



U.N. Department of Economic and Social Affairs
Financing for Development Office

**7th Session of the Committee of Experts on International
Cooperation in Tax Matters
Geneva, Switzerland
24-28 October 2011**

Information Circular for Participants (Committee Members)

Dates and Venue

The seventh session of the Committee of Experts on International Cooperation in Tax Matters will take place at the Palais des Nations in Geneva, Switzerland from 24-28 October 2011. The meetings will be held in conference room XIX, located on the 3rd floor of the New Building of the Palais (Batiment E), which is accessible through outer doors marked Porte 40 of the Palais.

Registration

To register with FfDO, participants are requested to use one of the following options:

- 1) Register online at <http://www.un.org/esa/ffd/tax/seventhsession/>;
- 2) Complete the attached registration form and return it to FfDO either by email to taxffdoffice@un.org or by fax to 1-212-963-0443.

In both cases participants should retain a hard copy of their completed registration form and bring it with them when registering with the UN Security in Geneva.

To obtain their grounds passes, participants are requested to report to the UN Security at the “New Pregny Building” on 24 October between 8:30 and 9:30 am. The “New Pregny Building” is located at the Pregny gate. Participants are requested to bring with them:

- 1) Copy of their registration form (see above);
- 2) Photo ID (Passport, National ID or a Driver License).

Hotel accommodations

The enclosed list provides the names of several hotels which offer discount rates to the participants of UN meetings. Participants can make reservations dire

- 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.

Visa

Participants should obtain a visa through the 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 the annual session are:

For substantive matters:

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