

# Convention on Biological Diversity

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English only

AD HOC OPEN-ENDED WORKING GROUP ON BENEFIT-SHARING  
FROM THE USE OF DIGITAL SEQUENCE INFORMATION ON GENETIC RESOURCES  
First meeting  
Geneva, 14-18 November 2023

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## 1. OFFICIAL OPENING OF THE MEETING

The official opening of the first meeting of the Ad Hoc Open-ended Working Group on Benefit-sharing from the Use of Digital Sequence Information on Genetic Resources (WGDSI-1) will take place on 14 November at 10:00 a.m. at the International Conference Centre Geneva (CICG). The formal sessions of the meetings will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.** For detailed information, please refer to the proposed organization of work for the WGDSI-1 meeting annotated agenda available at: <https://www.cbd.int/conferences/geneva-2023>.

The meeting will be preceded by the Ad Hoc Open-ended Intersessional Working Group on Article 8(j) and Related Provisions of the Convention on Biological Diversity (WG8J-12) will take place from 12-16 November 2023.

Please note that the WGDSI-1 meeting will be held in person only (there will be no hybrid participation available). However, all Plenary sessions will be streamed on YouTube in all 6 official UN languages.

## 2. VENUE

The meeting will be held at:

**International Conference Centre Geneva /  
Centre International de Conférences Genève (CICG)**

Rue de Varembé 17  
P.O. Box 13, CH-1211  
Geneva 20, Switzerland  
Telephone: +41-(0)22 791 93 10  
Fax: +41-(0)22 791 90 64  
Website: <http://www.cicg.ch>

Some Regional and other Groups meeting rooms will be allocated in the building adjacent to the CICG building (directly across Varembé street) at the **Varembé Conference Centre (CCV)**. The listing of Regional and other Groups meeting rooms can be found in section 5 below, the address of the CCV information is as follows:

**Varembé Conference Centre (CCV)**

Rue de Varembé 9  
1202 Geneva, Switzerland  
Website: <https://www.cicg.ch/en/organiser/our-centres/about-ccv>

A map of the venues can be found in Annex A below.

**Please note that the time zone of the Meetings will be Central European Time (CET) which is GMT/UTC+1 hour.**

As per the standard UN procedures, no food or drinks are permitted in the meeting rooms.

## 3. PRE-REGISTRATION

### 3.1 PARTIES

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination for each of the meetings. The letter must indicate the names, titles and contacts of delegates, and the meeting(s) that each delegate is officially designated to attend. The letter should be sent

to the attention of the Executive Secretary at the address below, as soon as possible. Without an official notification from representatives of contracting Parties nominated to attend the Meetings, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

Mr. David Cooper  
Acting Executive Secretary  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9, Canada  
Fax: + 1-514-288-6588  
E-mail: [secretariat@cbd.int](mailto:secretariat@cbd.int)

Pre-registration will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants for each meeting should inform the registration desk upon their arrival at the venue.

## **3.2 OBSERVERS**

### **3.2.1 STATES NOT PARTY TO THE CONVENTION**

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner, and must indicate the names, titles and contact details of the delegates to the Meetings. The letter should also clearly indicate the WGDSI-1 meeting.

The letter should be addressed to the Acting Executive Secretary at the address indicated in item 3.1, above.

### **3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES**

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner, and must indicate the names, titles, and contact details of the delegates to the meeting, and the meeting or meetings that each delegate is officially designated to attend.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the Meetings, without the right to vote, unless at least one third of the Parties present at the meetings object.

### **3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE**

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner.

The letter, to be sent to the attention of the Acting Executive Secretary at the address indicated in item 3.1 above, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also indicate the meeting or meetings that each nominee is officially designated to attend.

Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

#### **4. ACCESS TO THE MEETING VENUE AND NAME BADGES (ON-SITE REGISTRATION)**

Upon arrival at the entry of the venue, delegates should proceed to the registration counter to obtain a conference badge with photo. delegates will be required to present to Security Personnel the following documents:

1. Priority Pass (issued by the Secretariat as proof of registration)
2. Valid photo ID (preferably passport)

#### Registration Hours:

The registration counter is located at the entrance of the Varembe Conference Centre (CCV), 9 rue de Varembe, directly across from the CICG building and will be operational as per following schedule:

- **11 November 2023 from 8:00 a.m. to 6:00 p.m.**
- **12-15 November 2023 from 8:00 a.m. to 5:00 p.m.**
- **16-17 November 2023 from 8:00 a.m. to 3:00 p.m.**
- **18 November 2023 from 8:00 a.m. to 12:00 p.m.**

#### **5. MEETING ROOM ALLOCATIONS/RESERVATIONS**

Meeting rooms are available for regional and major groups starting every day **from 8:00 a.m. to 9:45 a.m.** The regional and major groups room allocations are listed below as some are located in the adjacent building (see annex A for map). For any other use outside these timeslots, the access to the meeting rooms needs to be confirmed on a daily basis. Requests, prior to the start of the meeting, can be submitted to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), and on site by contacting Lisa Pedicelli.

## Regional and Other Group meeting room allocations

The regional and other groups morning meetings will take place in two locations, the listing is below. Please note that the Plenary sessions and other Plenary-related meetings will take place at the CICG building.

Group	Room name or number	Building*	Set-up style
Africa	Lusanne	Varembé Conference Centre	Theatre
Asia and the Pacific	Room 3	CICG	Theatre
CEE	Vevey	Varembé Conference Centre	Boardroom
European Union	Geneva	Varembé Conference Centre	U-Shape
GRULAC	Nyon	Varembé Conference Centre	Boardroom
JUSCANZ	Montreux	Varembé Conference Centre	Boardroom
Academia and Research	Room 5	CICG	Boardroom
Business and Industry Organizations	Room 13	CICG	Boardroom
IGOs	Room 15	CICG	Theatre
IPLCs	Room 9	CICG	Theatre
NGOs	Room 14	CICG	Boardroom
Youth	Room 10	CICG	Theatre

<b>International Conference Centre Geneva / Centre International de Conférences Genève (CICG)</b> Rue de Varembé 17 P.O. Box 13, CH-1211 Geneva 20, Switzerland Telephone: +41-(0)22 791 93 10 Fax: +41-(0)22 791 90 64 Website: <a href="http://www.cicg.ch">http://www.cicg.ch</a>	<b>Varembé Conference Centre (CCV)</b> Rue de Varembé 9 1202 Geneva, Switzerland Website: <a href="https://www.cicg.ch/en/organiser/our-centres/about-ccv">https://www.cicg.ch/en/organiser/our-centres/about-ccv</a>
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## 6. DOCUMENTS AND STATEMENTS

### 6.1 DOCUMENTS

In order to minimize the negative environmental impact of the Meetings and in line with restrictions, they will be held paperless (there will be no hard copies of documents available for distribution at the venue).

Pre-session and information documents for the WGDSI-1 meeting is available at: <https://www.cbd.int/conferences/geneva-2023> or through each meeting link:

**WGDSI-1:** <https://www.cbd.int/meetings/WGDSI-01>

In-session documents will be available on the above web sites under the “in-session” tab or on the schedule on the main conference homepage.

## 6.2 STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the Meetings are strongly urged to upload their statement **at least 1 hour in advance of delivery**.

The statement should include the following information in its header and filename:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary;
- 3- Date and time of intervention;
- 4- Agenda item number.

### **Statement uploading**

Please select the meeting from the conference homepage or WGDSI-1 home page (see links below):

Click on the “upload statements” tab

You may upload your statement in several languages and if necessary, revised statements. Please upload each file separately.

When Parties are submitting a Regional Statement, please check the box ‘Regional Group’ statement, then select your region in the drop-down menu.

