



41-22-917-0270 and by email at [ax.unog.door6officialtravel@aexp.com](mailto:ax.unog.door6officialtravel@aexp.com). To make a reservation using American Express (AMEX), participants will need to provide the following information:

- 1) First and last name;
- 2) Check in and check out dates;
- 3) Selected hotel or budgeted amount per night (with or without breakfast);
- 4) Type of room (single/double/suite); and
- 5) Credit card number with expiration date (to guarantee the reservation).

Please be aware of hotel cancellation and no-show policies. Note that accommodation in Geneva can be tight, so booking should be made as soon as possible. Often there are good rates on the internet booking sites.

### **Visa**

Participants should obtain a visa through a Swiss Consulate in their home country, if required

### **Medical and Insurance Coverage**

The UN Department of Management draws your attention to regulations concerning medical and life insurance coverage that must be strictly observed. These are reproduced below for your information and necessary action:

“In issuing invitations to participants in advisory meetings, the UN assumes that the individual concerned is in good health and has no illness or disability that might prevent the individual concerned from traveling to and participating in the meeting as required by the Organization. It is the responsibility of the participant in an advisory meeting to inform the UN of any such health impediment prior to accepting the invitation.”

Please be advised that participants in advisory meetings are responsible for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of the meeting, as they deem appropriate.

**The FfDO contact persons for this meeting are:**

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