

FENS 2008 – Geneva, Switzerland

12 to 16 July 2008

Arrival Information

We thank you for registering to the FENS Forum 2008.
Below you will find some information for your arrival in Geneva.

1. Arriving at Geneva Airport (<http://www.gva.ch/en/desktopdefault.aspx/tabid-4/>)

If you are arriving by plane, you can get a free transportation ticket for the Geneva Public Transportation system (TPG, Unireso) from an automatic distributor located in the baggage claim area, just before going through customs. This ticket is valid for 80 minutes and is available to arriving passengers only.

For more information, please refer to: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67/>

2. Geneva Palexpo, the Congress Venue

Geneva Palexpo:
Rte François-Peyrot 30, 1218 Le Grand-Saconnex
www.geneva-palexpo.ch

For access details, please refer to: <http://www.geneva-palexpo.ch/en/Palexpo/Acces/index.php>
Geneva Palexpo can be reached by foot from Geneva International Airport. It takes about 15 minutes walking. If you are heavily loaded with luggage, it is strongly recommended to use a cab. Cab's can be found right outside the Arrivals' Terminal of Geneva International Airport.

3. Moving around in Geneva

Geneva is easy to get around with its Public Transportation System (TPG, Unireso).
When you are staying at a hotel or youth hostel in Geneva, you will receive a "Geneva Transport Card" (free travel on the Geneva Transportation System throughout your stay). Upon your arrival at your hotel, please ask the reception about the free pass for the Geneva Public Transportation System. In any case, your congress badge will also grant you free access to the transportation system. However, this only works once you have registered and actually received your badge at the Congress Center.

More information on the timings and routes of the Geneva Public Transportation System can be obtained under: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67/>

If you need to use a cab, please see the following for more information:

<http://www.gva.ch/en/DesktopDefault.aspx/tabid-71/>

4. Congress Documents and Congress Registration

The Congress documents should be collected on-site at the Registration Desk during opening hours at the Congress Centre.

Registration Area opening hours

Friday, 11 th July:	14:00-18:00
Saturday 12 th July:	09:30-19:30
Sunday 13 th July – Tuesday 15 th July:	07:30-18:30
Wednesday 16 th July:	07:30-14:00

5. Terms & conditions (reminder)

Confirmation

A confirmation of registration and payment status will be sent to the individual or company that requests registration. Confirmation will be sent only when the corresponding payment is received. Participants should bring the letter of confirmation to the registration desk at the Congress venue when collecting their documents.

Hotel Reservations

1) Cancellation

All cancellations must be sent to MCI Suisse SA in writing (fax, letter or email). In case of late cancellations (**after 31 May 2008**), rooms cancelled, cancelled nights or no show, 1st night stay will be retained and we reserve the right to charge the full stay if the hotel room can not be re-sold.

2) Modification

All changes to hotel reservations will be performed by MCI. Please do not contact the hotel directly. All changes must be requested in writing. A handling fee of **CHF 50** per hotel room will be charged for every hotel modification received after **May 31, 2008**.

Cancellation of Registration

All cancellations must be sent to MCI Suisse SA in writing (fax, letter or email). For cancellations **after May 31, 2008**, no refund will be made.

Cancellation of Excursions

Notification of cancellation must be made in writing. For cancellations after **May 31, 2008**, no refund will be made. Full refund will be made if an activity is cancelled due to lack of participation.

Congress Secretariat

The Congress Secretariat is happy to welcome you onsite.

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