



Original

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**English**

## FOR INFORMATION

### General Information for all Participants

#### RECEPTION AREA

The Ecumenical Centre **reception desk** is open daily from 07:45 to 18:00, Monday to Friday, and will provide the following services:

- sale of multiple journey bus cards & phone cards
- requests for taxi service
- lost and found service
- requests for medical attention
- general information about Geneva

**A Central Committee registration/information desk** in the entrance hall of the Ecumenical Centre will provide the following services to participants:

- general information about meetings and arrangements
- information about accommodation of participants
- posting of items on the notice boards
- requests for meeting room bookings

#### BADGES

Please **wear your conference badge** at all times in the Ecumenical Centre and during the committee meetings at the Hôtel Ramada Park to enable easy identification and access to meetings. At the end of the meeting you are requested to **return your badge** to the registration/information desk. Thank you!

#### NOTICE BOARDS

The notice board next to the information desk will post general information throughout the meeting. The one outside the plenary hall is for any urgent messages or changes to the programme each day. Please submit items for these notice boards to the registration/information desk.

#### MAIL

**Incoming mail** will be distributed directly to participants.

**Outgoing mail** already stamped can be placed in the mail box at the Ecumenical Centre reception desk. The Ecumenical Centre mail office (*Courrier*) on the ground floor is open to sell stamps from 10:00 to 11:30 and from 13:30 to 15:30, Monday to Friday.

The nearest **post office (PTT)** is located in the International Labour Organization (ILO/BIT) building across the road from the Ecumenical Centre, and is open Monday to Friday, 08:30 to 11:30 and 12:30 to 16:30. You must take a photo ID with you to enter the building.

## TELEFAXES

Incoming messages will be delivered directly to participants.

Faxes can be sent from the ILO post office or the hotel. If an urgent fax needs to be sent please contact a WCC staff member.

## TELEPHONE CALLS

For incoming calls please give the WCC switchboard telephone number to people who may need to contact you:

+41 (0)22 791 61 11.

**Incoming calls** for participants will be received by the Ecumenical Centre reception desk and passed on to them by stewards.

**Outgoing calls** can be made from the pay phone on the ground floor outside the Main Hall. It accepts Swisscom telephone cards ("TAXCARDS") which are available for sale at the Ecumenical Centre reception desk costing CHF 5.00, CHF10.00 or CHF20.00 each.

Please note that all **telephone numbers within Geneva** start with 022 (i.e. 022 791 61 11).

## CURRENCY EXCHANGE

Currency can be exchanged freely in Switzerland at any bank, change office or your hotel. There is a bank (UBS) in the ILO building which is open from 09:00 to 12:30 Monday to Friday.

## FINANCES

**Participants who are paying their own expenses are asked to settle their account directly with the hotel upon departure.**

Participants who are requesting reimbursement for travel expenses should complete the reimbursement form, which is included in their folder, and hand it in to the registration/information desk as soon as possible. **The final date for handing in your reimbursement request is Friday 15<sup>th</sup> February at 12:00.** **Cash reimbursements for large amounts are strongly discouraged for security reasons. Bank transfers are the preferred form of reimbursement.** Please allow a minimum of twenty-four hours for processing before going to the Cash desk to collect your reimbursement. **Reimbursements can only be made against valid receipts.** In the interest of security, members of staff are unable to claim or collect reimbursements on behalf of participants.

The **Finance Office** will be open at the following times:

Wednesday 13 <sup>th</sup> February	13:00-14:00; 15:00-15:30 hrs
Thursday 14 <sup>th</sup> February	10:30-11:00; 13:00-14:00; 15:00-15:30 hrs
Friday 15 <sup>th</sup> February	10:30-11:00; 13:00-14:00; 15:00-15:30 hrs
Monday 18 <sup>th</sup> February	10:30-11:00; 13:00-14:00; 15:00-15:30 hrs
Tuesday 19 <sup>th</sup> February	10:30-11:00; 13:00-14:00; 15:00-15:30 hrs
Wednesday 20 <sup>th</sup> February	10:30-11:30 hrs

**For participants whose hotel bill is paid by the WCC dinner, bed and breakfast will be covered. All other expenses such as telephone calls, drinks, newspapers, etc. should be settled directly with the hotel upon departure.**

## ACCOMMODATION

Hotel rooms must be vacated before noon on the day of departure to avoid payment of another day's charges, unless special arrangements are made with the hotel.

Participants who have made their own arrangements for accommodation in Geneva are asked to give the registration/information desk details of where they are staying, so that they can be contacted if necessary.

## MEALS

**Breakfast and dinner** will be taken at participants' place of accommodation.

**Lunch** will be available in the Ecumenical Centre - hot meals and a small selection of cold plates are available from the cafeteria. A sandwich and drinks stand will be available in the Lobby. In addition there are several restaurants in other organisations in the area where you may eat at prices comparable to those at the Ecumenical Centre. Please consult the registration/information desk for details. Participants who have applied for a subsidy will receive meal tickets in their folders in order to purchase hot lunches and sandwiches.

