



*CBTF – Building Capacity
for a Sustainable Future*



UNEP-UNCTAD Capacity Building Task Force on Trade, Environment and Development

INFORMATION NOTE ON CBTF SYMPOSIUM

3 October 2007

International Conference Center Geneva, Switzerland

1. Location and directions

The symposium will take place at:

International Conference Centre Geneva (CICG)
17 rue de Varembé, 1211 Geneva
Phone. +41.22.791.9154
Fax. +41.22.791.9064

Please see attached map with detailed access plan (pdf document). Bus 5 from the Cornavin train station (bus stop Vermont) and Trams 12 & 15 (tram stop Nations) will take you to CICG.

Please note that the symposium will be held in rooms 5 & 6 (level 3 of CICG), which can be easily accessed from Chemin Louis Dunant.

2. Registration and lunch

The registration desk will open at 08:00am on 3 October 2007. It will be situated next to the entrance by Chemin Louis Dunant on level 1 of the CICG. You will be able to pick up your participant's badge and meeting pack when you register. The symposium will start at 09:30am and will finish at 17:00pm.

A standing cocktail lunch will be served on the premises of the International Conference Centre at 13.00pm. At the end of the symposium, a light cocktail will be organized.

3. Documentation

You will receive a meeting pack on the day of the symposium, which will include the agenda, participants' list and background documents.

Display tables will be available outside the meeting rooms. Please feel free to bring documentation about your organization and activities for distribution to the participants.

The symposium will be held in English.

4. Agenda

The final agenda of the symposium is attached to this e-mail.