



ASGP



**Conference on broadcasting of parliamentary business through dedicated  
TV channels and public broadcasting systems**

**Organized jointly by the IPU, the ASGP and EBU  
Thursday 19 October 2006 - CICC Geneva (Switzerland)**

**PRACTICAL INFORMATION**

**Date and venue**

1. The Conference on broadcasting of parliamentary business through dedicated TV channels and public broadcasting systems, gathered by the Inter-Parliamentary Union in cooperation with the Association of Secretaries General of Parliaments (ASGP) and the European Broadcasting Union (EBU), will be held on the morning and afternoon of Thursday 19 October 2006
2. The meeting will take place in Room 2 of the International Conference Centre of Geneva (CICG).

CICG, International Conference Centre, Geneva  
17, rue de Varembe, P.O. Box 13  
CH - 1211 Geneva 20, Switzerland  
Tel. +41 22 791 91 11  
Fax +41 22 791 90 64  
E-mail address: [info@cicg.ch](mailto:info@cicg.ch)  
Web site: [www.cicg.ch](http://www.cicg.ch)

**Participation and registration**

3. The meeting is open to senior representatives of public broadcasters, parliamentary channels and Secretaries General of Parliament. EBU Members and members of parliament who sit on committees that oversee parliamentary outreach to the broader public will also be invited. The Conference will be open to the press.
4. Delegations to the Conference on broadcasting of parliamentary business through dedicated TV channels and public broadcasting systems are kindly requested to complete and submit the enclosed registration form and to send it to the following address:

Inter-Parliamentary Union  
5, chemin du Pommier  
P.O. Box 330  
CH - 1218 Le Grand-Saconnex/Geneva  
Switzerland  
Fax: +4122 919 41 60  
E-mail: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

Any modifications concerning the composition of the delegation should likewise be communicated to the above address.

5. It is recommended, if at all possible, that delegates to the Conference on broadcasting of parliamentary business through dedicated TV channels and public broadcasting systems should also be included in their countries' official national delegations to the 115th IPU Assembly, as this will facilitate many organizational and security-related matters. For example, those delegates who are members of their countries' official national delegations to the 115th IPU Assembly will have full access to the CICG.

6. On the other hand, delegates to the Conference on broadcasting of parliamentary business through dedicated TV channels and public broadcasting systems who will travel to Geneva outside the framework of their countries' official national delegations to the 115th IPU Assembly will have to obtain a badge. To obtain such a badge, they must:

- (a) Register with the IPU Secretariat by 6 October 2006 at the latest, using the enclosed registration form.
- (b) Upon arrival in Geneva, personally present themselves to the registration desk at the CICC.
- (c) Present a valid passport. Passports will be checked against the list of names submitted by the IPU.
- (d) In case of loss of the badge, delegates should immediately notify the registration desk and ask for a replacement in writing.

### **List of Delegates**

7. A provisional List of Delegates will be distributed at the beginning of the Conference. This list will be issued on the basis of confirmations received by the IPU Secretariat up to 6 October 2006. For technical reasons, it will not be possible to produce a revised list on the spot, but one will be issued after the end of the session and placed on the IPU web site. Delegates are kindly requested to report any changes in the provisional list to the Secretariat of the Conference by no later than 5 p.m. on Thursday, 19 October 2006.

### **Arrangements for the conduct of the Conference**

8. The Conference debate will be launched by panellists who will have some eight minutes each. Delegates can participate in the debate either by making brief statements or by asking questions. In view of the largely informal nature of the debate, no list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the moderators.

### **Languages**

9. Simultaneous interpretation will be provided in Arabic, English, French, and Spanish. Official written documentation of the Conference will be available in English and French only.

### **Documents**

10. The only official documents of the Conference will be its programme, agenda, the List of Delegates, discussion papers prepared by the panellists and the information notes prepared by the Conference Secretariat. A publication related to the Conference will be issued later on.

11. Should participants and observers wish to distribute their own documents or other material pertaining to the theme of the Conference, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

### **Lunch**

12. Lunch will take place at the CICC restaurant at 1:00 p.m. A coffee-break is foreseen at 05:30 p.m.

### **Visas**

13. Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to those not having the required visa. Delegates requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in their country of residence.

14. French entry (not transit) visas are required for certain nationalities when transiting a French airport en route to Geneva. Those delegates who wish, upon arrival in Geneva, to cross the border into France must obtain visas in their country of residence before departure, as they are not obtainable in Geneva.

