

Logistical information for participants

As was communicated through [Notification to Parties No. 2019/033](#), the 18th meeting of the Conference of the Parties (CoP18), as well as the associated 71st and 72nd meetings of the Standing Committee (SC71 and SC72) will take place in Geneva, Switzerland, from 16 to 28 August 2019, and for the first time without a host country.

Participants should be aware that due to the rescheduling of the CoP, the meeting will be run with limited resources, especially in terms of support staff. Therefore, some of the services normally led by the Host Country will not be offered during this CoP.

Venue

The meeting will be held at the following address:

Palexpo
Centre de Congrès
Route François-Peyrot 30
CH-1218 Grand-Saconnex
Geneva, Switzerland
<https://www.palexpo.ch/en/our-congress-center>

Google Map showing the location of Palexpo: <https://goo.gl/maps/nqqJ9kVY4b9WEZhL9>

Transport to/from venue

Delegates, representatives and other participants travelling by air will arrive at the Geneva International Airport, and those travelling by train at Geneva main station (Cornavin) or at the train station of the Geneva Airport. There will be no special information services for CoP18 delegates at the Geneva International Airport. Signs at the arrival area of the airport will indicate the direction of Palexpo which is less than 1km from the airport.

Please note that when arriving at the Geneva International Airport by plane, you can collect a free ticket for public transport from the appropriate vending machine in the baggage collection area on the Arrival Level. This UNIRESO ticket, offered by Geneva International Airport, allows you to use public transport in Geneva free of charge for a period of 80 minutes. Please note that the free transport pass does not cover the transport outside of the canton of Geneva, or across the border to/from France. You will be required to pay an additional bus/train fare in this case.

Your hotel in Geneva may offer you a "Geneva Transport Card" free of charge. With this card, public transport in Geneva is free for the full duration of your stay. This personal and nontransferable card will be given to you when you arrive at your accommodation. It permits unlimited travel on Geneva's public transport network – UNIRESO: bus/tram (TPG), train (CFF) and boat (Mouettes Genevoises) –for the full duration of your stay. Otherwise, bus, tram, train and boat tickets must be purchased before entering the bus, tram, train or boat. Individual tickets are available from vending machines at the bus stops. The normal fare for one adult ticket is CHF 3.00. Be aware that some vending machines may not take credit cards or do not provide change.

Palexpo can be reached from the Geneva International Airport on foot (15 minutes) or bus (Bus No.5, direction Thônex-Vallard, 2 stops, 3 minutes). It is a 20-minute bus ride from Geneva city centre to Palexpo. Trains operate at regular intervals and take 10 minutes to run between the airport and the

Geneva central station (Genève Cornavin). Bus line 5 between the airport and Palexpo will be increased in frequency and taxis have also been informed of large affluence throughout CoP18. Taxis can be requested by dialing the following numbers: +41 22 320 2020, +41 22 320 2202 and +41 22 331 4133.

More information on the transportation can be found at:

Bus: <http://www.tpg.ch/>

Trains: <https://www.sbb.ch>

Parking

Parking at Palexpo will be available for participants commuting by car at parking P12 at a daily rate of 20CHF.

Hotel reservations

Participants are fully responsible for making their own hotel arrangements and are encouraged to make accommodation reservations well in advance. Party delegations should request their permanent diplomatic missions in Geneva, or where applicable embassies or consulates in Bern, to make the necessary reservations with a hotel in Geneva or the nearby area, if needed. A list of hotels with preferential UN rates can be found [here](#).

Credentials

Parties are reminded that in accordance with Rule 5 of the [Rules of Procedure](#), representatives of Parties must have been granted powers by a proper authority, i.e. the Head of State, the Head of Government or the Minister of Foreign Affairs, or, in the case of a regional economic integration organization, by the competent authority of that organization, enabling him/her to represent the Party at the meeting.

All credentials shall be submitted to the Secretariat of the Convention, where possible at least one week before the opening session of the meeting by post, or upon arrival, together with a translation into English, French or Spanish if they are not in one of these languages.

Only signed originals are accepted. Copies, including scans and faxes of the original credentials, are not acceptable. Credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party must be on official stationery with a letterhead that indicates the country and government office that has issued them.

It is recommended that all signed original credentials, together with the list of names of members of the delegation, be submitted to the CITES Secretariat at the venue of the CoP meeting. Credentials should be handed to Secretariat staff at the registration desk, in an envelope which clearly indicates that it contains credentials.

Parties will be able to make interventions but will not be able to vote until their credentials have been accepted by the Credentials Committee.

