



INTERNATIONAL
COFFEE
ORGANIZATION

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**Convocation for the 142nd Session of the
International Coffee Council and related
meetings
28 – 30 September 2026
Geneva, Switzerland**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization (ICO) have the honour to invite Members of the Organization to the **142nd Session of the International Coffee Council and related meetings, to be held in Geneva, Switzerland, from 28 to 30 September 2026.**

The draft agenda and relevant information to participate in the events and meetings are attached hereto. We will be honoured to welcome your designated representatives and to benefit from your valuable and constructive contributions to discussions for the betterment of the global coffee sector.

We take this opportunity to express the assurances of our most distinguished consideration.

Michael Wheeler
Chair
International Coffee Council

Vanúsia Nogueira
Executive Director
International Coffee Organization

INFORMATION FOR PARTICIPANTS*

- **142nd Session of the International Coffee Council**
- **8th CEOs and Global Leaders Forum**

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*The present document contains information concerning the 142nd Session of the International Coffee Council and associated meetings that was available at the time of drafting. While every effort has been made to check the information provided, the ICO Secretariat cannot accept responsibility for inaccuracies.

I. VENUE

1. The 142nd Session of the International Coffee Council and the 8th CEOs and Global Leaders Forum (CGLF) will be held at Geneva International Conference Centre (*Centre International de Conférences Genève - CICG*) in Geneva, Switzerland.

II. OPENING CEREMONY

2. The opening ceremony – reserved for Members, observers and invited guests – will be held on **Monday, 28 September 2026**.

3. For the whole duration of the Council Session, delegations will be seated in English alphabetical order. Each government's delegation will be assigned a seat for the Head of Delegation and seats for alternates and advisers. Specifically identified seating will be available for other participants.

III. PROVISIONAL PROGRAMME

4. **The 142nd Session of the Council and all related ICO meetings will take place from 28 to 30 September 2026 in Geneva.** For more information, please refer to the provisional programme of meetings and events, attached to this document as **Annex V**.

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5. The draft Agenda for the 142nd Session of the International Coffee Council is contained in **Annex I**. Members wishing to submit documents for circulation, suggest matters for consideration, or make presentations during the meetings are requested to advise the Executive Director in writing **no later than Monday, 31 August 2026**.

6. Delegates wishing to **collect their badges** in the afternoon of Sunday, 27 September, should notify the ICO Secretariat in advance by writing to ottelli@ico.org. The time and location for badge collection will be communicated upon confirmation.

8th CEOs and Global Leaders Forum (CGLF) and CPPTF Sherpas only meeting

7. The 8th CGLF, part of the ICO-led structured sector-wide dialogue, will be held on **Wednesday, 30 September 2026**. This high-profile forum brings together top executives from the coffee value chain, producers, traders, roasters, retailers and policy leaders, together with development partners and civil society. Stakeholders will consider the outcomes of the work of the Coffee Public-Private Task Force (CPPTF) and seek to converge towards measurable commitments and actions for the sustainable future of coffee growers and the whole coffee sector in line with the United Nations Sustainable Development Goals. A closed session of the CPPTF private sector representatives (CGLF closed session) will also be held on **Monday, 28 September**.

8. CPPTF Sherpas, from both public and private sectors, will meet on **Monday, 28 September** (Sherpas-only meeting).

Coordination meetings

9. Coordination meetings for exporting and importing Members are normally organized by the spokesperson of each group to discuss matters of common interest and align their priorities. For the 142nd Session of the Council, coordination meetings of Members may be held on **Monday, 28 September 2026**.

Events organized by the Host Country

10. On **Monday, 28 September, from 18:30 to 20:00**, the Government of Switzerland will be hosting a reception for all ICO delegates and invited guests.

