

## 1. VENUE

The ISO/IEC JTC 1/SC 22 Plenary meeting will be held on **10 & 11 September** 2012, at:

### Hotel Warwick Geneva

14 Rue de Lausanne  
CH - 1201, Geneva

<http://www.warwickgeneva.com/>

*Note: the Hotel Warwick Geneva is located opposite Cornavin railway station*

The ISO/IEC JTC1/SC 22 /WG 23 meeting will be held from 12 to 14 (noon)September, at:

### IEC Central Office

3, rue de Varembe  
P.O. Box 131  
CH - 1211 Geneva 20 - Switzerland  
**1<sup>st</sup> floor:** Lord Kelvin room

## 2. ACCOMMODATION

Participants are invited to make their own arrangements. However, since September is often a busy period in Geneva the IEC has made two block bookings for JTC1/SC 22 delegates ([please use separate reservation forms, enclosed](#)):

- **20 rooms** at the **Warwick hotel** (meeting venue, see above)  
Bus 5 or tram 15 - stop "Gare Cornavin"
- **10 rooms** at the **Hôtel Royal Manotel**

41, rue de Lausanne  
CH-1201 Genève  
Tel. +41 (0)22 906 14 14  
Fax +41(0)22 906 14 99

<http://www.manotel.com/fr/royal/index.php>

or feel free to chose other convenient nearby hotels.

3 * * *	Eden	135, rue de Lausanne Tel: +41 22 716 37 00 <a href="#">Website</a> - Bus 4 - stop Mines
3 * * *	Savoy	8, Place Cornavin Tel: +41 22 906 47 00 <a href="#">Website</a> - Bus 5 - stop Cornavin
3 * * *	Suisse	10, Place Cornavin Tel: +41 22 732 66 30 <a href="#">Website</a> Bus 5 - stop Cornavin
3 * * *	Terminus	20, rue des Alpes Tel: +41 22 906 97 77 <a href="#">Website</a> - Bus 5 - stop Cornavin
4 * * * *	Le Montbrillant	2, rue de Montbrillant Tel: +41 22 733 77 84

### 3. REGISTRATION

All participants are kindly requested to confirm their attendance by e-mail to **?????** by **?????**.

### 4. VISA

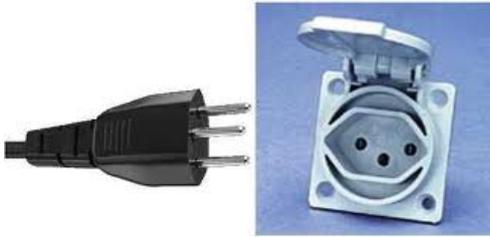
Participants requiring an invitation letter for their visa application are invited to contact Ms Jennifer Lack by e-mail at, [jl@iec.ch](mailto:jl@iec.ch).