WGDSI-1: <https://www.cbd.int/conferences/geneva-2023>  
<https://www.cbd.int/meetings/WGDSI-01>

## 7. GENERAL INFORMATION ON ACCESS TO GENEVA



Geneva is serviced by the Geneva Cointrin International Airport, which is about 5 kilometres from central Geneva. A free public transport ticket can be obtained at the airport. There are direct connections to the city centre by taxi, train and bus, as follows:

### 7.1 TAXI

Taxis are readily available at Geneva Airport. The trip to central Geneva takes approximately 15 minutes. Fares range from CHF 35.00-CHF45.00 (approx. €33-43).

### 7.2 TRAIN

The airport railway station has direct access to the airport Check-in and Arrival levels. All trains stop at the Geneva-Cornavin station in the city centre and takes about 7 minutes (every 12 minutes). For information on the Swiss railway system and prices, please go to: <https://www.sbb.ch/en/>

### 7.3 BUS

There are a number of bus lines that service the Geneva Airport. The frequency and fares are as follows:

- a) **To Geneva Central Station and Place Bel Air:** Bus number 10 departs approximately every 10 minutes;
- b) **To Geneva (the United Nations building):** Bus number 5 departs approximately every 10 minutes.

**You can pick up a free ticket for public transportation at the airport** from the machine in the baggage collection area at the Arrivals level. This “Unireso” ticket, offered by Geneva International Airport, allows you to use public transport in Geneva for free for a period of 80 minutes.

Some hotels offer free shuttle service from the airport kindly request this information when making your reservations.

If you are staying at a hotel, the establishment will offer you the "[Geneva Transport Card](#)" that allows you to use public transport in Geneva free of charge during your stay. More information can be found at the following link: [www.geneve.com](http://www.geneve.com)

## 8. VISA AND ENTRY REQUIREMENTS

You may wish to consult and complete the travel checklist for entry into Switzerland which will advise on what requirements are needed with regard to visa and health requirements prior to entry into Switzerland. The checklist is available at: <https://travelcheck.admin.ch/home>

For any COVID requirements for connecting points, please consult the IATA website at: <https://www.iatatravelcentre.com/world.php>, and verify with respective embassies and airlines.

### 7.1 VISA REQUIREMENTS



Participants requiring a Schengen visa for Switzerland are strongly advised to contact the nearest Swiss diplomatic representation in their country of residence and submit their visa application **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **The estimate average processing time for the Schengen visa is from 15 to 20 working days.** Please ensure that you allow sufficient time to process your visa request.

For visa requirements, Swiss Embassies and Consulates representations, and visa application form, please visit Switzerland's Online Visa System accessible at the following web link <https://www.swiss-visa.ch/ivis2/#/i210-select-country>.

Additional information on entry requirements, including frequently asked questions, is also available on Switzerland's State Secretariat for Migration (SEM) website at: <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>.

To facilitate the issuance of visas, please also ensure to include the following documents with your visa application:

- Visa assistance letter from the Secretariat (issued to registered delegates upon request)
- Priority Pass (confirmation of pre-registration to the meetings) issued by the Secretariat.

### 7.2 ENTRY REQUIREMENTS

Entry into Switzerland does not require any further pandemic related measures. However, the WHO recommends that caution is applied where risk for COVID-19 infection is high, e.g., in crowded, poorly ventilated spaces or when one's personal risk of adverse outcomes from COVID-19 is high. Some of the key preventive measures advised include keeping up to date with COVID-19 vaccination, practicing hand hygiene, and using masks when risk of infection is deemed to be high.

**Delegates attending the meetings in-person are requested to ensure that they have international medical insurance coverage for the duration of their stay in Switzerland for the Meetings.**

## 9. HOTEL INFORMATION

Participants are kindly requested to make their own hotel reservations. A list of nearby hotels can be found in Annex B below, the listed rates are an estimate only and are subject to change without notice. When you stay in a hotel in Geneva, you will receive the 'Geneva Transport Card', which is card offered to you upon arrival, that allows you to use all the public transportation systems in Geneva for free.

