



## Face-to-Face 2016: SDC Gendernet and CHRnet

Lausanne, Switzerland, 30<sup>th</sup> May – 3<sup>rd</sup> June 2016

Please find below some useful information for your arrival in Switzerland.

### MEETING / HOTEL VENUE

The conference will be held at:

### Map of Switzerland



Hôtel AQUATIS  
Route de Berne 150  
1010 Lausanne, Switzerland  
Phone +41 21 654 24 24

<http://www.aquatis-hotel.ch>

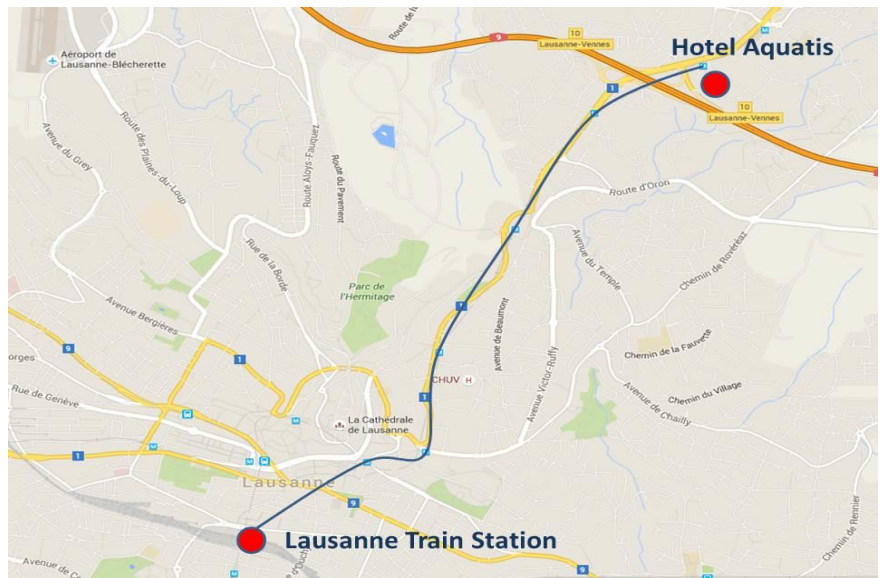
### TRANSPORTATION FROM THE AIRPORT

Participants are kindly requested to take direct trains from the airport of arrival in Switzerland to Lausanne  
 - from Geneva airport: about 50 minutes and CHF 27.- (2<sup>nd</sup> class) / CHF 48.- (1<sup>st</sup> class) one way.  
 - from Zurich airport: about 2 hours 30 minutes and CHF 77.- (2<sup>nd</sup> class) / CHF 135.- (1<sup>st</sup> class) one way.  
 Timetables can be viewed under [www.sbb.ch/en/index.htm](http://www.sbb.ch/en/index.htm).

Once at Lausanne train station, participants may use public transport to the Hotel AQUATIS. Take the **Metro M2** (direction Croisettes), getting off at the 8th stop “Vennes”, which is just behind the hotel. The ticket machines accept CHF and EUR coins & credit cards. Alternatively you may take a taxi which costs about CHF 30 one-way.

Airport Geneva:  
<http://www.gva.ch/en>

Airport Zurich:  
<http://www.zurich-airport.com>



## VISA

Participants are requested to make their own arrangements with regard to valid travel documents such as valid passports, visas, etc.

The website of the State Secretariat for Migration SEM below will inform you whether or not you require a visa to enter Switzerland and on the travel documents that are recognized:

[https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)

Persons who require a visa should submit their application to the Swiss representation competent for their place of residence. In order to find out its address, please visit the following website:

<https://www.eda.admin.ch/eda/en/home/reps.html>

A letter of support will be provided to persons who require a visa (see registration form).

## EXPENSES

Hotel accommodation in a single room for 4 nights (30<sup>th</sup> May to 3<sup>rd</sup> June 2016) at the Hôtel Aquatis and all meals mentioned in the program are covered by the SDC. For people arriving on the 29<sup>th</sup> May 2016, an **additional night may be covered should your flight schedule not allow any flexibility.**

All other costs (minibar, phone calls, etc.) incurred during your stay at the hotel as well as additional nights are at the expense of the participants.

For early arrivals or late departures, additional nights are at a charge of CHF 143.10 in a double room for single use.

## CHECK-IN

Participants can check into their hotel rooms from 15h00 onwards (if you wish to check-in earlier, please contact the hotel). Each participant will receive a free "Lausanne Transport Card" to travel free of charge in the Lausanne area.

## REGISTRATION

In order to receive your name badge and conference documentation, please register at the following times:

**GenderNet:** Monday, 30<sup>th</sup> May 2016 between 11h00 and 13h00 at our welcome desk.

**CHRnet:** Monday, 30<sup>th</sup> May 2016 between 16h30 and 18h30 at our welcome desk.

## INTERPRETATION

The working language of the Conference is English. English <> French simultaneous interpretation will be provided.

## INTERNET

Free wireless access is available at the hotel and in the meeting room.

## PROGRAMME

The conference for **GenderNet** participants is scheduled to start **at 2:00 pm on Monday, 30<sup>th</sup> May 2016.**

The **CHRnet** will officially **start at 8:30 am on Tuesday 31<sup>st</sup> May 2016.**

Participants are invited to attend the informal cocktail reception on Monday, 30<sup>th</sup> May, 6:00 pm at the Hotel Aquatis.

## EXCURSIONS

The official program includes ½ day excursion to Geneva. Please make sure that you are carrying a valid ID / passport with you on the day of the excursion.

## OTHER INFORMATION

### Electrical Appliances

Please note that Switzerland may have different electrical plugs than used in your country (220VAC/50Hz).



### Travel and Health Insurance

It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of this trip. The organiser cannot be held liable for any incidents related to the travel to or within Switzerland.

### Currency

The currency used in Switzerland is the Swiss Franc (CHF). Should you wish to know the conversion rate of your local currency and the Swiss Franc please consult <http://www.xe.com/>

### Temperatures

The average temperature in Lausanne during the time of the Conference ranges from 15°C to 23°C. Please note that it can become chilly in the morning and at night, and that it may rain.

**Weather Forecast:** <http://meteo.search.ch/lausanne.en.html>

Curious about Switzerland? Visit [www.swissworld.org](http://www.swissworld.org)

## EMERGENCIES

If you encounter any problems before or during the Conference, you may reach the staff of the Swiss Federal Ministry of Foreign Affairs:

### For contents of the **CHRnet conference**

Mr Nils Rosemann  
Phone: +41 58 58 46 59166 / +41 58 46 95056  
Email: [nils.rosemann@eda.admin.ch](mailto:nils.rosemann@eda.admin.ch)

Mr Giordano Neuenschwander  
Phone: +41 58 46 95056  
Email: [giordano.neuenschwander@eda.admin.ch](mailto:giordano.neuenschwander@eda.admin.ch)

### For general logistics and organisation:

Stephan Skok  
Conference Services  
Phone: +41 58 465 48 45  
Email: [event@eda.admin.ch](mailto:event@eda.admin.ch)

### For contents of the **GenderNet conference**

Ms Ursula Keller Alazzawi  
Phone: +41 58 46 37154  
Email: [ursula.keller@eda.admin.ch](mailto:ursula.keller@eda.admin.ch)

**We look forward to welcoming you in Switzerland soon!**