11. On **Monday, 28 September, from 16:45 to 18:30**, the [Swiss Sustainable Coffee Platform \(SSCP\)](#) will host an event for all ICO delegates and invited guests. The SSCP unites 80 members, including traders, roasters, retailers, researchers, civil society organizations, and the public sector, to advance sustainability across the coffee value chain. Its [Roadmap 2030](#) pursues ambitious social, economic, and environmental sustainability goals through accountability, peer learning, international dialogue, and public-private partnerships funded by the Swiss State Secretariat for Economic Affairs (SECO) and other SSCP members. This session will showcase [multi-partner projects](#) in Viet Nam, Mexico, and Colombia that enhance farmers' livelihoods and promote sustainable production. SSCP members will also partake in this session.

Side events

12. ICO Members and observers are invited to join a guided visit to the **Portail des Nations** on **Tuesday, 29 September 2026**, organized by the Government of Switzerland and departing from the entrance of the Conference Centre (CICG) at 18:00, following the conclusion of the day's meetings. No registration is required and participants will be offered a drink at the end of the visit.

13. On **1 and 2 October 2026**, the Swiss Coffee Trade Association (SCTA) will host the **17th SCTA Forum and Dinner** in Montreux, Switzerland. The Forum is an international coffee sector event bringing together leaders from across the global coffee value chain to discuss the key commercial, geopolitical and sustainability issues shaping the future of coffee. **IMPORTANT INFORMATION: The 17th SCTA Forum and Dinner is an independent event and is not part of the ICO's official programme. Participation is subject to advance registration by interested delegates, who are also responsible for organizing and covering the cost of transport between Geneva and Montreux.** Further information on how to register is available at <https://www.sc-ta.ch/events/17th-forum-dinner-2026/>.

IV. PARTICIPATION AND COSTS

International Coffee Council

14. Participating governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates at the 142nd Session of the International Coffee Council.

15. For the purposes of identification and security, all participants attending the meetings are required to present an identification document with a photo to be able to collect their badge on arrival at the location where the Council will take place.

V. CREDENTIALS

16. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member delegations shall be issued in writing to the Executive Director. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

17. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing on the headed paper of the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned, either in the country where the seat of the Organization is located or where the Session is taking place). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

18. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than Friday, 21 August 2026**. A model letter is enclosed in **Annex II**. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org). Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

19. Members are also reminded that, if they are unable to attend, paragraph (2) of Article 13 of the 2007 Agreement provides that “any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting or meetings of the Council”.

20. A model authorization is enclosed in **Annex III**. Letters of authorization should be sent **no later than Friday, 21 August 2026**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org).

VI. ADMISSION OF OBSERVERS

21. As per the provision of Article 11 of the International Coffee Agreement 2007 (ICA 2007), non-member countries and organizations referred to in Articles 15 and 16 of said Agreement may be invited by the Council to attend any of its sessions as an observer.

22. According to Rule 5 of the Rules of the Organization ([ICC-102-7](#)), representatives of non-governmental organizations and private sector associations and bodies wishing to attend the Council Session are invited to submit a request in writing to the Executive Director, indicating the agenda items of interest, at least 45 days prior to the session. A Registration Form for observers is enclosed in **Annex IV** and should be sent to credentials@ico.org no later than **Thursday, 13 August 2026**.

23. The Council shall decide on acceptance of observers at the start of each Session.

VII. LANGUAGES AND DOCUMENTATION

24. The official languages of the Organization are English, French, Portuguese and Spanish.

25. Simultaneous interpretation will be available during the Council Session and the CEOs and Global Leaders Forum in the plenary hall.

26. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, delegates are strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

27. Once published, agendas and documents can be downloaded from the ICO website.

VIII. SPEAKERS

28. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

IX. REQUESTS FOR MEETINGS

29. Within the limits of the space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & External Relations Officer, Ms Veronica Ottelli, via email (ottelli@ico.org).

X. VISAS AND ACCOMMODATION

Visas and letters of invitation

30. Delegates from certain countries will need a visa to enter Switzerland. ICO delegates requiring a letter of invitation to assist them with obtaining visas should request this in writing as soon as possible (credentials@ico.org), giving details of their full name, date of birth, passport number, date of issue and expiry date. Delegates are advised to apply well in advance of the meetings to avoid delays. Further information on visa requirements and how to apply is available in **Annex VI**.