Information on other hotels and other tourist information in the vicinity of the meeting venue can be found at the following link: <https://www.geneve.com/en/>.

## 10. SIDE-EVENTS

Only side-events which are of direct relevance to the issues that will be discussed at the WGDSI-1 meeting will be considered. Preference and priority will be given to side-events convened by multiple partners hosting the side-events and requests may be limited or reduced depending on the slots available.

Subject to the availability of rooms and provided that side-event requests were received before the deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be provided at no cost to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events may be rescheduled depending on official sessions of the Meeting.

The deadline for submissions is 25 September 2023. The list of side-events will be processed by the Secretariat and will be made available shortly thereafter on the side-event website at: [www.cbd.int/side-events](http://www.cbd.int/side-events).

Catering contact information for side-events and other events at both the CICG and the CCV buildings is as follows :

Ms. Marina Bartolomei and Ms. Elodie  
E-mail : [catering.romandie@compass-group.ch](mailto:catering.romandie@compass-group.ch)

## 11. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be disbursed to funded participants on the first day of the meeting in the form of a prepaid credit card (Swiss Bankers card). **These funded participants are kindly requested to bring their passports and boarding passes on the first day of the meeting.** These will be photocopied and returned to participants during the meeting. 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. Please note that the funds can take 24 hours to be loaded on the cards.

**IMPORTANT:** If you were provided with a Swiss Bankers card for a previous meeting, please inform the Secretariat and bring it with you to the meeting (if it is still valid) so that it may be reused. Please make sure you remember the PIN, otherwise contact the bank to request that they reset the PIN.

### **Swiss Bankers Contacts:**

Swiss Bankers Prepaid Services Ltd, Customer Service  
(forgotten PIN numbers, card replacements or transaction claims)

**Tel: +41-31 710 12 15**

Email: [info@swissbankers.ch](mailto:info@swissbankers.ch)

Opening hours:

Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

## 12. OFFICIAL LANGUAGES

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



### 13. WEATHER AND TIME ZONE INFORMATION



In November temperatures in Geneva usually range between a maximum of 8°C in the daytime and a minimum of 2°C at night. Please bring warm clothing for cold weather conditions. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=193>.

The time zone in Geneva in November is Central European Time (CET) which is GMT/UTC +1 hour.

### 14. ELECTRICITY

The electrical currents are 220 Volts, 50 Hertz. The type of sockets used is illustrated below:



### 15. CURRENCY



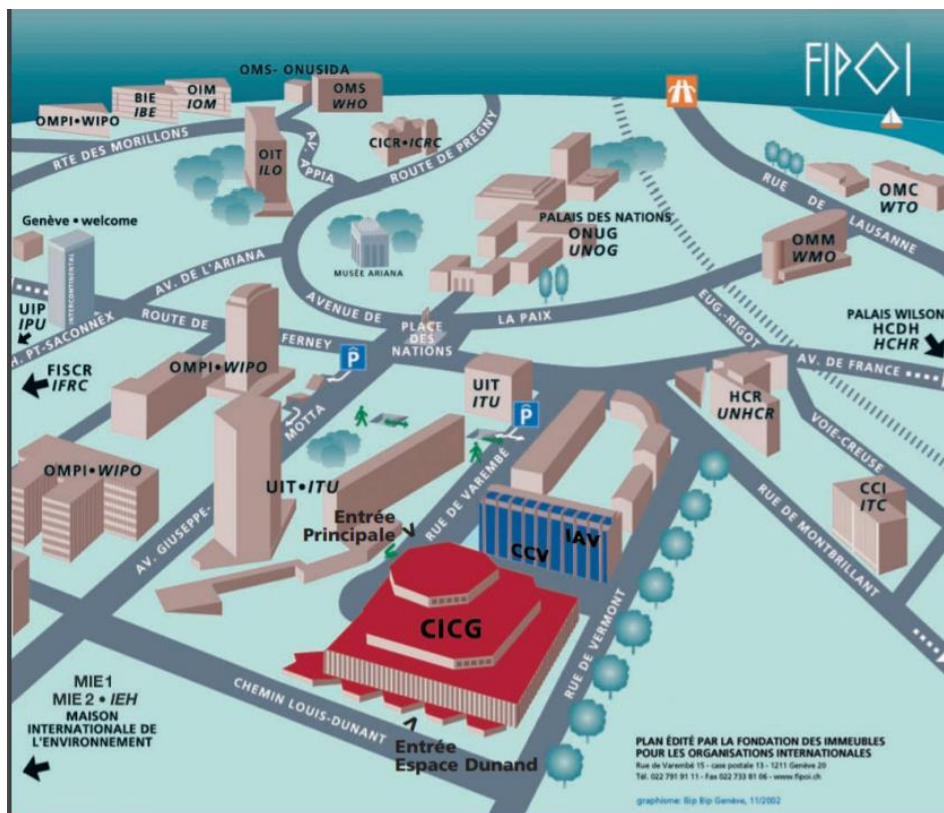
The currency in Switzerland is the Swiss Franc (CHF). The current exchange rate as at 24 August 2023 is US \$1 = CHF \$0.88 and €1 = CHF \$0.95 (source: [www.xe.com](http://www.xe.com), rates are subject to change).

### 16. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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 that participants secure, prior to departure, international medical insurance for the period of participation.

Annex A

ANNEX A – AREA MAP - INTERNATIONAL CONVENTION CENTRE GENEVA (CICG) AND CENTRE DE CONFERENCE DE VAREMBE (CCV)



Coordonnées

- **Centre International de Conférence Genève (CICG)**  
17 rue de Varembe  
CH 1211 Genève 20  
Tél. +41 (0)22 791 91 11  
Fax +41 (0)22 791 90 64
- **Centre de Conférences de Varembe (CCV)**  
9-11 rue de Varembe  
CH 1211 Genève 20  
Tél. +41 (0)22 791 91 11  
Fax +41 (0)22 791 90 64



Adresses utiles

- **Genève Tourisme**  
18 rue du M-Blanc - CP 1602  
CH 1211 Genève 20  
Tél. +41 (0)22 909 70 00  
Fax +41 (0)22 909 70 01
- **Aéroport International**  
CP 100 - CH 1215 Genève 15  
Tél. +41 (0)22 717 71 11  
Fax +41 (0)22 798 43 77
- **Gare de Cornavin**  
CH 1200 Genève  
Tél. 0900 300 300

**ANNEX B - LIST OF HOTELS WITH ESTIMATED ROOM RATES  
IN THE VICINITY OF THE INTERNATIONAL CONVENTION CENTRE GENEVA (CICG)**  
(Room rates are an estimate and subject to change without notice)

