Dear participants,

The first meeting between the Committee on the Rights of Persons with Disabilities and National Human Rights Institutions and independent monitoring mechanisms appointed pursuant to article 33.2 of the United Nations Convention on the Right to Persons with Disabilities will be held on 25 September 2014 in Geneva, Switzerland, in Room III at the Palais des Nations. The following practical information has been prepared by the organisers to facilitate your participation in the meeting.

MEETING LOGISTICS

1. **Meeting Registration**

The registration form has been posted on the NHRI website: [http://nhri.ohchr.org](http://nhri.ohchr.org). We would appreciate it if you could complete the form and return it by 8 September 2014 to Agnès Gràcia a.gracia.icc@gmail.com

2. **Meeting Venue**

The meeting will take place at the Palais des Nations, conference room III. Please find attached the map of the Palais des Nations (Annex 3). The side-event will take place in the conference room IX.

3. **Access Badges**

Meeting participants must obtain an access badge prior to entering the Palais des Nations. In order to facilitate this process, the following steps are required:

- Please complete and sign the UN Security Conference Registration Form for Ground Pass (Annex 2); and send it back by 8 September 2014 to the following email addresses aquist@ohchr.org, crpd@ohchr.org, with copy to a.gracia.icc@gmail.com
- **Please bring with you the original Form and your valid national passport** when entering Palais des Nations, at the Pregny Gate, 14 Avenue de la Paix, Geneva. The Accreditation Office is open from 08h00 to 17h00 (non-stop).

4. **Travel and Travel Insurance**

All travel arrangements, including travel expenses, accommodation and travel insurance, are at the participants’ discretion. OHCHR is not in a position to fund travel or cover expenses related to illness or accidents of participants while attending the meeting.

5. **Visas**

It is the responsibility of participants to obtain necessary visas to attend this meeting. This includes a visa to enter Switzerland as well as any transit visas that may be necessary.

Please note that should you encounter difficulties regarding the issuance of your visa, we will be able to send an invitation letter to assist with the process. Please contact us if this is required by e-mail to a.gracia.icc@gmail.com.
6. **Accessibility**

Captioning in English will be provided. For participants requiring specific accessibility arrangements, please contact the following email address: crpd@ohchr.org, specifying in the subject “accessibility requirements” and describing in the text of the email the kind of accessibility support you would require; each request will be assessed separately and accommodation will be granted within existing resources available at the United Nations Office in Geneva.

7. **Remote participation (through webcast, skype and video-conferencing)**

   **Webcasting**
   
The meeting will be webcast live. To follow the proceedings through webcast please follow the link [http://www.treatybodywebcast.org/](http://www.treatybodywebcast.org/).

   **Skype**
   
Participants wishing to send written comments during the meeting can do so by sending their messages in English, Spanish and French to the following Skype name CRPD Meeting and address crpd_meeting. The messages will be read out by ICC staff during the meeting on behalf of the requesting NHRI/NMM. Messages should be concise and relate specifically to the discussions.

   **Video-conferencing**
   
For participants that wish to participate through videoconferencing, please send a message to the following email address: jaraya@ohchr.org, specifying the location to where the conferencing connection needs to be established, the full name of the organization to be contacted, the name of the site, and the ISDN number. Please also provide a technical contact name and a technical contact telephone.

8. **Documentation and statements**

In case you consider providing documents or delivering statements, please kindly submit them in an electronic copy in Word format. This will ensure that blind participants and participants with visual impairments will have access to them.

9. **Accommodation**

Please find attached a list of hotels with their contact information. Participants are responsible for their own accommodation, booking and payment of hotels (Annex 1). **It is highly recommended that participants secure their accommodation well in advance** given the difficulty of obtaining hotel reservations on short notice in Geneva.
Annex 1

Accommodation

Hotel reservations need to be made directly by participants. There is a wide range of hotel accommodations in Geneva. However, reservations should be made well in advance given the difficulty of obtaining hotel reservations on short notice in Geneva. The following hotels are located in vicinity of the United Nations Palais des Nations or train station:

Hotel Epsom Manotel****, 18 rue de Richemont, Tel: +41 22 544 66 98, Fax: +41 22 544 66 99, Email: epsom@manotel.com, http://www.hotel-les-nations.com

Hotel des Nations****, 62 rue du Grand-Pré, Tel: +41 22 748 0808, Fax: +41 22 734 38 84, Email: info@hotel-les-nations.com, http://www.hotel-les-nations.com

Hotel Grand-Pré ****, 35 rue du Grand-Pré, Tel: +41 22 918-1111, Fax: +41 22 734 76 91, Email: reservation@grandpre.ch, http://www.swissqualityhotels.ch/hotels/switzerland/geneve/grandpre/

Hotel Montbrillant ****, 2 rue de Montbrillant, Tel: +41 22 733 77 84, Fax: +41 22 733 25 11, Email: infos@montbrillant.ch, http://www.montbrillant.ch/

