

ETC Plenary Meeting 2026

Logistics Note

Dear ETC Partners,

The **Global Emergency Telecommunications Cluster (ETC) team** and the **International Telecommunications Union (ITU)** are pleased to invite you to the **Annual ETC 2026 Plenary Meeting** to be held on **May 19 and 20, 2026** at the **ITU headquarters in Geneva, Switzerland**.

1. Outline of events

DATE	EVENT	TIME	LOCATION
Tues 19 May	ETC Plenary Meeting Day 1	08:30 – 17:00	<i>ITU – Geneva, Switzerland</i>
Wed 20 May	ETC Plenary Meeting Day 2	08:30 – 17:00	

2. Registration

Please sign up for the plenary [here](#).

Once signed up, please register on the ITU website [here](#), to help facilitate your access. To do this, you will need to create a new ITU user account ([webpage](#)), and follow the instructions there.

If you are having any issues or questions, please send an email to Global.ETC@wfp.org

3. Location

The Plenary Meeting will take place at the ITU premises in Geneva, Switzerland. ITU's headquarters are made up of three interlinked buildings, Montbrillant, the Tower and Varembé. The [ITU circulation plan](#) shows how the buildings are connected.

Access is provided by RFID security photo badges issued during registration in the Montbrillant building, which is located at [2 rue de Varembé](#). Participants without an ITU badge are not allowed to enter the premises. The badge must always be visible.

4. Accommodation

Participants are required to arrange and finance their own travel and accommodation. All participants are encouraged to book in advance as there is a high demand for hotels during the period of the event. Below is a list of hotels that are near ITU premises in Geneva.

Hotels in Geneva					
<u>Type</u>	<u>Stars</u>	<u>Name</u>	<u>Postal Code</u>	<u>City</u>	<u>Telephone</u>
Hotel	3	Hotel Astoria	1201	Genève	+41 22 544 52 52
Hotel	3	Hotel Bernina	1201	Genève	+41 22 908 49 50
Hotel	3	Hotel Edelweiss - Manotel	1201	Genève	+41 22 544 51 51
Hotel	3	Hotel Eden	1202	Genève	+41 22 716 37 00
Hotel	3	Hotel Ibis Genève Centre Nations	1202	Genève	++41 22 919 20 30
Hotel	3	Hotel Mon Repos	1202	Genève	+41 22 909 39 09
Hotel	3	Hotel Montana	1201	Genève	+41 22 732 08 40
Hotel	3	Hotel Saigta	1207	Genève	++41 22 849 81 00
Hotel	3	Hotel Strasbourg	1201	Genève	+41 22 906 58 00
Hotel	3	Hotel Suisse	1201	Genève	+41 22 732 66 30
Hotel	3	Hotel des Alpes	1201	Genève	+41 22 731 22 00
Hotel	3	Hotel les Nations	1202	Genève	+41 22 748 08 08
Hotels in France					
<u>Type</u>	<u>Stars</u>	<u>Name</u>	<u>Postal Code</u>	<u>City</u>	<u>Telephone</u>
Hotel	4	Appart'City Collection Ferney Voltaire	01210	Ferney Voltaire	+33 4 50 40 22 65
Hotel	3	Zenitude Hôtel- Résidences	01210	Ferney Voltaire	+33 4 50 99 51 51

Hotel	4	Résidence la Réserve	01210	Ferney Voltaire	+33 450 40 30 20
Hotel	3	Campanile	01210	Ferney Voltaire	+33 4 50 40 74 79
Hotel	4	The Residence	01210	Ferney Voltaire	+33 985 60 18 30
Hotel	2/3	Hotel Motel D'Ornex			+33 450 40 54 19
Appart Hôtel		Residhome Prévessin- Moëns Le Carré d'Or	01280	Prevessin -Moens	+33 450 99 46 46

5. Meal Arrangements

Lunch will be at the cost of the participants. Participants can choose to have lunch at the restaurant at the Montbrillant building inside ITU, where a wide variety of options are offered. Coffee breaks during the Plenary will be provided by the host.

A networking evening is being planned for the plenary meeting for all registered ETC plenary participants. More information will be provided closer to the date.

6. Travel

Visa

Participants are responsible for organizing their own visa arrangements.

- **EU and UK passports**

Please note that citizens of UK, EU and EFTA (Iceland, Liechtenstein, Norway, Switzerland) member states do not require a visa to enter Switzerland.

- **UN Laissez-Passer**

United Nations Laissez-Passer (UNLP) can be used as an identification document when travelling into the Schengen region for a period up to 90 days. No visa is required, but the following documents must be presented at the border control:

- UNLP valid for 6 months from date of entry
- Valid national passport
- Return or onward ticket

- Letter of invitation from the host organisation indicating the travel purpose and duration.
 - **Standard Visitor Visa**

Switzerland belongs to the Schengen Area. If you have a valid visa issued by a Schengen member state, you generally do not require an additional tourist visa to enter Switzerland or. Your stay must not exceed 90 days

All other participants require a short-stay Schengen visa. A standard short-stay visa costs 90 Euros for up to 6 months. The earliest you can apply is 6 months before you travel and the processing time, once application is submitted, is 15 calendar days.

Note that you must apply for a visa **before** you travel to the Schengen region. You cannot obtain a visa upon your arrival. More information is available online. Participants who require a letter of invitation should contact: Global.ETC@wfp.org.