<b>HOTELS</b>	<b>Approximate room rates taken from internet are an estimate, please contact the hotel directly for your rates (taxes NOT included)</b>	<b>Remarks</b>
<b>1. Hotel Intercontinental</b> 7-9, Chemin du Petit-Saconnex CH-1211 Geneva 19 Telephone: + 41-(0)22-919-3261 Fax: + 41-(0)22-919 38 38 E-mail: <a href="mailto:inter-geneva@intercontinental-geneva.ch">inter-geneva@intercontinental-geneva.ch</a> Web site: <a href="https://www.ihg.com/hotels/us/en/reservation/">https://www.ihg.com/hotels/us/en/reservation/</a>	Single room: 450 CHF (approximate internet rate)	Free WIFI
<b>2. Hôtel Eden Genève</b> 135 Rue de Lausanne 1202 Geneva, Switzerland Tel: +41 22 716 37 00 E-mail link : <a href="http://www.eden.ch/contact-hotel-in-Geneva">http://www.eden.ch/contact-hotel-in-Geneva</a> Web site: <a href="http://www.eden.ch/">http://www.eden.ch/</a>	Single room: 250 CHF (approximate internet rate)	Free WIFI and breakfast
<b>3 Hôtel Mon Repos</b> 131 Rue de Lausanne 1202 Geneva, Switzerland Tel : +41-(0)22-909-3909 Europe toll free: 00-800-97-33-42-26 US & Canada toll free : +1-866-332-3590 Web site: <a href="http://www.monreposhotelgeneva.com/">http://www.monreposhotelgeneva.com/</a>	Single room: 175 CHF (approximate internet rate)	Free WIFI
<b>4. Hotel Jade</b> 55 Rue Rothschild 1202 Geneva, Switzerland Tel. +41 (0)22-544-3838 Fax +41 (0)22-544-3899 Web site: <a href="http://www.hoteljadegeneva.com/">http://www.hoteljadegeneva.com/</a>	Single room: 180 CHF (approximate internet rate)	Free WIFI
<b>5. Hotel Kipling Manotel SA</b> 27 Rue de la Navigation 1201 Geneva, Switzerland Tel: +41-(0)22-544 4040 Fax: +41(0)22-544-4099 E-mail: <a href="mailto:kipling@manotel.com">kipling@manotel.com</a> Web site: <a href="http://www.hotelkiplingeneva.com/">http://www.hotelkiplingeneva.com/</a>	Single room: 180 CHF (approximate internet rate)	Free WIFI
<b>6. Hotel Auteuil</b> 33 Rue de Lausanne 1201 Geneva, Switzerland Tel. +41 (0)22-544-2222 Fax +41 (0)22-544-2299 E-mail link: <a href="http://www.hotelauteuilgeneva.com/en/contact-4">http://www.hotelauteuilgeneva.com/en/contact-4</a> Web site: <a href="http://www.hotelauteuilgeneva.com/">http://www.hotelauteuilgeneva.com/</a>	Single room: 190 CHF (approximate internet rate)	Free WIFI

HOTELS	Approximate room rates taken from internet (taxes NOT included)	Remarks
<p><b>7. Hotel Ibis Geneve Centre Nations</b>  33-35 Rue du Grand Pre  1201 Geneva, Switzerland  Tel: (+41)22/9192030  Fax :(+41)22/9192040  E-mail: <a href="mailto:H8069@ACCOR.COM">H8069@ACCOR.COM</a>  Web site: <a href="http://www.ibis.com/gb/hotel-8069-ibis-geneve-centre-nations/index.shtml">http://www.ibis.com/gb/hotel-8069-ibis-geneve-centre-nations/index.shtml</a></p>	<p>Single room: 140 CHF  (approximate internet rate)</p>	<p>Free WIFI</p>
<p><b>8. Hotel Les Nations 3* fassbindhotels.ch</b>  62 Rue du Grand-Pré  1202 Geneva, Switzerland  Tel: +42-(0)22-748-0808  Fax: +42 (0)22-748-0809  E-mail: <a href="mailto:nations@fhotels.ch">nations@fhotels.ch</a>  Web site: <a href="https://fassbindhotels.ch/">https://fassbindhotels.ch/</a></p>	<p>Single room: 140 CHF  (approximate internet rate)</p>	<p>Free WIFI</p>
<p><b>9. Crowne Plaza Geneva</b>  Avenue Louis Casai 75-77  Geneva - 1216, Switzerland  Hotel Front Desk: +41-22-7103000  Fax: +41-22-7103100  E-mail: <a href="mailto:info@cpgva.ch">info@cpgva.ch</a>  Web site:  <a href="https://www.ihg.com/crowneplaza/hotels/us/en/geneva/">https://www.ihg.com/crowneplaza/hotels/us/en/geneva/</a></p>	<p>Single room: 255 CHF  (approximate internet rate)</p>	<p>Free WIFI</p>

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