### 5. CURRENCY

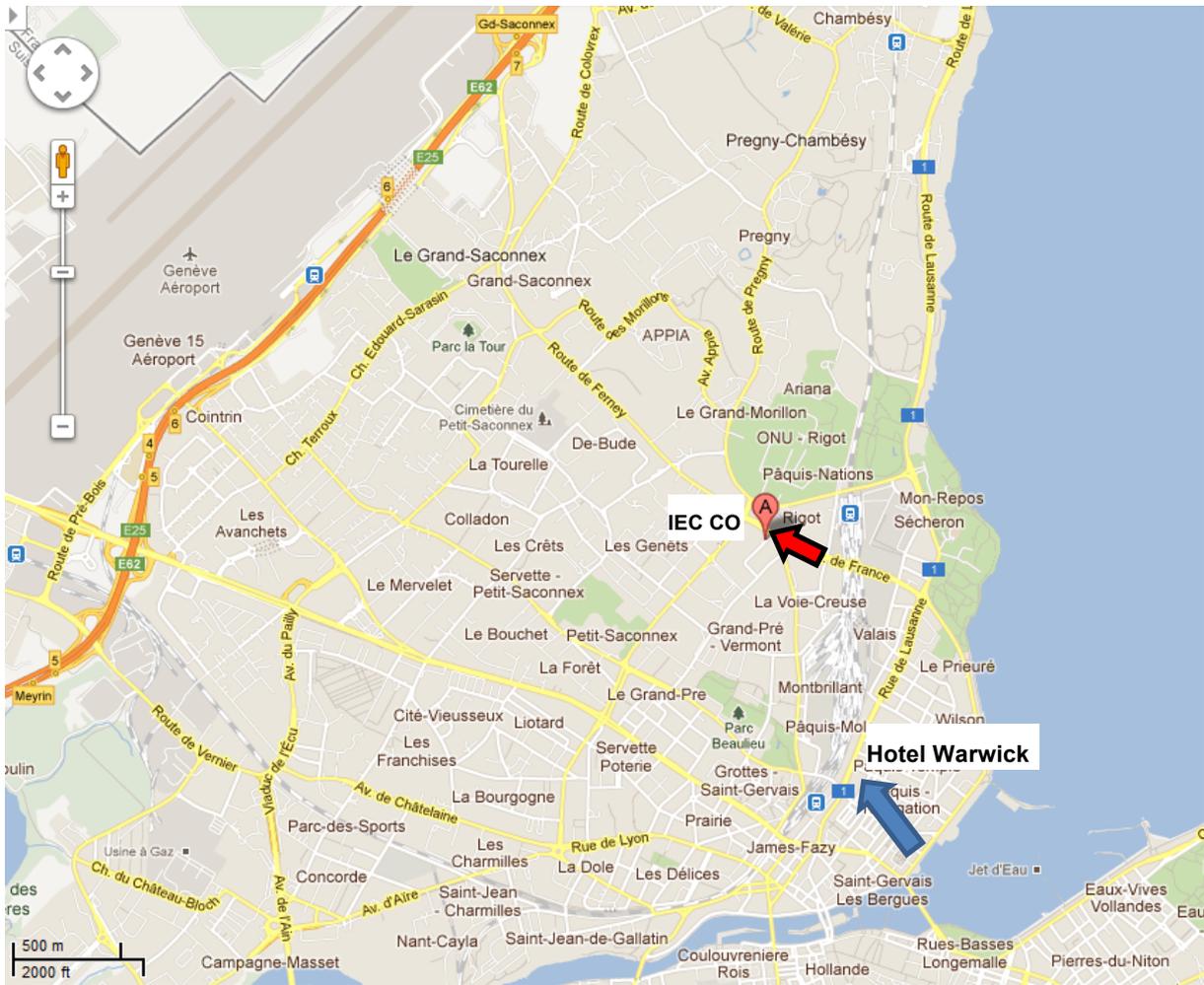
Switzerland uses the Swiss franc (CHF), but the Euro is often accepted as well.

### 6. ELECTRICITY SUPPLY

Voltage in Switzerland is 230 Volts (50Hz) and is supplied through a Type J Plug. You will need a voltage converter, and plug adapter in order to use U.S. appliances. If required, we recommend bringing the appropriate adapter(s) for your needs.



### 7. MAP AND ACCESS



### Access from Geneva Cointrin International Airport

Cointrin International Airport is located on the outskirts of Geneva. However, the distances are rather small and it will only take fifteen to thirty minutes depending on traffic conditions to reach the city centre.

There are several ways to get from the airport to the meeting venue, Warwick Hotel:

**IMPORTANT !** Free bus and tram tickets are available for travellers arriving at Geneva airport. A ticket machine dispensing free tickets is in the luggage collection area, on the left just before going through customs. The ticket is valid for 80 minutes in all of Geneva.



**Taxis** are available twenty-four hours a day and the ride from the airport to Geneva Cornavin station will cost approximately CHF 30.-.

**Bus** from airport to Geneva Cornavin train station - Bus no. 5 (runs every few minutes). stop "Gare Cornavin" - <http://www.tpg.ch/fr/ligne5>

**Train** It is also possible to take a train from the airport to the train station. Look out for the following sign  **SBB CFF FFS**

Please note that generally all local hotels offer a free Geneva public transportation pass (UNIRESO), which will be valid during the entire length of your stay. Your free pass offers unlimited use of the bus, tramway, shuttle boat and train back to the airport.

Major car rental companies operate at the airport.