On-site registration (issuance of the conference badge and distribution of speaking/voting cards)

Access to the venue of the meetings is subject to the presentation of a valid CoP18 badge with a photograph. These badges will be issued at the Registration Centre located in front of the Palexpo main entrance upon the presentation of the Priority Pass, a valid passport or an identification card with a photograph.

Speaking/voting cards will be distributed at a separate counter where Parties should also give the original of their letter of credentials.

Registration will commence on 15 August 2019 at 2pm. The hours of registration from 16 August onwards will be between 8:00 a.m. and 6:00 p.m. daily.

For Ambassadors and Ministers, Permanent Missions should please contact the CITES Secretariat at registration@cites.org and send us a recent passport-sized photo (size 3.5 x 4.5 cm) if you wish to obtain their badges in advance. This category of "Special Guests" will be able to access the Congress Center through gate P4.

For security reasons, the display of conference badges is mandatory at all times to gain access to the venue and meeting rooms. Any loss of a conference badge should be reported immediately to the staff at the registration counter.

For media registration and accreditation, please refer to the media advisory on the CITES website: https://cites.org/eng/news/media-advisory-cites-cop18-the-world-wildlife-conference-geneva-switzerland-17-to-28-august-2019_01072019 .

Wi-Fi

A password-protected Wi-Fi service is available at Palexpo for CoP18 participants. The Wi-Fi network name and password will be printed on your CoP18 conference badge.

The CoP18 intranet is optimized for a faster 5GHz network, which requires the device to have the right wireless network adapter. Participants who have an older computer that supports only the 2.4GHz network may experience problems, including unstable connection and denied access to the CoP18 intranet.

Participants can check whether their computer can use this faster frequency by following the steps described on the following websites:

- <https://buffered.com/blog/check-computer-supports-5ghz-wifi/>
- <https://www.youtube.com/watch?v=s4jxJzrp4eI>

In order to allow as many participants to have high-speed access to the Internet as possible, access to audio/video streaming and downloads using the CoP18 Wi-Fi will be limited. Participants are strongly discouraged from using these and other services other than strictly for CoP18-related purposes.

Web streaming of the proceedings of the meeting will not be available at CoP18.

CoP18 Intranet

The Secretariat will set up a CoP18 intranet, which will provide participants with all the required information for the day-to-day conduct of the meeting. These include access to, *inter alia*:

- Working documents
- In-session documents
- Summary records
- Working groups schedules
- Regional meetings
- Schedule of side events
- Status of accepted credentials
- Press briefings/conferences

The CoP18 intranet will replace the “CITES Daily Journal”, which was previously available in print format.

Timing of the sessions of the Plenary, Committee I and Committee II

Please note that the sessions will run with a different schedule from the past meetings of the CoP:

- Morning session: 9am to 12pm
- Afternoon session: 2pm to 5pm

Since the meetings cannot run overtime, the morning sessions will start exactly at 9am and the afternoon sessions at 2pm. In order for participants to take their seats by 9am, delegates are encouraged to enter the committee rooms and get their headsets by 8:45am.

Side event organizers are kindly requested to finish on time to allow for the prompt start of the afternoon session at 2pm. In order for participants to take their seats by 2pm, delegates are encouraged to enter the committee rooms and get their headsets by 1:45pm.

Similarly, for evening sessions, delegates are encouraged to enter the committee rooms and get their headsets by 6.45pm.

Seating

Parties will have four seats assigned per delegation (2 at the front with a desk and 2 seats immediately behind). Extra free seating will be available elsewhere for any additional members of the delegation.

Observer organizations will have two seats assigned per delegation (2 at the front with a desk).

Party delegates' seating arrangement	Observers seating arrangement
	

Documents

Participants are strongly encouraged to make use of the CoP18 intranet to access the CoP documents, including in-session documents, in electronic format. For those with computer capacity problems, a limited number of ethernet cable stations will be located outside the committee rooms so that the delegates can connect and download meeting documents.

Delegates wishing to have hard copies of the working documents are advised to print them before arriving in Geneva. All working documents can be downloaded in one .zip file at:

<https://www.dropbox.com/s/gajs4t87bltena0/E-CoP18%20documents.zip?dl=0>

For printing and other services, delegates are encouraged to use their permanent missions in Geneva. Alternatively, commercial services for printing and copying is available at Palexpo (Administration building, 1st floor, from 08.00am to 12.00 noon and from 13.30 pm to 17.00 pm, Monday through Friday).

Exhibitions and information documents

Due to the limited space at Palexpo, there will be no exhibition by Parties and observers at CoP18. Hard copies of information documents referred to in Rule 30.1 and 2, may be distributed on the shelving in the corridor between the two main halls at Palexpo

Interpretation and statements

Interpretation of the sessions of the Plenary and of the Committees is provided in the three official languages of the Convention (English, French and Spanish). Delegates are requested to send a copy of the statement they plan to make to interpreterscop18@gmail.com or to give a paper copy to the conference officers in the meeting room at least 30 minutes in advance. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy of interpretation in all languages. Please include in the title of the statement, the name of the country/organization(s), the meeting (Plenary, Committee I or II) and the relevant agenda item number. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record.

Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

Headsets

Headsets will be available at the entrance of the Committee rooms. Participants are kindly reminded to ALWAYS bring back the headsets at the end of the day so that they can be charged overnight. Participants will be charged CHF 200 if they lose a headset.

Press conference/press briefing

The room for press briefings/conferences is co-located in the media centre. If you wish to organize a press conference or a press briefing, please contact Mr. Michael Williams (mobile +41 76 691 0054, email: michael.williams@cites.org) or Mr. Yuan Liu (mobile: +41 79 652 0108, email: yuan.liu@cites.org).

Arranging a room for a working group

If you have been asked by one of the Committees to chair a working group, please contact Ms. Panida Charotok (email: panida.charotok@cites.org).

Medical services

A nurse will be on duty throughout the meeting at the mezzanine level of the Congress Center at Palexpo. In an emergency situation on-site, please dial +41 22 761 1318. Delegates requiring urgent medical attention outside of Palexpo are advised to contact the Service d'urgence de l'Association des Médecins de Genève (the Geneva Emergency Medical Service, telephone number: +41 22 320 2511).

Facilities for disabled persons

Disabled persons needing special assistance are encouraged to inform Palexpo in advance of their arrival time and assistance needs. For disabled persons arriving by car, drop-off will be possible directly in front of the main entrance area. Parking facilities for disabled persons will be available on parking P11. In order to obtain such parking passes, please contact Lt Christophe Marchat via Email at christophe.marchat@un.org.

Lifts and access ramps are available on every floor leading to Committee I and Committee II and the other meeting rooms. Restrooms for disabled persons are also available on each floor. For any kind of on-site assistance needs, please call +41 22 761 1318.

Insurance

Participants should note that the CITES Secretariat will not be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation in the meeting. Participants are therefore responsible for making their own insurance arrangements, as necessary.

Services for participants

Due to the limited capacity and personnel servicing the meeting, some of the services for participants that are usually available at the other CITES CoPs may not be available at CoP18. These include: travel and hotel reservation service, plug adapters, IT support (for computer problems), etc.

For lost and found items, please inquire at the registration desk.

A prayer room will be available to participants throughout the meeting in room "Secretariat 1".

A cloakroom will be available to participants at a charge of CHF 3 per item stored.

Glass water bottles from the Services Industriels de Genève and generously offered by the Swiss Government will be distributed to participants as from 18 August.

Other logistical details

Electricity

The electrical currents are 220 Volts, and 50 Hertz. Switzerland has its own plug type shown below:



A European type plug with narrow body (but not the round body) fits in the Swiss sockets.



The Secretariat does not have any plug adapters available for participant use. Plug adapters and mobile phone chargers can be purchased at the shops located in the Geneva Airport and train station.

Bank/currency exchange facilities

The currency in Switzerland is Swiss Francs (CHF). ATMs and currency exchange services are available at the Geneva Airport and Train Station. An ATM with CHF and € is available at the entrance of the Congress Center at Palexpo.

Restaurants

Palexpo will offer a variety of catering services on site. Supermarkets, sandwich shops, pizzerias, the Swiss Chalet, etc. can be found at the airport and airport train station mall. Nearby hotels include the Starling, Ibis, NH, Nash, Crowne Plaza, Novotel, Mövenpick, Holiday Inn Express, etc. with restaurants open to non-residents.

Weather and time

In August, the temperature in Geneva is normally around 26° C. It is generally dry but some rain or thunderstorms may occur. Standard time in Geneva is GMT +01:00.

Language

French is the working language of Geneva, but English is widely spoken.

Safety and security

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and snatching of handbags or mobile phones do occur in the vicinity of, or within, the train and bus stations, the airport and in public parks.

Delegates are advised to take the following precautions when moving around the city:

- stay alert;
- watch your luggage and briefcase;
- avoid walking alone at night;
- keep to well-lit areas;
- be aware of individuals posing as police;
- always ask for proper identification before surrendering your passport or complying with any requests;
- be particularly vigilant at the airport, train station and when checking into your hotel;
- never leave anything on car seats as doing so attracts the attention of thieves; and
- never leave valuables in a parked car.

Geneva emergency telephone numbers are:

- police 117
- ambulance service 144
- fire 118
- roadside assistance 140.

The CITES Secretariat cannot be held responsible for the loss of personal objects left unattended at meetings.