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Fourth United Nations Conference on the
Standardization of Geographical Names
Geneva, 24 August-14 September 1982

ADVANCE INFORMATION REGARDING GENERAL ARRANGEMENTS OF INTEREST
TO THE PARTICIPANTS

1. The Fourth United Nations Conference on the Standardization of Geographical Names, convened in accordance with Economic and Social Council decision 1978/7 of 11 April 1978, will be held at the United Nations Office at Geneva, from 24 August to 14 September 1982.
2. Mr. Max C. de Henseler, Chief of the Cartography Section, Cartography and Information Services Branch, Natural Resources and Energy Division, Department of Technical Co-operation for Development has been appointed to serve as Executive Secretary of the Conference.
3. The address for the duration of the Conference will be:

Fourth United Nations Conference on the
Standardization of Geographical Names
United Nations Office at Geneva
Palais des Nations
CH-1211 Geneva 10
Switzerland

The cable address will be UNATIONS, GENEVA.

A. Documentation for the Conference

4. The procedure for dealing with the documentation for the Conference is set out in document E/CONF.74/INF/1.

5. The official languages of the Conference are English, French and Spanish. Since the facilities for the translation and reproduction of documents at the site of the Conference will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience but not later than 15 May 1982, any documents that they may have prepared in support of items on the provisional agenda for the Conference. It is essential that the documents be kept to a reasonable length; in no case should they exceed 15 pages. Every document submitted for official presentation should be accompanied by a summary consisting of a comprehensive condensation of the essential parts of the paper and should be limited to two typewritten pages. The documents will be distributed in the language in which they are received (English, French or Spanish) and the summary will be translated and distributed in the two other languages.

6. To facilitate and expedite the reproduction of half-tones, charts and other black and white illustrations that may be included in any submission, it is important that two copies of reproducible material for each illustration be forwarded to the Cartography Section, Department of Technical Co-operation for Development, United Nations, New York, N.Y. 10017, together with the text. This will enable the Secretariat to retain one copy for the final publication of the technical paper submitted, and to use the other copy for immediate reproduction for the purposes of the Conference.

7. Documents that a Government may wish the Secretariat to distribute as information papers will only be accepted at the Conference site. For satisfactory distribution, at least 300 copies will be necessary. Such papers will not, of course, be reproduced in the final proceedings of the Conference.

B. Registration and accommodation

8. The Government of each participating country is requested to submit to the United Nations Secretariat as soon as possible a list of the participants in its delegation. This will also help the Secretariat to send the prospective participants available conference documents for study before their arrival at the Conference.

9. (a) Participants are reminded that the Conference will take place during the peak tourist season and that they should, therefore, make their hotel reservation well in advance.

(b) Information concerning hotel accommodation in Geneva can be obtained from:

Geneva Tourist Office
P.O. Box 440
Tour-de-l'Île
CH-1211 Genève 11

(c) Participants can also seek assistance from the Housing Unit of the United Nations Office at Geneva, in which case they should address their request to:

Mr. W. Eberlé
Chief, Transportation, Travel and Housing Unit
General Services
United Nations Office at Geneva
Palais des Nations
1211 Geneva 10
Switzerland

C. Passports and visas

10. Every traveller must have a valid passport.

11. Citizens of the following countries who have a valid passport and do not stay longer than three continuous months do not need a visa to visit Switzerland: United States of America and the other countries of North, Central and South America, as well as Algeria, Andorra, Australia, Austria, Belgium, Brunei, Cyprus, Denmark, Fiji, Finland, France, Germany, Federal Republic of, Greece, Holy See, Iceland, Ireland, Israel, Italy, Japan, Kiribati, Liechtenstein, Luxembourg, Malaysia, Malta, Monaco, Morocco, Netherlands, New Zealand, Norway, Portugal, Republic of Korea, San Marino, Singapore, Solomon Islands, South Africa, Spain, Sweden, Tunisia, Turkey, Tuvalu, United Kingdom of Great Britain and Northern Ireland, Yugoslavia.

For latest information, please contact the nearest Swiss Consulate.

D. Health regulations

12. No vaccinations are required for entry into Switzerland.

E. Currency, foreign exchange, customs regulations

13. Foreign currency and travellers cheques can be exchanged in Switzerland at banks, exchange offices at the border, railway stations and airports, and in travel agencies and hotels.

The monetary unit is the Swiss franc consisting of 100 centimes.
(\$US 1 = 1.99 SwF - April 1982)

14. There are no restrictions with regard to import, export and exchange of Swiss francs. Travellers checks and bank notes are exchanged in Switzerland by banks, official exchange offices at the principal stations of the Swiss Federal Railways, or by travel agencies; also by hotels and many stores where, however, the official exchange rates may not apply.

15. Persons entering Switzerland may import - free of customs duty - personal possessions, sports equipment, and food for the first day. Each person aged 17 and over is also entitled to enter Switzerland with two litres of wine, one litre of spirits, 200 cigarettes or 50 cigars or 250 grammes of pipe tobacco, and gifts up to a total value of SwF 100.-.

Personal possessions and other goods bought in Switzerland, whatever their value, may be exported duty free.

F. Climate

16. Situated at 384m (1,253 ft.) above sea level, Geneva enjoys a climate falling somewhere between an East European continental climate and a West European temperate one. Winds from the west bring warmth and moisture whilst the famous north wind, the bise, carries much colder, though often sunny weather. Weather variations can happen very suddenly, with quite different conditions occurring within the same day.

Temperature (monthly average):

August .. 18°C (64°F)

September .. 14°C (58°F)

Rainfall:

August .. 99.1 mm (3.9")

September .. 93.9 mm (3.7")

G. Electricity voltage

17. The electric current used throughout Switzerland is 220 volts, AC, 50 cycles.

H. Excursions

18. A technical visit to the Swiss Federal Office of Topography at Wabern (Bern) is tentatively scheduled for Thursday, 9 September 1982. This visit will be followed by a luncheon at Gurten-Kulm overlooking the town of Bern and the Alps. The cost of this excursion will depend on the number of delegates wishing to participate.