**Hotel accommodation**

15. Delegations from countries having a Permanent Mission in Geneva are kindly requested to make their hotel reservations through their respective Mission. Most Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them and many have signed preferential tariff agreements with hotels close to the Palais des Nations area and the CICC.

16. Delegations from countries that do not have a diplomatic representation in Geneva may reserve their rooms either via their preferred tourist operator or through the Geneva Tourist Office. Should delegations wish to use the services offered by the Geneva Tourist Office, they are kindly requested to contact Genève Tourisme. However, attention is drawn to the fact that, according to the practice of all hotels in Geneva, only reservation forms returned with details of a credit card as a guarantee will be confirmed. The hotel reservation form should be returned directly to the Geneva Tourist Office by no later than **9 October 2006**, with copy to the IPU Secretariat.

**GENÈVE TOURISME**  
Convention Bureau  
Rue du Mont-Blanc 18  
CH - 1211 Geneva 1  
☎ ++41 22 - 909 70 20  
Fax ++41 22 - 909 70 21  
[reservation@geneve-tourisme.ch](mailto:reservation@geneve-tourisme.ch)

**Typing, photocopying services and Internet café for delegates**

17. No typing or photocopying service for delegates will be made available. However, an Internet café will be at the disposal of participants.

**Information Desk**

18. The Registration Desk will also serve as an Information Desk and will handle messages for delegates. Lost property may be turned in or claimed at this Desk.

**Post office**

19. A post office is available on the premises of the CICC, its opening hours are from 7.30 a.m. to 12 noon and from 1.45 p.m. to 6 p.m.

**Health requirements**

20. Vaccination certificates are not required for admission to either Switzerland or France.

**Catering services**

21. A 50-place restaurant, a 450-place self-service restaurant and two bars are available on the CICC premises.

**Medical services**

22. A First Aid station will be open on the CICC premises. Delegates requiring urgent medical attention outside of the conference buildings are advised to contact the "Service d'urgence de l'Association des Médecins de Genève" (local tel. 022 / 320 25 11).

**Local transport and taxis**

23. The CICC can be reached by bus no. 8, which runs from Veyrier to Avenue Appia, passing through Rive (town centre), Place Cornavin (railway station), Place des Nations (Palais des Nations), and the UIT (ITU), which is located just next to the CICC. Bus no. 5 runs from the Hospital to Palexpo, with stops at

Place Cornavin and Varembeé, next to the CICC building. In addition, bus "F" runs from Place Cornavin to Ferney-Voltaire, France, with stops at Place des Nations and Varembeé. Tickets must be purchased and validated **before** entering buses. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips can be purchased at a reduced rate from newsagents in town bearing the "TPG" (Geneva transport service - [www.tpg.ch](http://www.tpg.ch)) sign.

24. In Geneva, taxis are only available on call and cannot be hailed in the streets. Geneva taxi drivers know the Conference venue as "CICC" (rue Varembeé). There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following local numbers: 022 / 320 20 20, 320 22 02 and 331 41 33.

25. For the visit of EBU in Geneva, which will take place at 09:00 a.m. on Thursday 19 October, buses will leave from the CICC at 08:50 a.m.

### **Climate**

26. The weather in Geneva in October is quite variable with a possibility of cold winds and rains. The average temperature for the month is 10°C. It is therefore recommended that delegates bring warm clothing, and an umbrella and raincoat.

### **Currency**

27. The currency in Switzerland is the Swiss Franc which consists of notes (10, 20, 50, 100, 200 and 1,000) and coins (5, 10, 20, and 50 centime coins as well as 1, 2 and 5 Franc coins).

28. Most major international currencies can be exchanged at local banks, exchange offices and hotels. Moreover, major credit cards are widely accepted throughout both Switzerland and France.

### **Voltage**

29. The voltage in Switzerland and in France is 220 volts, 50 Hz.

### **Requests for further information**

30. Requests for further information concerning the Parliamentary Conference on broadcasting of parliamentary business through dedicated TV channels and public broadcasting systems should be addressed to:

Inter-Parliamentary Union  
Chemin du Pommier 5  
P.O. box 330  
CH - 1218 Le Grand-Saconnex/Geneva  
Switzerland  
Phone: +4122 919 41 50  
Fax: +4122 919 41 60  
E-mail: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)