Accommodation

31. **Delegates are responsible for organizing and paying for their own accommodation in Geneva, as well as for transport between the airport, the hotel and the meeting venue.** For convenience, details of hotels near the venue, kindly made available by the Host Country, can be found in **Annex VII**. For further advice on accommodation, delegates are encouraged to contact their respective Permanent Mission in Geneva. Please note that no rooms have been pre-booked and no special rates are available, given the wide range of accommodation options in the area. The ICO does not accept responsibility for any matters related to accommodation.

XI. LIABILITY DISCLAIMER

32. Delegates are responsible for their own safety at all times.
33. Delegates are advised not to leave briefcases and other personal items unattended.
34. The ICO does not accept responsibility and expressly excludes liability for:
- Any costs related to travel, insurance, medical bills, and hospitalization fees;
 - Costs incurred prior to and while travelling (passports, visa, etc.);
 - Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues;
 - Death, disability, illness or personal injury suffered in connection with attending the Council and/or related meetings and activities.
35. In the unlikely occurrence that the 142nd Session of the International Coffee Council must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

International Coffee Council
142nd Session
28-30 September 2026
Geneva, Switzerland

Draft Agenda**Item****Document****Opening of the 142nd Session of the Council**

The representative of the Host Country will deliver an opening speech
The Chair of the Council will deliver an opening speech.
The Executive Director will deliver welcoming remarks.

1. Draft Agenda – to adopt ICC-142-0 Rev. 1

2. Admission of observers – to consider [ICC-142-2](#)

The Council will decide on the acceptance of observers and designate the items on the Agenda open to them.

3. Votes

3.1 Redistribution of votes for the 142nd Session of the Council for coffee year 2025/26 [ICC-142-1](#)
– to consider and, if appropriate, to approve

The Head of Operations will report.

4. Premises

4.1 Working Group for Discussions related to the ICO Premises (WGDP) – to consider [FA-370/24](#)
The Chair of the Working Group for Discussions related to the ICO Premises [ED-2464/24 Rev. 2](#)
will report. [ED-2498/26](#)
[ICC-141-5](#)
[WGDP-02/26 Rev. 1](#)
[WGDP-07/26](#)
[WGDP-08/26 Rev. 2](#)

4.2 Decision on whether to explore new offers to host the ICO headquarters – verbal
to consider

4.3 Decision on the mandate to make use of the lease contract break clause – to verbal
consider

5. National coffee policies – to note verbal

Members are invited to report on progress and changes in the coffee sector and related policies in their countries.

6. Report on the work of the ICO and market situation – *to note*

The Executive Director will present a report on the work of the Organization, verbal highlighting progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the Programme of Activities, including on the regulatory framework, partnerships and voluntary contributions.

6.1 ICO Market Intelligence Platform – *to note* verbal

6.2 Coffee Public-Private Task Force (CPPTF) – *to note* verbal
The Executive Director will present.

6.3 Consumer trends in specialty coffee – *to note* verbal
The Chief Executive Officer of the Specialty Coffee Association (SCA) will present.

7. International Coffee Agreement (ICA) 2022

7.1 Membership of the ICA 2022 – *to note* [ED-2409/22 Rev. 3](#)
The Executive Director will report on progress with reference to signatures and the deposit of instruments of ratification, acceptance and approval of the ICA 2022.

7.2 Working Group for the Entry into Force of the ICA 2022 (WGEF) – *to note* verbal
The Chair of the Working Group for the Entry into Force of the ICA 2022 will report on the progress made.

8. Report of meetings of committees and other bodies

8.1 Joint Committee – *to note* verbal
The Chair of the Joint Committee will report.

8.1.1 Update of the list of exporting countries and their country codes, ICO Certifying Agents and registered ports of export – *to consider and, if appropriate, to approve* [JC-30/26 Rev. 1](#)

8.1.2. ICO composite and group indicator prices: Share of markets and group weightings, effective 1 October 2026 (biannual update) – *to consider and, if appropriate, to approve* [JC-33/26](#)

8.1.3 Evaluation of proposals for ICO initiatives for inclusion in the Programme of Activities – *to consider and, if appropriate, to approve* [ICC-142-4](#)

8.2 Focus Group on Specialty Coffee – *to note* verbal
The Executive Director will report. A representative of the Specialty Coffee Association (SCA) will present.