Hotel La Cour des Augustins****, Rue Jean-Violette 15, 1205 Geneva, Switzerland
Tel.: 00 41 (0)22 322 21 00 ; Fax: 00 41 (0)22 322 21 01, Location : Plainpalais area, 12 min. walk from IFM. http://www.lacourdesaugustins.com/

Hotel Tiffany ****, Tel.: ++41 22 7081616 , Location : Plainpalais area, 6 min. walk from IFM http://www.hotel-tiffany.ch

Hotel Eden ***, 135 rue de Lausanne, Tel: +41 22 716 37 00, Fax: +41 22 731 52 60, email: info@eden.ch, http://www.eden.ch/

Hotel Mon-Repos ***, 131-133 rue de Lausanne, Tel: +41 22 909 39 09, Fax: +41 22 909 39 93, Email: reservations@hmrge.ch, http://www.hmrge.ch/

Hotel des Alpes***, 14 rue des Alpes, Tel: +41 22 731 22 00, Fax: +41 22 731 16 89, Email: info@hotel-alpes.ch, http://www.hotelalpes.ch/info.htm

Hotel Drake***, rue Rothschild 32, Tel: +41 22 716 48 48, Fax: +41 22 738 00 07, Email: drake@span.ch http://www.swissqualityhotels.com/hotels/switzerland/Geneve/DrakeLongchamp/index.asp


Hotel Modern***, 1 rue de Berne – 1201 Geneva, Tel: +41 22 732 81 00, Fax: +41 22 738 26 58, http://www.hotelmoderne.ch

Hotel Strasbourg-Univers***, 10 rue Pradier – 1201 Geneva, Tel: +41 22 906 58 00, Fax: +41 22 738 42 08, http://www.strasbourg-geneva.ch

Hotel Balzac, rue de l'Ancien Port 14, Tel: +41 22 731 01 60, Fax: +41 22 738 38 47, http://www.choicehotelseurope.com/hotels/hotel?hotel=CH006

Hotel Rivoli, rue des Pâquis 6, Tel: +41 22 731 85 50, Fax: +41 22 738.41.17

Hôtel Le Grenil***
7, avenue Sainte Clotilde, 1205 Geneva
Tel.: ++41 22 328 30 55 ; Fax: ++41 22 321 60 10
E-mail: resa@grenil.ch Site: www.grenil.ch
Tariff for one room : single 105 CHF ; double 150 CHF.
Location: Jonction area; 7 min. walk from IFM.

Hôtel Comédie***
12, rue de Carouge, 1205 Geneva
Tel.: ++41 22 322 23 24 ; Fax: ++41 22 322 23 23
E-mail: info@hotel-comedie.ch Site: www.hotel-comedie.ch
Tariff for one room with toilets and shower, 130 to 250 CHF.
Location : Plainpalais area ; 10 min. walk from IFM.

Hôtel Le Prince**
16, rue des Voisins, 1205 Geneva
Tel.: ++41 22 807 05 00; Fax: ++41 22 320 28 70
Tariff for one room with toilets and shower 90 CHF to 110 CHF.
Location : Plainpalais area ; 7 min. walk from IFM.

Hôtel Carmen**
5, rue Dancet , 1205 Geneva
Tel.: ++41 22 329 11 11 ; Fax: ++41 22 781 59 33
Site : www.tbh-ge.ch/carmenTariff: 58-70 CHF (shared toilets and shower on each floor) ; 94-116 CHF (personal toilet and shower)
Location : Plainpalais area ; 4 min. walk from IFM.
Conference Registration Form

Please fax this completed form to the Host Secretariat and BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title of the Conference

First meeting between the Committee on the Rights of Persons with Disabilities and National Institutions for the Promotion and Protection of Human Rights

Delegation/Participant of Country, Organisation or Agency

Participant Family Name First Name

Mr.

Mrs. Date Of Birth / / (DD/MM/YYYY)

Ms.

Participation Category

Head of Delegation Members Observer Organisation Participating From / Until

Delegation Member NGO (ECOSOC Accred.) From

Observer Country Other (Please specify below) Until

Do you have a badge issued as a Mission diplomat or employee, NGO card issued in Geneva or a Long Duration conference badge issued at Geneva if so PLEASE TICK HERE

Document Language Preference

English French Other

Origin of Identity Document Passport or ID Number Valid Until

Official Telephone No. Fax No. Official Occupation

Permanent Official Address

Address in Geneva

Email Address

On Issue of ID Card

Participant Signature

Participate photograph if form is sent in advance of the conference date. Please PRINT your name on the reverse side of the photograph

Security Use Only

Card No. Issued

Initials, UN Official
Annex 3

Map of the Palais des Nations

Building A:

Room: Room III
Location: 1st Floor
Interpretation: Yes