



Inter-Parliamentary Union
For democracy. For everyone.

World e-Parliament Conference 2018

Parliaments, technology and innovation

3-5 December 2018

Geneva, Switzerland

#eParliament

PRACTICAL INFORMATION

Dates, Venue and Working Modalities

The eighth World e-Parliament Conference, entitled *Parliaments, technology and innovation*, will take place from 3 to 5 December 2018 in Geneva at the Centre International de Conférences de Genève (CICG). The World e-Parliament Conference is hosted by the IPU. Information about the Conference can be viewed at <https://www.ipu.org/event/world-e-parliament-conference-2018>.

The Conference will start at 9.30 a.m. on 3 December, with the launch of the World e-Parliament Report 2018. It will continue in parallel sessions until the afternoon of 5 December, when participants will reconvene in plenary for the conclusions of the conference.

All panels and sessions will be interactive, with ample time for debate. Participants are requested not to read prepared speeches. Instead, they are invited to ask questions and participate in the debates by making brief statements and comments. No formal list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the Chair or Moderator.

During the Conference, online interaction, information sharing and participation will be promoted through the use of social media and collaboration tools. Online engagement will be facilitated by using Twitter (hashtag #eParliament) and online collaboration boards where delegates can share comments, facts and ideas in parallel to the proceedings.

Conference website

All information about the conference will be made available at <https://www.ipu.org/event/world-e-parliament-conference-2018>.

Registration

Audience

All national parliaments are invited to include members of parliament, secretaries general and parliamentary ICT staff in their delegations. Parliaments are encouraged to send gender-balanced delegations.

Other participants in the conference will include experts from civil society, academia, the private sector and international organizations etc. Requests for registration from interested parties will be handled on a case-by-case basis.

Conference registration

Participants need to register in advance with the IPU, which will process all registration requests.

Delegates should preferably register online via the online registration form (<https://www.surveygizmo.eu/s3/90098199/e-Parliament-2018>).

- Alternatively, delegates can contact the IPU Secretariat to obtain the registration form in Word, which can be returned by e-mail: postbox@ipu.org.

The IPU Secretariat will confirm the registration by e-mail.

The **deadline for conference registration is 16 November 2018**. It is strongly recommended to register early for the Conference, as late registration may result in delays and insufficient time to obtain a visa.

Any modifications concerning the composition of the delegation should be communicated directly to the IPU Secretariat.

Badges

Distribution of conference badges will start on Monday, 3 December, at 8:30 a.m. at the entrance to the conference venue. Delegates are required to bring a copy of the confirmation e-mail and passport (or a valid photo ID card) when collecting their conference badge.

It is imperative for all delegates to observe relevant security procedures. All delegates are requested to wear their conference badge at all times when at the International Geneva Conference Centre.

Visas

Attention is drawn to the strict provisions in force regarding entry into Switzerland, which is part of the Schengen zone. Delegates requiring an entry visa to Schengen States must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in the delegates' country of residence.

The visa application and granting procedure is entirely managed by the respective Swiss consulate, without involvement of the IPU.

Local transport and taxis

The Centre International de Conférences - Genève is right across the Place des Nations square and easy to access at 17 rue de Varembé, CH - 1202 Genève.

Delegates may make their own transport arrangements through their countries' diplomatic representation in Geneva.

Buses:

Public transport in Geneva is excellent; it is recommended that delegates make use of it.

From the train station "Cornavin", it takes about 10 minutes by either:

- Bus no.5, stop at "Vermont"; or bus no. 8, stop at "UIT" or tram no. 15, stop at "Sismond".

From the airport, hop on bus no. 5 to the stop "Vermont".

Free tickets are available upon arrival at the airport at luggage collection, just before going through the customs. They are also available at hotel reception desks.

Tickets must be purchased and validated before entering buses or trams. 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) sign.

Taxis

In Geneva, taxis are only available on call and cannot be hailed in the streets. There are taxi ranks in almost all main squares in Geneva. Taxis can be called by telephone by dialling the following local numbers: 022 3202020, 022 3202202 and 022 3314133.

Hotels

Delegates are responsible for their own hotel expenses. In view of the very busy period of December, it is imperative that hotel reservations be made as soon as possible. Booking of rooms can be done on-line (<https://www.geneve.com/en/sleep/online-booking/>) through the website of the Geneva Tourism Office.

Please note that hotels near the CICG are Hotel Ibis Centre Nations:

<https://www.accorhotels.com/gb/hotel-8069-ibis-geneve-centre-nations/index.shtml> and Hotel Les Nations: <https://fassbindhotels.ch/hotel/les-nations-geneve/>

Delegations from countries having a Permanent Mission in Geneva can make their hotel reservations through their respective Mission. The Missions are used to receiving national delegations and to handling hotel reservations for them and many have signed preferential tariff agreements with hotels close to the CICG.

In keeping with the practice of hotels in Geneva, only reservations made with a credit card guarantee will be confirmed. It is also possible to make reservations online via the Tourist Office's website at: <https://www.geneve.com/en/>.

Delegations from countries that do not have a diplomatic representation in Geneva may reserve hotels rooms via their preferred tourist operator. Attention is drawn to the fact that, in keeping with the practice of all hotels in Geneva, details of a credit card as a guarantee for reservations will be requested.

Meals and refreshments

During the conference, meals will be available at the CICG at the participants own expenses. The IPU will provide coffee breaks and a reception at the end of the first day. There are also a few restaurants near the CICG.

Languages

Simultaneous interpretation at the conference will be provided in English, French and Spanish except at the Unconference and Parliamentary Showcase sessions. One additional interpretation booth may be made available to delegations upon request.

The official documentation will be available in English and French.

Documents

The official documents of the conference will be the agenda, annotated agenda, aide memoire and the list of participants.

Should delegates wish to distribute their own documents or other material pertaining to the agenda of the conference, they may use a table provided for that purpose in the immediate vicinity of the meeting rooms.

Contact

Information about the Conference can be viewed at <https://www.ipu.org/event/world-e-parliament-conference-2018>.

For further information concerning the World e-Parliament Conference 2018, please contact the Inter-Parliamentary Union (E-mails: postbox@ipu.org and wepr@ipu.org; Phone: +41 22 919 41 50).