9. Financial and administrative matters

9.1 Finance and Administration Committee – *to note* to follow
The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the Financial Situation.

9.2 Report on collection of contributions from Members in arrears– *to note* to follow
The Chair of the Finance and Administration Committee will report.

9.3 Draft Administrative Budget for coffee year 2026/27 – *to consider and, if appropriate, to approve* to follow
The Chair of the Finance and Administration Committee will report.

9.4 Distribution of votes for the calculation of contributions for coffee year 2026/27 – *to consider and, if appropriate, to approve* [ICC-142-3](#)
Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the distribution of votes for coffee year 2026/27 will be considered by the Council.

9.5 Accounts of the Trust Fund for financial year 2024/25 and Auditors' Report – to [FA-405/26 Rev. 1](#) consider and, if appropriate, to approve

9.6 Post of Executive Director – Mandate 2027-2032 – to consider verbal
As mandated by the Council at its 141st Session, the Chair of the Finance and Administration Committee will report.

10. Coffee Public-Private Task Force (CPPTF)

10.1 Nomination of the Public Sector Sherpas of the Coffee Public-Private Task Force (CPPTF) 2026-28 - to consider and, if appropriate, to approve to follow

10.2 Coffee sector regulatory framework – to note verbal
The Head of Operations will report.

11. Office holders and committees

11.1 Chair and Vice-Chair and composition of committees – to consider and, if [WP-Council 358/26](#) appropriate, to approve

The spokespersons of the exporting and importing Members will submit their nominations for Chairs, Vice-Chairs and members of Committees

11.2 Chair and Vice-Chair of the Council – to elect verbal
According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2026/27 should be elected from among the representatives of importing and exporting Members, respectively.

12. Credentials – to consider and, if appropriate, to approve verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.

13. Future meetings – to consider verbal
Members are invited to suggest topics for presentations during the next Session, for inclusion on the agenda, and improvements to future meeting arrangements.

13.1 World Coffee Conference – to consider verbal
Members are invited to begin preparations for the 6th World Coffee Conference.

14. Other business – to consider verbal

Closing session verbal

REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

[Five-Year Action plan for the International Coffee Organization](#)

[Rules of the International Coffee Organization](#)

MODEL CREDENTIAL LETTER

Instructions: Please send your credential letter on headed paper as an attachment to credentials@ico.org by 21 August 2026

[Date]

Ms Vanúsia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

**142nd Session of the International Coffee Council
Geneva, Switzerland 28-30 September 2026**

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 142nd Session of the International Coffee Council taking place in Geneva, on 28-30 September 2026:

[Name] Representative (one person only please) (speaking delegate)

[Title]

[Organization]

[email address]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[email address]

[Name] Adviser(s) (silent observers)

[Title]

[Organization]

[email address]

Yours sincerely,

[Signature]*

[Name]

[Title]

** To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned, either in the country where the seat of the Organization is located or where a session takes place).*

**MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS AND EXERCISE
ITS VOTING RIGHTS**

**Please send your authorization on headed paper as an attachment to
credentials@ico.org by 21 August 2026**

[Date]

Ms Vanúsia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

**142nd Session of the International Coffee Council
Geneva, Switzerland 28-30 September 2026**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented in Geneva, Switzerland, but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 142nd Session of the International Coffee Council on 28-30 September 2026.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

** To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned, either in the country where the seat of the Organization is located or where a session takes place).*

REGISTRATION FORM FOR OBSERVERS
142nd Session of the International Coffee Council
28-30 September 2026, Geneva, Switzerland

Please return this form to credentials@ico.org by **13 August 2026**

Category of observer (please tick as appropriate)	• Non-member country ☐ • International Organization ☐ • PSCB association ☐ • Other (please specify) ☐
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Dr / Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country:

Email:

PROVISIONAL PROGRAMME OF MEETINGS AND EVENTS
142nd Session of the International Coffee Council, 8th CGLF and related events
28-30 September 2026, Geneva, Switzerland:
as of 18 September 2026*

Mon 28 September		Open to	Notes
08:00 – 08:30	Registration		
08:30 – 09:30	ICO Members Coordination meetings – Exporting and Importing	ICO Members	
Coffee break **			
10:00 – 12:30	CPPTF Sherpas-only meeting	Public and private Sherpas of the CPPTF	
Lunch***			
13:30 – 15:30	Private sector companies closed meeting	Invitation only	
13:30 – 15:45	ICC Session	ICO Members and observers	
Coffee break**			
16:00 – 16:30	ICC Opening	ICO Members and observers	
Coffee break**			
16:45 – 18:30	Swiss Sustainable Coffee Platform event	ICO Members, observers, and invited participants	
18:30 – 20:00	Swiss-hosted reception	ICO Members, observers, and invited participants	
Tue 29 September		Open to	Notes
08:00 – 08:30	Registration		
08:30 – 10:30	ICC Session	ICO Members and observers	
Coffee break**			
11:00 – 13:00	ICC Session	ICO Members and observers	
Lunch***			
14:00 – 15:30	ICC Session	ICO Members and observers	
Coffee break**			
16:00 – 18:00	ICC Session	ICO Members and observers	
18:00 – 19:30	Swiss-organized visit to the <i>Portail des Nations</i> followed by a drink	ICO Members and observers	No registration needed. Departure point: entrance of the Conference Centre

Weds 30 September		Open to	Notes
08:00 – 08:30	Registration		
08:30 – 10:30	CEOs and Global Leaders Forum (CGLF)	ICO Members and observers	
Coffee break**			
10:50 – 12:40	CEOs and Global Leaders Forum (CGLF)	ICO Members and observers	
Lunch***			
13:30 – 14:30	ICC - Closing Session	ICO Members and observers	

*** Please note that the provisional programme will be updated as necessary without the re-circulation of this document.**

**** Coffee breaks will be provided by the host country.**

***** Delegates are responsible for their own lunch and may either use the venue cafeteria, which will be open during the meetings, or dine at nearby restaurants.**

GENERAL INFORMATION FOR ALL TRAVELLERS VISA AND ENTRY REQUIREMENTS

General information for all travellers

Passports must be valid for a minimum of three months beyond the planned departure date from the Schengen area, and have at least two blank pages.

Visas for official ICO delegates will be free of charge.

Visa and entry requirements

Depending on their nationality and type of passport, delegates may need a visa to travel to Switzerland. Detailed information on visa requirements can be found at [SEM – Overview of ID and visa provisions according to the nationality \(Annex 1, List 1: nationality\)](#).

Visa applications must be submitted in the applicant's country of residence to the Swiss representation responsible for the relevant consular district. Please click the following link to find out where to apply : <https://www.swiss-visa.ch/ivis2/#/i210-select-country>.

Delegates requiring a visa are encouraged to schedule an appointment with the competent Swiss representation well in advance and no later than 20 days before the planned date of entry into the Schengen area.

Official delegates who have been personally invited to attend the conference may benefit from facilitated visa procedures. Upon presentation of an official invitation letter issued by the ICO Secretariat, visa applications will be processed in accordance with Switzerland's host country obligations and applicable Schengen regulations.

Documents required for a Schengen visa application (short stay)

- [Schengen visa application form](#), completed and signed.
- Valid passport (travel document recognized by Switzerland, valid for at least three months after the planned departure date and issued within the last ten years).
- A recent passport-size photograph.
- A note verbale issued by the sending Member State and/or a letter of invitation from the ICO (including the applicant's exact name and the purpose and duration of their visit).
- Proof of travel health insurance with a minimum EUR 30,000 cover valid in the Schengen area (only for holders of ordinary passports).
- Valid residence permit or equivalent document (if applicable) guaranteeing return to the country of residence.

