

# UN Committee of Experts on Business and Trade Statistics Meeting of the Task Team on International Trade Statistics

*hosted by the World Trade Organization (WTO)*

**Geneva, Switzerland, and hybrid**

24-26 September 2024  
and 27 September 2024

## INFORMATION NOTE

### 1. Date and venue of the meeting

The annual meeting of the UN Committee of Experts on Business and Trade Statistics and a dedicated meeting of the Task Team on International Trade Statistics (Services only) will be held in **Room E** at the World Trade Organization, Geneva, from 24 to 27 September 2024, from 9:30 to 17:00.

### 2. Registration and entering the WTO Building

WTO accredited participants do not register beforehand to access the WTO building, they can access the premises directly with their badge.

All non-accredited persons who will attend in-person are kindly requested to [register online](#) by **17<sup>th</sup> September 2024** to get access to the WTO. To enter the WTO, you will need an access badge. To obtain the badge, you will have to enter the Welcome Pavilion at the Main entrance of the WTO building on each day. Participants arriving without a recognized badge and not having registered, will not be allowed to access the building, unless WTO staff member comes to receive them at the Welcome Pavilion.

**Please arrive at least 30 mins before** the meeting is due to start to allow time to collect your badge and make your way to the meeting room. It takes less than 5 minutes to walk from the Main entrance, through the CWR building to room E.

**Please bring an official ID** (passport, national Identification card or a driving license) to present it at the Welcome Pavilion which will be kept for the duration of the conference on each day in exchange for the access badge. Please do not forget to deposit the access badge and collect your ID at the end the day.

**Please note that only the Main entrance is accessible to delegates** to enter the WTO (see the map in the end). These doors will be open from 8:30 a.m. to 7 p.m.

For identification and security reasons, participants are requested to always wear their badges while inside the WTO. Due to security procedures, we advise you not to bring any large items of luggage. Such luggage is not permitted in the building, and there is only limited storage space for it in the CWR building. You may bring into the WTO only luggage considered as carry-on luggage by airline companies including computer bags, rucksacks, and handbags.

### 3. Documentation

Participants are kindly requested to bring their copies of any documents shared in advance as printouts will not be made available in the meeting room. Free Wi-Fi is available in the WTO.

### 4. Accommodation and travel arrangements

Participants are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Embassy of Switzerland in the country in which the participants reside, with a reference to the meeting.

Participants attending in-person are requested to make their own hotel arrangements. We advise you to book hotel accommodation well in advance of the meeting as hotels in Geneva may be fully booked when there are many events taking place.

Below is a list of hotels situated within 10-20 minutes' walk to the World Trade Organization. The first two hotels are in front of the WTO.

1. Hotel EDEN  
Rue de Lausanne, 135  
1202 Geneva  
eden@eden.ch  
<https://www.eden.ch/>

2. Hôtel MON REPOS  
Rue de Lausanne, 131  
1202 Geneva  
Tel.: (+41 22) 909 39 09  
info@hmrge.ch  
[www.hotelmonrepos.ch](http://www.hotelmonrepos.ch)

3. Hôtel DRAKE & LONGCHAMP  
7, Rue Butini  
1202 Geneva  
Tel : +41.22.716.48.48  
reservation@hdlge.ch

4. Hotel ROYAL MANOTEL  
41, rue de Lausanne  
1201 Geneva  
Tel. : (+41 22) 906 14 14  
royal@manotel.com

Clevy@manotel.com  
[www.manotel.com](http://www.manotel.com)

5. Hôtel JADE MANOTEL  
Rue Rothschild 55  
1202 Geneva  
Tel. (+41 22) 544 3838  
jade@manotel.com

6. Hotel KIPLING MANOTEL  
Rue de la Navigation 27  
1201 Geneva  
Tel. : (+41 22) 909 39 09  
kipling@manotel.com  
[www.hotelkiplinggeneva.com](http://www.hotelkiplinggeneva.com)

7. Hotel WARWICK Geneva  
Rue de Lausanne, 14  
1201 Geneva  
Tel. : (+41 22) 716 81 52  
resa.geneva@warwickhotels.com  
[www.warwickhotels.com/geneva](http://www.warwickhotels.com/geneva)

### 5. Travelling from the airport to Geneva

Geneva Airport is approximately four kilometres from the city centre. The train is the most efficient way to travel to the city centre. Follow the signs to the airport railway station from the arrivals area. All trains leaving from the airport stop at the central Geneva "Cornavin" station. The journey takes six minutes.

In addition to the train, there are **buses** from the airport to various parts of Geneva. To go to Geneva city centre you can take [bus 5](#) (direction Thônex-Vallard) or [bus 10](#) (direction Onex/Rive).

**Taxis** are readily available from the airport. They are metered, so costs will vary, but the journey from the airport into the city center will usually cost around CHF 45.

Tourist and public transport information is available at the [Unireso](#) information desk in the airport arrival hall after you go through customs. More information on Geneva's free public transport initiative is available from [public transport](#) from Geneva Airport.

## 6. Transport in Geneva

Some hotels offer a free Geneva Transport Card, enabling you to use the entire Geneva public transport system free of charge throughout your stay. Please ask at the reception when you check into your hotel. The cost of a bus ticket is CHF 3.00 and it is valid for one hour. For short trips, 3 bus stops, the cost is CHF 2.00.

Geneva is a small city, and it is easy to reach places by foot. It takes about 25 minutes to walk from the Geneva-Cornavin train station to the WTO.

Alternatively, you can take the following routes to the World Trade Organization:

- [bus 1](#) or [bus 25](#) from "Gare Cornavin" (direction Jardin Botanique) - stop "Jardin Botanique"
- [bus 11](#) or [bus 22](#) from "Nations" (direction Jardin Botanique) - stop "Jardin Botanique"

**Buses** 1, 11, 22 and 25 serve the WTO building, and stop on the opposite side of the road. **SBB Gare Sécheron** is also 5 min walking distance from the Main entrance.

Further information on itineraries, timetables and fares is available on the site of the **Transports Publics Genevois** ([www.tpg.ch/](http://www.tpg.ch/)).

**Taxis** are expensive but generally easy to find. Taxis are available any time. The following direct telephone number will ensure arrival within minutes: 022 331 41 33. Taxis cannot enter the WTO compound - passengers will have to get off at the Main entrance.

## 7. Maps

### How to get to Room E

Room E is located on the 3<sup>rd</sup> floor of the WTO main building or CWR. To reach the meeting room enter the WTO from the main entrance and go up to the 3<sup>rd</sup> floor. A sign will assist you to the meeting room.

