



Inter-Parliamentary Union
For democracy. For everyone.

149th IPU Assembly

Geneva
13–17 October 2024



GENERAL INFORMATION FOR PARTICIPANTS

The 149th Assembly of the Inter-Parliamentary Union (IPU) and related meetings will be held at the International Conference Centre Geneva (CICG), from 13 to 17 October 2024.

Registration and Assembly badges

Delegations are encouraged to register online, by 1 October 2024 at the latest, through the registration link on the [149th Assembly webpage](#).

On-site registration will be open on:

- Saturday, 12 October 2024 from 11:00 to 19:00, and
- Sunday, 13 to Thursday, 17 October 2024 from 08:00 to 18:30

Press and media accreditation

Only confirmed members of the press and media will receive media accreditation. A letter from your media outlet and a copy of your press card should be submitted to press@ipu.org in support of your online registration.

A Media Centre will be operational at the CICG from Saturday, 12 to Thursday, 17 October 2024. For all requests, please contact the Communications Team at: press@ipu.org.

The IPU is deeply committed to respecting the privacy of its Members and partners. For more information about how the IPU uses its data, consult our [Privacy Statement](#).

Accommodation

Participants are required to arrange their own accommodation. October is a busy month for hotels in Geneva. Delegates are therefore advised to make their hotel reservations as soon as possible. Those delegations from countries with a Permanent Mission in Geneva are invited to contact their respective Mission, as they are accustomed to receiving delegations to UN meetings and handling hotel reservations. Many of them have agreements for preferential rates with hotels close to the Palais des Nations area and the CICG.

For those Members without diplomatic representation in Geneva, as well as Associate Members and permanent observers, the IPU Secretariat has pre-booked a limited number of rooms at the following hotels:

- [Hilton Geneva Hotel & Conference Centre](#) (4-star, located close to the airport), prices start from CHF 210 with breakfast. Please use the dedicated link [Inter-Parliamentary Union - 149th Assembly \(hilton.com\)](#) to make your reservations.
- [Ibis Centre Genève Nations](#) (3-star, 10-15 minute walk to the CICG), prices start from CHF 180 for a standard single room with breakfast. Please send the [completed form linked here](#) to: H8069-FO2@accor.com, to make your reservations.
- [Fassbind Hotels](#) (three Geneva-based hotels: Cornavin, 4-star, Les Nations and Cristal both 3-star), prices start from CHF 130 per night including breakfast. Use the promotional code [IPU149](#) on the website www.fassbindhotels.ch to benefit from the negotiated rates.

In general, the preferential negotiated rates are available until the end of September 2024, after which the rooms will be released.

In keeping with the usual practice of hotels in Geneva, only reservations made with a credit card guarantee will be confirmed. More information about hotels in Geneva is available at: www.geneve.com/en/plan-a-trip/where-to-stay.

E

#IPU149

Visa formalities

Switzerland is an Associate Member of the Schengen Agreement and part of the Schengen area. All Swiss embassies and consulates are connected to the Visa Information System (VIS) which was introduced in October 2011. This system registers the biometric data (fingerprints and facial image) of Schengen visa applicants and is valid for five years.

All Schengen visa applicants are kindly asked to:

- Respect visa application deadlines and processing requirements.
- Make appointments and lodge Schengen visa applications well in advance with the Swiss Embassy or Consulate responsible for the delegate's country of legal residence (not nationality). For details, please refer to www.swiss-visa.ch/ivis2/#/i210-select-country and consult the appropriate Embassy or Consulate website to check the current appointment and visa application procedure.
- Depending on where delegates legally reside, some may have to travel to a different country to lodge their visa application and register their biometric data.
- Switzerland has signed agreements with certain Schengen member States where it is not represented by a diplomatic or consular entity. It is therefore highly recommended that applicants enquire directly with the Swiss embassy or consulate responsible for their country of legal residence or consult the appropriate website.
- Make an appointment with the appropriate Swiss embassy or consulate or, if applicable, with an external visa service provider in order to submit their visa application and register their biometric data in person. The date of the appointment request registered online (swiss-visa.ch) should not be confused with the date of submission of the visa application.
- Make sure their visa application is lodged well in advance:
 - **At the earliest, 6 months before departure date** to Switzerland
 - **At the latest, 20 days before departure date** to Switzerland
- Make sure all required documents are included in their visa application. The list of documents required by the Swiss Embassy or Consulate varies and depends on their country of residence. Check the appropriate Swiss Embassy or Consulate website and, if necessary, contact them for detailed visa application and document requirements such as the application form for a type C Schengen visa (short stay) available at: www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html.
- If the IPU is requested to provide a nominative invitation linked to a participant's visa application, please ensure that a copy of the delegate's passport is sent to IPU Headquarters (postbox@ipu.org).
- Please note that the registration and processing of a visa application can only begin once all required documents have been submitted. Some nationalities are subject to a Schengen consultation which lasts 8-10 days. The time needed to obtain a visa depends greatly on local circumstances and can sometimes take several weeks.
- Under exceptional and urgent circumstances, Swiss Embassies or Consulates may issue visas with limited territorial validity (LTV) in accordance with Schengen regulations. This only applies to individual cases that are duly justified. A holder of an LTV visa which is only valid for Switzerland cannot visit nor transit through another Schengen State (enter and exit the Schengen area via Switzerland only). If the holder of an LTV visa plans to transit through another country, she/he is entirely responsible for checking the visa and travel document requirements with its relevant authorities.
- Visas are **no longer issued upon arrival** at Geneva International Airport.

Security

Delegates are requested to wear their 149th IPU Assembly badges **at all times** in the CICG.

As part of the security arrangements, all persons and personal items (bags/luggage) will be screened at the entrance to the CICG.

Assembly badges will be colour-coded to assist security personnel. All lost badges must be reported immediately to the registration and information desk. Delegates are kindly requested to make their badges available for security checks at the entrance to the CICG.

Insurance

It is recommended that participants take out their own insurance policies against risks. All delegates should also have international health insurance when traveling to Switzerland.

Geopolitical groups and bilateral meetings

There are two rooms available at the CICG for the geopolitical and other, groups' meetings. Reservation requests can be addressed to IPU Conference Services at conf.services@ipu.org. Moreover, a limited number of rooms have been assigned as bilateral meeting rooms and will be available as of the afternoon of 12 October until 17 October 2024 inclusive. Bilateral meeting rooms can be reserved for 30-minute slots, according to availability, on a first-come, first-served basis. These rooms can also be booked via email to IPU Conference Services at conf.services@ipu.org, with the subject line "149 bilateral meeting request", or directly at the bilateral rooms' reservation counter at the CICG.

Internet

Free Wi-Fi is available throughout the Assembly venue.

Medical services

A first-aid service will be available at the CICG.

All medical services will be at the participants' own expense. Please ensure that you have international health insurance. Persons under special medical treatment are advised to bring sufficient medication.

Additional services at the Assembly venue

- Print on demand service
- Restaurants and cafés

Climate and weather

Temperatures in October are on average 7-15°C, with some rain showers.

Time

The time in Geneva is UTC+1.

Electricity supply

The voltage in Switzerland is **230V/50 Hz**. Switzerland uses type C (2-pin) and Type J (3-pin) plugs. (Type C 2-pin plugs also fit type J sockets.)

Banking services and currency

The local currency is the Swiss franc (CHF). Most banks have cash dispensing machines (ATMs) accepting Visa and MasterCard.

Most internationally recognized currencies can be exchanged at commercial banks, some hotels and at Geneva Airport. Major credit cards are accepted in hotels, restaurants and shops.

Business and shopping hours

The usual business opening hours are from 08:00 to 18:30, Monday to Friday and 09:00 to 17:00 on Saturday. Many stores are closed on Sundays. However, stores are open at train stations, airports and gas stations.

Smoking

Smoking, including electronic cigarettes, is not permitted inside public buildings (hotels, restaurants, etc.), including the CICG.