The embassy or consulate may ask for additional documents (e.g. hotel and flight reservations). Incomplete applications may cause delays in processing; in some cases, this may result in the visa not being issued in time for the planned date of travel.

If there is no Swiss representation present in the applicant's country of residence, there may be a Schengen representation agreement with another Schengen member state, authorizing the latter to receive and process

visa applications on Switzerland's behalf. In this case, the representing state will determine which documents are required and what time limits apply, as well as the final decision on each application.

Entry / Exit System (EES)

The Entry/Exit System (EES), a centralized electronic system developed by the European Commission to record and manage the entry and exit data of third-country nationals entering the Schengen area for a short stay of up to 90 days within any 180-day period, entered into force on 12 October 2025.

This new control system for the Schengen area's external borders aims to modernize border management, increase security, and make border checks more effective via digitalization. The Entry/Exit System (EES) replaces the manual stamping of travel documents and automatically calculates the duration of short stays (< 90 days) in the Schengen area.

The Entry/Exit System (EES) is deployed at the external borders of the 29 Schengen countries, including Switzerland.

This new mechanism, which enables the travel documents, fingerprints and facial images of third-country nationals (with the exceptions specified below) to be collected, may impact waiting times at borders upon arrival in the Schengen area.

Persons exempt from the collection of data in the EES (non-exhaustive list):

- Heads of state and government and members of national governments, as well as their spouses and members of their official delegations accompanying them on trips, invited by Member State governments or international organizations for an official purpose and whose arrival and departure have been officially announced through diplomatic channels;
- Monarchs and other prominent members of a royal family, invited by Member State governments or international organizations for an official purpose and whose arrival and departure have been officially announced through diplomatic channels;
- Holders of a Federal Department of Foreign Affairs (FDFA) legitimization card;
- Holders of long-stay (type D) visas;
- Swiss and EU/EFTA nationals;
- Family members of Swiss nationals who are not Swiss or EU/EFTA citizens and have a residence permit valid in the Schengen area;
- Holders of a valid Swiss residence permit.

For those whose data will be collected in the EES, no preparation is required.

Detailed information is available on the [European Commission's EES website](#).

High-level participants and VIP notifications

Attendance of Vice-Ministers, Ministers, Heads of State or Government and other governmental representatives of equivalent or higher rank must be formally notified by the relevant Permanent Missions in Geneva to the Permanent Mission of Switzerland to the United Nations Office and the other international organizations in Geneva. Such notifications should be transmitted as early as possible and should include:

- the name and function of the high-level representative;
- the composition of the accompanying delegation;

- arrival and departure details;
- flight information;
- any protocol, airport or security requirements.

LIST OF HOTELS – 142nd ICC Session in Geneva, Switzerland

Category	Hotel	Walking distance to CICG	Public transport to CICG
*****	InterContinental Genève	5 min	Direct, 1 stop or 2 min by bus
****	Hotel Royal Genève	20 min	8-10 min (bus 5 to Vermont)
****	Hotel Eden Genève	15 min	8 min (bus 1 or 25)
****	Hotel Auteuil	18 min	8 min (bus 5 to Vermont)
****	Hotel N'vY	20 min	10 min (bus 1 or 25)
***	Hôtel Les Nations	10 min	5 min (bus 8 or 11)

Kindly note that delegates are responsible for organizing and paying for transport between the airport, the hotel and the meeting venue. Delegates staying in accommodation registered with Geneva Tourism & Congress are entitled to a complimentary public transport card. Please click [here](#) for further details.

The following resources may also be of interest:

- [Practical guide for delegates attending international conferences](#), prepared by the International Geneva Welcome Centre.
- [Webpage of the Cultural Kiosk at the UN in Geneva](#) – information on the current cultural events and recommendations.
- [Portal of Nations "Together"](#) – an immersive experience located approximately five minutes from the CICG, exploring the history of multilateralism in Geneva.
- [Geneva tourism walking guide](#) – self-guided walking tours around the city.