**Coffee and tea** will be served daily, free of charge, at 10:30 and 15:00.

## TRAVEL ARRANGEMENTS

The RAPTIM travel agency is situated in the Rhône wing of the Ecumenical Centre on the ground floor (rez) and will take care of **reconfirmation of airline tickets**. This may also be done at the Swissport desk (Monday-Friday only) at the Hôtel Ramada Park. **It is important that all reservations be reconfirmed.**

Raptim will also take care of any additional travel arrangements or changes to tickets. For participants whose travel has been arranged by the WCC, Raptim will only be able to make changes to itineraries that do not incur any extra cost.

Raptim's opening hours are Monday – Friday, 08:30-17:50.

## Departures

Recommended check-in times at Geneva airport are 90 minutes before scheduled departure for European flights and 120 minutes for international flights.

Those staying at the Hôtel Ramada Park can check in their luggage at the Swissport desk (Monday-Friday only), and travel to the airport using the hotel shuttle service which is available every day, free of charge.

The airport can be reached from the Ecumenical Centre by bus no. 5, direction "Aéroport / Palexpo Hôpital", and bus no. 28, direction "Hôpital La Tour". They both leave from the "Crêts-de-Morillons" bus stop. The journey takes approximately 15 minutes and costs CHF3.00. It may be prudent to consult the bus timetable at the Ecumenical Centre reception desk to ensure that you leave early enough.

## LOCAL TRANSPORT

A shuttle bus service will run between the Hôtel Ramada Park and the Ecumenical Centre on days when the meetings take place at the Ecumenical Centre. Please check the notice board for the timetable.

Daily public bus tickets may be available at your hotel for no cost – please check at your hotel reception. The public bus system is reliable and easy to use. The buses operate on the honour system: you must buy a ticket before boarding the bus from the machine at the bus stop. The fare is CHF3.00 which allows you to travel as much as you wish and on more than one bus within a one-hour period. Multiple trip cards "cart@bonus" are on sale at the WCC reception desk and in newsagents' shops and kiosks.

The Ecumenical Centre reception desk can call a taxi on request, or you may telephone the central taxi number +022 33 141 33. The cost is approx. CHF3.00/km (plus basic tax CHF8.00) or about CHF30 for a trip to the Hôtel Ramada Park, downtown or the airport.

## WORSHIP

Daily prayers will be held in the chapel from 08:30 to 08:50.

## DOCUMENTS

Documents will be distributed to Central Committee members directly at their places in the Main Hall. Other participants will receive their copies as they enter the hall.

The colour of the documents indicates the language or subject, as follows:

English	white
French	green
German	pink
Spanish	grey
Administration	blue

## MEETING AND OFFICE LOCATIONS

If you wish to reserve a room for a special meeting, please contact the registration/information desk.

Plenary sessions of Central Committee	Main Hall
Prayers	Chapel
Press conferences	Main Hall (except 15 <sup>th</sup> February) unless otherwise stated

**Committee Meetings** scheduled throughout the day on Friday 15<sup>th</sup> and Saturday 16<sup>th</sup> February:

Programme Committee	Ramada Park	Salle Zurich
Finance Committee	Ramada Park	Salle Paris/Munich
Public Issues Committee	Ramada Park	Salle Lisbon/Copenhagen
Policy Reference Committee	Ecumenical Centre	Salle 2 & 3
Nominations Committee	Ecumenical Centre	Salle 4

**Regional meetings** scheduled at the Ecumenical Centre, 17:45-18:45 on Thursday 14<sup>th</sup> February:

Africa	Jura, 1 <sup>st</sup> floor, Salles 2 & 3
Asia	Lac, 1 <sup>st</sup> floor, Salle 4
Caribbean	Lac, 1 <sup>st</sup> floor, room 101
Europe	Plenary Hall
Latin America	Lac, 3 <sup>rd</sup> floor, Salle 5
Middle East	Salle à Manger 1
North America	Cafeteria
Pacific	Lac 3 <sup>rd</sup> floor, room 301

### Confessional Meetings

The "confessional meetings" on Wednesday, 13 February and on Friday, 15 February are informal opportunities for Central Committee members and participants to gather as church families for sharing, discussion and prayer. You will find the name of your 'church family' on your Central Committee folder. If the name of your 'church family' is not correct, please inform the registration/information desk.

Some meetings are prepared by Christian world communion representatives, i.e. Anglican, Catholic, Disciples, Evangelical, Lutheran, Reformed. Others are prepared by different Central Committee members. Meeting locations are listed below.

