






Bern 2 Consultation Workshop of Biodiversity-Related Conventions
 on the Post-2020 Global Biodiversity Framework
 Bern, Switzerland, 25-27 March 2020

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening of the Meeting

The Bern 2 Consultation Workshop of Biodiversity-Related Conventions on the Post-2020 Global Biodiversity Framework will be held in Bern, Switzerland from 25 to 27 March 2020. Registration will take place at the venue starting at 8:30 a.m. Monday, 25 March 2020.

2. Venue

The meeting will be held at:

United Nations Union Postale Universelle (UPU)

Conference Room: "Montgomery Blair"

Weltpoststrasse 4, Case postale 312

3000 Bern 15, Switzerland

Tel: +41-31-350-3111

Website: www.unu.int

Information on access to venue from various airports:

<http://www.upu.int/en/more/access-plan.html>

3. Working language of the Meeting

The meeting will be held in English.

4. Documents

In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no extra copies made available on site during the training course. Documents are available on UNEP's website at:

<https://www.unenvironment.org/events/workshop/bern-2-consultation-workshop-biodiversity-related-conventions-post-2020-global>

5. Participation

A letter of invitation will be sent to the chairperson of the bureau/standing committee or other related body of the convention to nominate representatives of the Parties to participate. Only nominations from the chair will be accepted.

6. General information on access to Bern

Bern is serviced by the Bern Belp airport, however international flights arrive to Switzerland from the Zurich International Airport or the Geneva Cointrin International Airport. Train tickets from both Geneva and Zurich Airports to Bern can be bought online at this link: <https://www.sbb.ch/en/ticketshop/b2c/adw.do?125> or at machines at the railway stations. Tickets cost about 60 CHF each way (from both Geneva and Zurich Airports) and there are 2 trains each hour from both Geneva and Zurich Airports. The journey is about 2 hours from Geneva and 1hr10mins from Zurich. A hotel booking confirmation will also account for your public transportation from the train station to your accommodation.

From Bern to UPU venue

As you leave Berne railway station, go to platform B (“Perron B”) in the tram stop area under the glass canopy, take tram No. 8 towards Saali (“1-2 zones” ticket is given to guest by their hotel), alight at Weltpostverein, the 7th stop from the station.



7. Visa information



Participants requiring a Schengen visa for Switzerland are strongly advised to contact the nearest Swiss diplomatic representation **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa procedures, including a list of relevant Swiss diplomatic representations is provided below:

- The visa applications must be submitted to the Swiss Embassy/Consulate covering your country of residence;
- The visa application must be accompanied by the travel documents and others as required clearly indicating the purpose and circumstances of the intended stay;

For information on visa requirements, Swiss representations abroad and visa application forms, please go to the following web sites of the Swiss Federal Office of the State Secretariat for Migration (FEM):

- **Visa requirements:** http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/merkblatt_einreise.html
- **Visa application form:** <http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>
- **Swiss diplomatic representations:** <http://www.eda.admin.ch/eda/en/home/rep.html>

To facilitate the issuance of visas, UNEP will issue, upon request, an invitation letter to be attached to the visa applications.

8. Hotel information

Participants are kindly requested to make their own hotel reservations as soon as possible. A list of hotels near the workshop venue is provided in the Annex A below.

General information on hotels in Bern is available at the following website:

Hotels: <http://booking.bern.com/bern/de/accommodation/list>.

9. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be disbursed to sponsored participants on the first day of the workshop in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes. These will be photocopied and returned to participants during the workshop. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

10. Official languages in Switzerland

The official languages are French, German, Italian and Romansh. English and/or French is spoken in hotels and restaurants.

11. Weather and time zone information

In March the average temperatures in Bern typically range between 10°C in the daytime and 1°C at night. Please bring a jacket and umbrella for cool conditions.

The standard time zone for Switzerland CEST (Central European Summertime) is GMT/UTC +2 hour.

12. Electricity

The electrical currents in Switzerland are 230 Volts, 50 Hertz and plugs are as shown in the illustration below.



13. Currency



The currency in Switzerland is the Swiss Franc (CHF). The current exchange rate as at 22 January 2020 is US \$1 = CHF 0.97 and €1 = CHF 1.07 (source: www.xe.com, rates are subject to change).

14. Disclaimer

UNEP disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A – Hotel List

LIST OF HOTELS WITH INDICATIVE ROOM RATES,
RATES ARE IN SWISS FRANCS (CHF)

(The rates are indicative and subject to change)

HOTELS	ROOM RATES (VAT and taxes not included)	DISTANCE TO VENUE	REMARKS
<p>1. The Bristol Schauplatzgasse 10 3011 Bern, Switzerland Phone: +41 31 311 01 01 E-mail: welcome@thebristol-bern.ch Website: https://thebristol-bern.ch/en/</p>	<p><i>Please request UPU rates</i></p> <p>Internet rates:</p> <ul style="list-style-type: none"> • Single room, Queen bed <p>Price range from: CHF150-235 (web specials available)</p>	<p>12 minutes, by public transport (2.6 kms)</p>	<ul style="list-style-type: none"> • Free WIFI • Free minibar • Breakfast CHF 20 per person per day
<p>2. Sternen Muri Hotel Thunstrasse 80 CH- 3074 Muri bei Bern Phone: +41 31 950 71 11 Email address: info@sternenmuri.ch Website: www.sternenmuri.ch</p>	<p><i>Please request UPU rates</i></p> <p>Internet rates:</p> <ul style="list-style-type: none"> • Roof double room single use CHF 155 • Business room single use: CHF165 • Cosy deluxe single use: CHF175 <p>Many options available</p>	<p>10 minutes, by public transport (2.1 kms)</p>	<ul style="list-style-type: none"> • Free WIFI • Breakfast CHF 20 per person per day
<p>3. Hotel Ibis Bern Expo Am Guisanplatz 4, 3014, Bern, Switzerland Tel: +41313351200 Fax: (+41)31/3351210 Website: https://www.accorhotels.com/gb/hotel-5007-ibis-bern-expo/index.shtml#origin=ibis</p>	<p><i>Please request UPU rates</i></p> <p>Internet rates:</p> <ul style="list-style-type: none"> • Several room types available rates from: CHF130 and CHF169 	<p>15 minutes, by public transport (3.6 kms)</p>	<ul style="list-style-type: none"> • Free WIFI • Breakfast CHF 16 per person per day
<p>4. Hotel Metropole Bern Easy City Metropole Easy City Hotel Zeughausgasse 26 CH-3011 Bern, Switzerland Tel. +41 31 329 94 94 Fax +41 31 329 94 95 E-mail: info@hotelmetropole.ch Website: http://www.metropolehotelbern.com/index.htm?lbl=ggl-en</p>	<p><i>Please request UPU rates</i></p> <p>Internet rates:</p> <ul style="list-style-type: none"> • Easy single bedroom: CHF100 • Business single room Q: CHF120 • Easy Queen bed single room: CHF130 	<p>20 minutes by public transport (3.9 kms)</p>	<ul style="list-style-type: none"> • Free WIFI
<p>5. Hotel Bären Zeughausgasse 26, Bern, 3011, Switzerland Website: https://www.baerenbern.ch/en/</p>	<p><i>Please request UPU rates</i></p> <p>Internet rates:</p> <p>Several room types available rates from: CHF130</p>	<p>12 minutes, (2.6 kms) by public transport</p>	<ul style="list-style-type: none"> • Free WIFI

Other hotels can be found on the following link: <http://booking.bern.com/bern/de/accommodation/list>.
