

December 2019

General information

Welcome to Switzerland!

Switzerland is located in the heart of Europe, sharing borders with Germany, France, Italy, Austria and the Principality of Liechtenstein. Its central location places it at the crossroads of several cultures, with the Alps a natural gateway between northern and southern Europe.

The Swiss federal state was founded on the will of its cantons to form a peaceful union. It is therefore a nation of multiple cultures, as expressed in its four official languages – German, French, Italian and Romansh. Italian is spoken in the southern part of the country – where you'll find Lugano, the venue for our meeting.

Lugano is a city in Ticino, a canton that combines a Mediterranean atmosphere with dazzling alpine scenery. We are delighted to welcome you here.

For more information about Switzerland:

[The Swiss Confederation – a brief guide](#)

1. Outline programme

The 7th Interregional Meeting of National Commissions for UNESCO runs from Tuesday 26 to Thursday 28 May 2020.

► Participants are expected to arrive on Monday 25 May and stay until Friday 29 May.

	Monday 25.05.2020	Tuesday 26.05.2020	Wednesday 27.05.2020	Thursday 28.05.2020	Friday 29.05.2020
Morning (10:00–13:00)	Arrival	Accreditation (from 08:00) Welcome address and working session	Working session	Working session	Departure
Lunch break (13:00–15:00)		Buffet lunch	Buffet lunch	Buffet lunch	
Afternoon (15:00–18:00)		Working session	Working session	Working session and closing remarks	
Evening (from 18:00)		Accreditation Buffet dinner	Reception	Excursion + dinner	

2. Venue

The meeting is at the 'Palazzo dei Congressi' convention centre in the centre of Lugano.



Palazzo dei Congressi
Piazza Indipendenza 4
6900 Lugano

Tel. +41 58 866 66 30

Fax +41 58 866 66 39

info@luganoconventions.com

www.luganoconventions.com

In addition to its meeting spaces, the Palazzo dei Congressi has a business centre with computers, printers and internet access at your disposal during the event. It also provides the catering for coffee breaks and meals (buffet dinner and lunch), and wifi is available on site throughout the meeting.

3. Working languages

The working languages are English and French. Simultaneous interpreting is available at the plenary sessions.

4. Participants

Each National Commission is represented by a maximum of three delegates eligible to speak on its behalf and vote on the meeting's outcomes. The UNESCO Secretariat and guests of the Swiss Commission for UNESCO will also attend the meeting.

5. Registration

Registration is open **until 14 February 2020**. Each participant must register separately, using the online platform on <https://www.unesco.ch/lugano-2020-en/>. If you have any questions or require technical assistance, please contact event@eda.admin.ch.

6. Accreditation

The accreditation desk is at the main entrance of the Palazzo dei Congressi.

Participants duly registered in advance may collect their badge either:

- Monday 25 May from 18:00 to 21:00, at the same time as the informal welcome buffet; or
- Tuesday 26 May from 08:00 to 10:00 before the opening of the meeting.

All participants require a valid badge to access the meeting spaces, buffets and receptions throughout the meeting and for the excursion.

7. Travel arrangements (to Switzerland)

All participants are responsible for their travel arrangements to Switzerland and the costs* incurred. The online registration platform allows participants to indicate their itinerary to ensure that they are welcomed on arrival and accompanied on departure

*Exception: UNESCO is exploring the possibility to cover travel costs, upon request, for one participant from each country among the Small Island Developing States (SIDS) and the Least Developed Countries (LDC). Requests for such support should be sent to the UNESCO Secretariat, National Commissions Unit (e-mail: natcom@unesco.org) by Friday, 14 February 2020 at the latest. Any request addressed to the UNESCO Secretariat beyond this date will not be examined. If the application is approved, UNESCO will organize the trip.

8. Meals and accommodation

The Swiss Commission for UNESCO covers hotel accommodation (4 nights with breakfast, from Monday 25 May to Friday 29 May 2020) for one delegate per National Commission. Any accommodation expenses outside of this period are borne by participants. The individual National Commissions cover the accommodation (hotel and breakfast) for any second and third delegates they may send. The UNESCO Secretariat covers accommodation for its delegates. The Swiss Commission for UNESCO covers accommodation for itself and its guests.

The organisers have secured a block of rooms at the hotels listed in annex 1 to this document. If your accommodation is covered by the Swiss Commission for UNESCO (4 nights from 25 to 29 May 2020) as a delegate of your National Commission, please state your hotel preference from the list when registering online. The Swiss Commission for UNESCO will then book your room for you*. If your accommodation is covered by your National Commission, please indicate your hotel preference but contact the hotel directly to book a room. We recommend you book your hotel as early as possible. National Commissions are advised to choose the same hotel for all their delegates, where applicable. However, the Swiss Commission for UNESCO cannot guarantee that all delegates from the same National Commission will be accommodated in the same hotel. *The Swiss Commission for UNESCO will also book hotel rooms for itself, the UNESCO Secretariat and its guests.

If you need to cancel your participation, please contact event@eda.admin.ch as early as possible so as to facilitate organisation and minimise costs. Cancellations are possible up to seven days before the meeting begins (17 May 2020).

