



WORLD HEALTH ORGANIZATION

MEETING ON AVIAN INFLUENZA AND HUMAN
PANDEMIC INFLUENZA, 7-9 NOVEMBER 2005

2 November 2005

Guide for Participants

The 'Meeting on Avian Influenza and Human Pandemic Influenza' will take place at WHO headquarters in Geneva from Monday, 7 November at 10:00 until Wednesday, 9 November at 18:00. All sessions will be held in the Executive Board room with video and sound link to Salle A, Salle C and Salle D, which are all located in the main building and are most easily reached by using the central lifts. Salle C will be equipped and used as a media room for visiting journalists.

CREDENTIALS AND REGISTRATION

Participants are requested to register at the registration desk located at the entrance of the Executive Board room. Upon registration, badges will be issued to each participant. In addition, access badges will be issued to those delegations who will be allowed access to the EB room. Seating capacity in the meeting room is limited, and only participants wearing the appropriate badges issued by the registration desk will be allowed access. Two unnamed badges allowing access to the EB room will be issued per delegation.

The working hours of the registration and help desk are as follows:

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|-----------|-----------------|-------------|
| Sunday | 6 November 2005 | 14:00-17:00 |
| Monday | 7 November 2005 | 07:30-17:00 |
| Tuesday | 8 November 2005 | 08:30-17:00 |
| Wednesday | 9 November 2005 | 08.30-17:00 |

Members of the Secretariat not wearing badges issued by the registration desk will not be allowed access to the EB room.

ACCESS TO WHO

The WHO headquarters building is situated at the end of Avenue Appia on the outskirts of Geneva, about three kilometres from the centre of town and about one and a half kilometres from the Palais des Nations.

By bus

Tickets must be purchased before boarding a bus. Individual tickets are available from vending machines at the bus stops; please note that these machines do not give change. Cards for multiple trips

at a reduced price can be bought at the Naville kiosk in the headquarters building, from newsagents in town bearing the sign “TPG”, and from the *Transports publics genevois* office at the Cornavin railway station.

From Monday to Friday, WHO can be reached by the number 8 bus, with the destination board indicating “OMS”. It runs between Veyrier and WHO via Rive (near the centre of town) and Place Cornavin (railway station).

There is no number 8 bus service to WHO on Saturdays, Sundays and public holidays. As an alternative, the “F” bus service runs from Place Cornavin to Ferney-Voltaire/Gex (France), stopping at Vie-des-Champs next to the V building (UNAIDS). The “F” bus runs every 30 minutes on Saturdays and Sundays, and more frequently during the week. Evening services are less frequent.

The number 28 bus runs from Jardin Botanique to Hôpital La Tour every day, passing all major international organizations. It departs from Jardin Botanique generally every 20 minutes during the week and on Saturdays and every 40 minutes on Sundays.

By taxi

Most Geneva taxi drivers know the headquarters building as “OMS” (Avenue Appia).

Taxi stands are located at almost all main squares in Geneva. Taxis can be called on the following numbers: 022 320 20 20; 022 320 22 02; 022 33 141 33.

It takes about 10 minutes to reach WHO from the airport or from the railway station outside the rush hours. The fares are about Sw.fr. 25-30 and Sw.fr. 20-25, respectively.

PARKING FACILITIES

Parking space at WHO is very limited and visitors are encouraged to use public transport. Swiss traffic rules and regulations govern parking in the WHO grounds and their immediate vicinity. Motorists are requested to follow the instructions of the guards and the various traffic signs. In the event of an accident, the guards, or, in their absence, the usher on duty at the main entrance (tel. 13152/13058), are responsible for arranging first aid. The telephone number for emergencies is 11117.

Parking P.15 will be reserved for participants of the meeting on a first come, first served basis.

COMMUNICATION FACILITIES

Cybercafé: A cybercafé, located on the mezzanine level of the main building, is available for Internet access, e-mail and word processing. Room E 110, found one floor above the EB room to the left, will also be available as an extended Cybercafé.

Post office: The post office (tel. 12043) is on the lower level of the main hall. It is open from 08:30 to 16:30 from Monday to Friday. It provides full postal, telegraph and telephone facilities. WHO stamps may only be used on letters mailed from the WHO post office; they should not be used in conjunction with ordinary Swiss postage stamps. There is a mail box in Annex L.