Please find more information here:

<https://www.sem.admin.ch/sem/en/home/themen/einreise.html>

7. Transportation information

During the Plenary, it is the attendant's responsibility to organise their commute to and from the venue.

Airport transportation

Geneva International Airport (GVA) is well connected to the city center:

- Train: The airport is directly connected to the train station, and trains run frequently to the city center.
- Bus: Various buses also serve the airport, connecting it to different parts of the city.
- Taxi/Uber: Both are available from the airport to the city center.

Geneva has a well-developed and efficient public transportation system that makes getting around the city easy and convenient. Here's an overview of transportation options:

Public Transportation

Trams, Buses, and Boats: Geneva has an extensive network of trams and buses that cover the city and surrounding areas. You can also travel on the public boats across Lake Geneva.

Tickets: You can buy tickets for trams, buses, and boats via Geneva's public transport network (TPG). Tickets are usually valid for one hour across all modes of transport (trams, buses, boats) within the city. **Ticket Options:** Single tickets, day passes, and multi-ride passes are available. Tickets can be purchased from ticket machines at stops, on the TPG app, or via SMS. The same applies for participants staying at the border. The bus ticket can directly be bought in the bus.

Free Travel: If you're staying in a hotel or Airbnb in Geneva, you'll typically receive a Geneva Transport Card, which offers free travel on public transport during your stay.

Trains

Geneva's Main Train Station (Gare Cornavin) is a central hub for both local and international train travel. SBB (Swiss Federal Railways): The SBB network offers frequent services within Switzerland and to neighboring countries. Tickets can be purchased at the station, via the SBB website, or using the SBB mobile app.

Taxis and Ride-Sharing

Taxis are available in Geneva but are typically more expensive than public transport. You can hail a taxi on the street, or call one through a local taxi company. Ride-sharing services like Uber are available in Geneva, offering another convenient option for getting around.

Car Rentals

While Geneva has great public transport, if you plan to explore outside the city or want more flexibility, you can rent a car. Rental agencies are available at the airport and in the city center. However, parking can be expensive and limited in the city.

Bicycles and Scooters

Public Bike Sharing: Geneva has a bike-sharing program called Genève Roule with stations around the city for easy pick-up and drop-off.

Electric Scooters: Electric scooters are available through services like Lime and Circ

Walking

Geneva is a walkable city, especially in the city center. Many popular sights, like Lake Geneva, the Jet d'Eau, the Old Town, and Parc des Bastions, are within walking distance from each other.

Travel Tips

Geneva is a small, easy-to-navigate city, and its public transport system is reliable and punctual. Keep an eye on the schedules: Trams and buses typically run every 5-10 minutes during peak hours but may be less frequent at night. Always remember to validate your ticket before boarding

Practical information

Currency Exchange

Switzerland uses the Swiss Franc (CHF) as its official currency. The current exchange rate is 1 CHF = 1.25 USD. It's best to check the most current rates before exchanging money and prior to travel. Currency exchange offices can be found in major cities and airports and most banks in Switzerland also exchange foreign currency. Please make sure to check the rates and exchange fees. You can use ATMs to withdraw cash using a debit or credit card but please check with your bank on any transaction charges and fees.

Credit and Debit Cards: Credit and debit cards are widely accepted in Switzerland, especially in urban areas. Visa, MasterCard, and sometimes American Express are commonly accepted. However, smaller shops, restaurants, and rural areas may prefer cash, so it's a good idea to carry some on hand.

Weather

In mid-May, Switzerland's weather offers mild, pleasant spring weather. In Geneva, expect temperatures ranging from 10°C to 20°C (50°F to 68°F). While daytime temperatures may feel pleasant, mornings and evenings can still be chilly, and rain showers are common.

It is best to carry a warm, windproof jacket for city days. Layering with sweaters and t-shirts will help you adjust to varying temperatures throughout the day. You may encounter occasional rain, so it would be good to carry a raincoat, umbrella, or weatherproof jacket and footwear. The sun's rays can be intense, especially in the mountains or on sunny days in the cities, so be sure to protect your eyes and skin with sunscreen, hats, and eyeglasses

Emergency Contacts

Call **112** or **117** for national emergency response services like police, fire, and ambulance in Geneva. Find more info here: <https://www.myswitzerland.com/en-ae/planning/about-switzerland/general-facts/emergency/emergency-numbers/>

Culture & Customs

Switzerland is culturally aligned with most customs in the EU.

- Language: Switzerland has four official languages – German, French, Italian, and Romansh. It's appreciated if you learn a few words in the local language, especially in the region you're visiting. [French is spoken in Geneva.](#)
- Punctuality: Being on time is crucial. It's seen as respectful, so aim to arrive promptly for meetings or events.
- Dining Etiquette: Wait until everyone is served before eating and say "Guten Appetit" or "Buon Appetito.". Tipping is generally included in the bill (service charges), but if you feel the service was exceptional, a small tip (around 5-10%) is appreciated.
- Language:
- Greetings: A firm handshake is common for formal greetings. Friends might greet with cheek kisses (usually two or three), especially in French-speaking regions.
- Food: Don't miss Swiss specialties like fondue, raclette, and chocolate. Coffee culture is also an important part of daily life.
- Public Behavior: Swiss people are generally quiet in public, and it's important to be respectful on public transport.

For any questions, please contact the organizers:

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