All of the recommended hotels can be reached from the convention centre on foot and/or by public transport. For more information on transport facilities, see point 11 'Local transport' below.

Meals

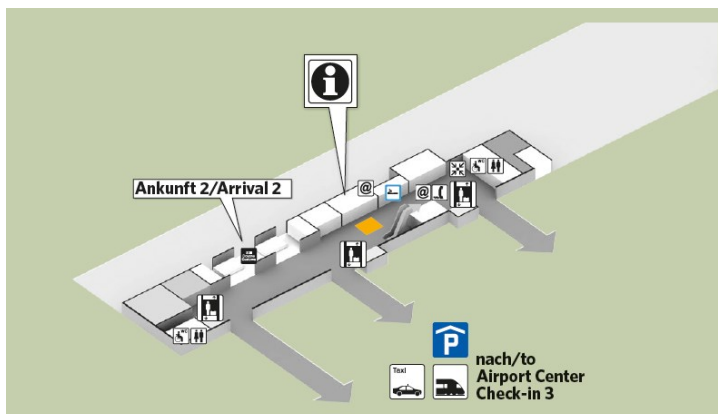
Lunch and dinner are included for all participants from Monday 25 May (evening) to Thursday 28 May (evening). Breakfasts are included for one participant per National Commission.

9. Transfer to Lugano

The Swiss Commission for UNESCO covers the costs for transfer to Lugano for all participants upon entry into Switzerland or arrival at Milan Malpensa airport. This applies only for participants who have entered their itinerary in advance on the online registration platform.

Arrival at Zurich airport

When you arrive at Zurich airport, go to the **switzerlandinfo+** service desk on the **ground floor of Terminal 2**, on the left after customs clearance, for your train ticket to Lugano (travel time approx. 2 hrs 40 mins). The service desk can also be easily reached from Terminal 1. Its opening hours will depend on the itinerary information provided by participants on the online registration platform. When organising your trip, note that trains operate between Zurich airport and Lugano and vice-versa only between 05:30 and 21:30.



Arrival at Milan Malpensa airport

A meet & greet service is available upon your arrival at Milan Malpensa (detailed information will be sent after registration).

Arrival at Lugano railway station

A meet & greet service is available upon your arrival at Lugano railway station (detailed information will be sent after registration).

10. Local transport

All participants receive a [Ticino Ticket](#) to travel free of charge on local public transport. There is no shuttle service during the meeting (e.g. between hotels and the Palazzo dei Congressi). However, the convention centre can be easily reached:

- on foot (10 to 20 mins from the recommended hotels);
- with bus no. 1 to Piazza Manzoni (direction 'Lugano Centro'), then on foot to the Palazzo dei Congressi);

- with bus no. 2 to Palazzo dei Congressi (direction 'Castagnola').

Remember to have your Ticino Ticket with you when travelling.

Participants with disabilities are requested to notify us upon registration.

11. Visas

Participants must be in possession of a passport valid for at least six months from the date of their arrival in Switzerland. EU/EFTA citizens may use a valid ID card.

You are personally responsible for checking whether you need a visa to enter Switzerland. Please see the online [list](#) regarding visa requirements and, if necessary, contact the Swiss representation responsible for your country of origin. For information on the conditions for entry into Switzerland by nationality and type of passport, please see the document [Overview of ID and visa provisions according to nationality](#).

If you require an entry visa, make sure to obtain this in advance. You should submit your application as early as possible, at least six weeks before the meeting. If you require a personalised letter, contact us at event@eda.admin.ch.

12. Travel and medical insurance

It is your responsibility to take out travel and medical insurance. The host country does not assume the costs of participants' medical insurance. Note that this insurance is required when applying for a visa.

13. Other practical information

Weather

Daily temperatures at the end of May vary between 15°C and 22°C. Bring a warm jacket as you will be outdoors for the excursion and sometimes for dinner. Check the weather forecast at www.meteonews.ch before you leave.

Time zone

Switzerland uses daylight saving time from end-March to end-October (CET +1 hour).

Currency, credit cards, exchange rates

The national currency is the Swiss franc (CHF). There are banknotes for CHF 10, 20, 50, 100, 200 and 1,000 and coins for 5, 10, 20, 50 centimes and CHF 1, 2 and 5.

All major credits cards are accepted in most restaurants, hotels and shops in Switzerland.

For exchange rates, see the [currency converter](#).

Useful telephone numbers

Country code +41

Local area code (Ticino) (0)91

Police: 117

Fire: 118

Ambulance: 144

Electricity

The standard voltage in Switzerland is 220V. The power plugs used are Type C (two pins) and Type J (three pins).

Plug adapters will not be available at the meeting so please bring a travel adapter if necessary.

Tourist information

Tourist office for the Lugano region: www.luganoregion.com

Official information portal about Switzerland: www.swissworld.org

14. Contact details

Concerning your arrangements and logistics:

Conference service of the Federal Department of Foreign Affairs

Mr Andreas Tschannen

event@eda.admin.ch

Tel. +41 58 465 81 57

Concerning the organisation of the meeting:

Secretariat of the Swiss Commission for UNESCO

Ms Annalisa Beltrami

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