (Palais des Nations), and the UIT (ITU), which is located just next to the CICC. Bus no. 5 runs from the Hospital to Palexpo, with stops at Place Cornavin and Varembe, next to the ITU and the CICC building. In addition, bus "F" runs from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Varembe. IPU headquarters can be reached by bus no. 3, which runs from Crêt de Champel to Gardiol, with a stop at Maison des Parlements. Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips can be purchased at a reduced rate from newsagents in town bearing the "TPG" (Geneva transport service - www.tpg.ch) sign.

25. In Geneva, taxis are only available on call and cannot be hailed in the streets. Geneva taxi drivers know the Conference venue as "CICC" (rue Varembe). There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following local numbers: 022 / 320 20 20, 320 22 02 and 331 41 33.

Climate

26. The weather in Geneva in October is quite variable with a possibility of cold winds and rains. The average temperature for the month is 10°C. It is therefore recommended that delegates bring warm clothing, and an umbrella and raincoat.

Currency

27. The currency in Switzerland is the Swiss Franc which consists of notes (10, 20, 50, 100, 200 and 1,000) and coins (5, 10, 20, and 50 centime coins as well as 1, 2 and 5 Franc coins).

28. Most major international currencies can be exchanged at local banks, exchange offices and hotels. Moreover, major credit cards are widely accepted throughout both Switzerland and France.

Voltage

29. The voltage in Switzerland and in France is 220 volts, 50 Hz.

Requests for further information

30. Requests for further information concerning the Conference should be addressed to:

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P.O. box 330
CH - 1218 Le Grand-Saconnex/Geneva
Switzerland
Phone: +4122 919 41 50
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E-mail: postbox@mail.ipu.org