News stand: Newspapers, magazines, books, postcards, chocolates, souvenirs and other items (but not cigarettes or tobacco) are on sale at the Naville kiosk (tel. 13054) situated in the main hall, next to the central lifts (tel. 13054). It is open from 07:30 to 16:30 from Monday to Friday.

DOCUMENTS

There is a documents table behind the stairs facing the entrance to the Executive Board room used exclusively for meeting documents.

Documents and copies of material presented will also be available at the meeting web site at: <http://www.who.int/mediacentre/events/advisories/2005/ma28/en/index.html> . Hard copies of material presented will not be made.

WHO regrets that it is not possible for the Secretariat to dispatch documents home on behalf of participants at the conclusion of the session.

WHO LIBRARY

Situated on the lower level of the main hall, the WHO library is open from 08:30 to 17:00 from Monday to Friday (tel. 12062). It contains a complete collection of all publications and documents issued by the Organization, both at headquarters and in the regional offices, since its inception. Other publications are also available.

SALE OF WHO PUBLICATIONS

All WHO publications can be purchased at a 50% discount from the WHO bookshop, which is located at the entrance of the WHO library. The bookshop is open from Monday to Friday between 09:00 and 16:30.

BANK

A branch of UBS (tel. 12044/5), located on the ground floor of Annex L, handles routine banking and exchange operations. It is open from Monday to Friday between 08:30 and 16:30.

The branch of UBS at the airport is open seven days a week from 08:00 to 20:00.

USEFUL TELEPHONE NUMBERS

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|--------------------|---------------|
| WHO | 022 791 21 11 |
| WHO main reception | 022 791 11 52 |

The WHO headquarters telephone directory lists the names and functions of WHO staff and is available for consultation at the documents desk. This will assist participants wishing to contact other staff members during their visit to Geneva.

TRAVEL AND HOTEL ARRANGEMENTS

Participants who want to change or confirm flights are advised to do so at the branch of Carlson Wagonlit at WHO headquarters. Major airline offices are situated near the Cornavin railway station, in rue du Mont Blanc and rue de Chantepoulet.

Please note that WHO will not be responsible for the payment of any hotel expenses.

REFRESHMENT FACILITIES

No food or drinks (except the water provided) are allowed in the conference rooms at any time.

The cafeteria provides three different *plats du jour* plus a vegetarian and a daily special dish, and a selection of hors-d'oeuvres and desserts, at moderate prices. It is open for lunch between 11:30 and 14:00 from Monday to Friday. The snack counter is open between 08:00 and 17:30 from Monday to Thursday and until 17:00 on Friday. Grilled items and salads are available at lunch times.

There is also a cafeteria on the ground floor of the M building, open from 08:00 to 16:00. Vending machines for snacks and hot and cold beverages are located throughout the main building and in the annexes.

The Café Ritazza, in the main hall, offers a variety of coffees and other hot and cold beverages, pastries, sandwiches and snacks. It is open between 07:30 and 16:30, from Monday to Friday. It will also be open from 10:00-16:30 on Sunday 6 November.

MEDICAL SERVICE

The Medical Service, located in the second basement (Executive Board room level) will be open between 08:15 and 18:00 from Monday to Friday (tel. 13040, emergencies 11114).

A nurse will be on duty throughout the meeting in the medical service office (room 282) for simple treatment and injections, including injections of prescribed drugs on presentation of a valid medical prescription.

Participants requiring urgent medical attention away from the headquarters buildings are advised to contact the *Service d'urgence de l'Association des Médecins de Genève* (the Geneva emergency medical service) (tel. 022 320 25 11).

FACILITIES FOR DISABLED PERSONS

The main building and annexes, with the exception of the upper level of Annexes V and X, are all wheelchair accessible; pavement kerbs have been replaced by ramps wherever necessary, including at the bus stop. There are also four reserved parking spaces in the P.4 car park situated between the main building and Annex C.

PERSONAL SECURITY

Although Geneva is a fairly safe city, incidents involving visitors, including robberies and assaults, are becoming more common. Participants are advised to take precautions when moving around the city; particular attention should be paid to the following guidelines:

- stay alert – watch your luggage and briefcase
- avoid walking alone at night – keep to well-lit areas
- beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet
- be particularly vigilant at the airport, the train station and when checking into your hotel
- note these telephone numbers:
 - Police: 117
 - Fire brigade: 118
 - Ambulance: 144
 - Traffic police: 140

Smoking is not permitted in any of the WHO buildings.

Take the utmost precautions with all personal property.

WHO cannot be held responsible for the loss of personal objects left unattended at meetings.

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