**HOTEL BOOKING REQUEST**

**Hôtel Royal  
Manotel**

**IEC**  
**From Monday, 10<sup>th</sup> to Friday, 14<sup>th</sup> of September 2012**  
 (this form is valid for the above mentioned period)

Please fill out this form and send it back to the hotel Royal by e-mail or fax at latest on the **Thursday, 09<sup>th</sup> of August 2012**. Passed this date, all reservations will be processed on request upon availability, rate may vary.

**In order to validate your request, credit card number is mandatory.**

You will receive a reply from the Hotel within 48 hours.

Ref 3067453

<input type="checkbox"/> Mr.		<input type="checkbox"/> Mrs.	
Name :		Surname :	
Complete address :			
City :		Country :	
Telephone :		Fax :	
		Email:	
Arrival date :		Departure date :	
Credit card number (mandatory) :		Expiry date	Signature:
<input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Master card <input type="checkbox"/> Diners			
<b>Hôtel Royal****</b> <b>41-43, rue de Lausanne – 1201 Genève</b> <b>tel +41 22 906 14 98 fax +41 22 906 14 99</b> <b>E-mail : <a href="mailto:royal@manotel.com">royal@manotel.com</a></b> <b>Contact : Mrs Lucia de Luca</b>		Standard room at <b>CHF 290.-</b> <input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking <input type="checkbox"/> Buffet breakfast at <b>CHF 30.-</b> per person City tax at <b>CHF 4.-</b> per person	

Our above rate is quoted, per room and per night, in single or double occupancy, service and VAT included.

- Néo-Classique room supplement **CHF 20.-** per room & per night
- Superior room supplement **CHF 50.-** per room & per night

**Cancellation policy :**

- no fees if cancellation occurs more than 15 days prior to arrival
- "no show" and cancellation less than 14 days prior to arrival : 01 night penalty will be charged
- This offer is based on the number of nights and dates of stay. Any modification could invalidate the room rate.



Manotel, official supplier of Alinghi since 2001



WiFi (Wireless broadband internet connection, in all rooms and public areas, free of charge)



# HOTEL WARWICK

## GENEVA

### BOOKING FORM

#### IEC CEI

**REF: Group ID 732950– From the 10<sup>th</sup> to 14<sup>th</sup> September 2012**

**Bookings must be done by fax or email before the 10<sup>th</sup> August 2012**

(Unless all rooms were reserved)

After this delay, the rate will be subject to the availability. Please contact our Reservation Group Department by phone (+41 22 716 81 52) or by mail ([resa.group@warwickhotels.com](mailto:resa.group@warwickhotels.com)) and it will let you know about the availability and rates.

### PARTICIPANT

Name: .....

Address: .....

Tel.: ..... Fax: .....

Email: .....

### ROOM TYPE

These rates are available only for this group and from September 10<sup>th</sup> to 14<sup>th</sup> 2012

- Business Room: CHF 270 Non smoking

Express breakfast at the bar is included. Buffet breakfast at the restaurant is not included ( Sfr. 32.--)

These rates are in Swiss francs.VAT & services are included.

City tax: CHF 4.00 per person and per night

Arrival : .....

Check in time 15:00 PM

Departure: .....

Check out time 12:00 AM

Number of nights:.....

Number of person: .....

*At your arrival, our front desk staff will give you a free transportation pass « Unireso Pass » which is available for all the public transports in Geneva (zone 11 & 12). This pass is has the duration of all your stay.*

### BOOKING GARANTEE

**In order to do this booking, we will need your credit card details:**

(You must present this credit card upon check-in to guarantee the payment of your stay)

- Visa
- MasterCard
- American Express
- Diners Club

Expiry date: ..... Card number: .....

Card holder name: .....

**A fee of one night will be charge on your credit card for a cancellation made less than 7 days prior to arrival or for a no-show or for an early departure.**

Date:

Signature:

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

**Tel: +41 22 716 81 52**  
**Fax: +41 22 716 80 01**  
 Email: [resa.group@warwickhotels.com](mailto:resa.group@warwickhotels.com)  
 Website: [www.warwickhotels.com](http://www.warwickhotels.com)