**Confessional meetings** scheduled from 17:45-18:45 on Wednesday 13<sup>th</sup> February will be held at the Ecumenical Centre as follows:

Disciples	Lac, 3 <sup>rd</sup> floor, room 301
Catholic	Lac, 3 <sup>rd</sup> floor, Salle 5
Baptist	Lac, 1 <sup>st</sup> floor, room 101
United and Uniting	Lac, 1 <sup>st</sup> floor, Salle 4
African Instituted	Salle à Manger 2
Methodist	Jura, 1 <sup>st</sup> floor, Salle 2 & 3
Reformed	Plenary Hall

Free (Brethren, Evangelical, Friends, Mennonite and Moravian), Hussite, Mar Thoma, Old Catholic, Pentecostal and Post denominational church families with few people present are invited to use the lounge area or request a private meeting space at the information desk.

**Confessional meetings** scheduled from 17:45-18:45 on Friday 15<sup>th</sup> February will be held at the Hôtel Ramada Park as follows:

Anglicans	Salle Lisbon/Copenhagen
Orthodox (Eastern & Oriental)	Salle Zurich
Lutherans	Salle Paris/Munich

Bus transport will be provided for those groups meeting at the Hôtel Ramada Park.

### Offices

Conference Secretary	Mr Gerard Scarff	Lac 1 <sup>st</sup> floor, office 124
Documentation Office	Ms Simone Ergas	Cinema
Photocopy operations	Ms Simone Ergas	Lac, ground floor, room 23
Finance & Reimbursements	Ms Yasmina Visinand	Cash office (Jura ground floor)
Interpretation	Ms Jane Stranz	Library
Translation	Ms Marie-Luz Cavagna	Library
Stewards	Ms Natalie Maxson	Lac 4 <sup>th</sup> floor (opposite lifts)
Press Room	Mr Juan Michel	Jura, 1 <sup>st</sup> floor, Salle 1

**BOOKSHOP**

The Ecumenical Centre bookshop provides a selection of books, gifts and other articles for sale. Newspapers and a larger selection of stationery are available at the ILO (Neville shop) or the train station. Newspapers are also available from the kiosk at the Hôtel Ramada Park.

Bookshop opening hours are:

Wednesday 13 <sup>th</sup> - Friday 15 <sup>th</sup> February	10:00-16:00
Monday 18 <sup>th</sup> -Wednesday 20 <sup>th</sup> February	10:00-16:00

The bookshop will be closed Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> February.

**MEDICAL CARE**

Please contact reception or go to Pastoral Counselling / Chaplaincy services at Lac, 2<sup>nd</sup> floor.

**PASTORAL COUNSELLING / CHAPLAINCY**

A Pastoral Counselling / Chaplaincy team consisting of staff and local resource persons are available for the assistance of those attending the Central Committee meeting, if required. For more information please contact reception or directly access assistance at Lac, 2<sup>nd</sup> floor, room 201.

**SMOKING**

Please note that **smoking is not allowed** in the Ecumenical Centre.

## STEWARDS

A special group of youth at the Central Committee meeting are the **Stewards**. This year the Stewards Programme brings together 25 young people from 24 countries and gives them the opportunity to contribute with their work to the operations of the meeting. It also provides a space for ecumenical learning, encounters and discussions.

There are three aspects of the Stewards Programme:

- a) intentional ecumenical learning designed to build awareness, develop leadership and strengthen global solidarity;
- b) participation and contribution of young people to major WCC meetings as “yeast of the ecumenical loaf”;
- c) support for the smooth running of the meeting by performing tasks.

A Steward is an invaluable ecumenical resource. In order to become a Steward, an applicant has to go through a competitive selection process in which church and ecumenical involvement is prioritised. WCC looks for young people capable of integrating their experience back in their local contexts, motivated to multiply the ecumenical enthusiasm, ready to “do ecumenism” locally. Therefore, Stewards are not merely helpers or an unqualified labour force. They are young persons committing time, energy, skills, knowledge and visions to building up the ecumenical movement in all its aspects. Already today they are leaders in their churches, communities, organisations and in the ecumenical movement and they are or will be the ones taking the ecumenical movement into the future.

For many Stewards this will be the first travel to an international meeting. Cultural shock, fatigue, stress, foreign languages – all this will pose a challenge to the good and harmonious interactions between all those present at the Central Committee meeting. Patience, understanding and support has to be shown by all to all. Every Central Committee participant has a role to play in making the Stewards feel respected, appreciated and safe.

The Stewards’ working areas include: Floor Management, Communication, Worship, Language Services, Documentation, and other tasks. Stewards come to serve the meeting as a whole. Therefore, they should not be requested to perform tasks by individual delegates or other participants unless this is co-ordinated through the WCC staff working with the Stewards. Stewards are instructed not to answer to individual requests during their working time or to favour Central Committee participants of their country/church.

During the Central Committee meeting the Stewards will be carrying out their tasks but also – when off duty – participate in worships, confessional meetings, small group discussions. Whenever possible they should be given the opportunity to speak and share their experience. They have a lot to contribute!

The Stewards’ ecumenical engagement doesn’t end with the conclusion of their tasks. They come back to their local realities where – with the support of their churches, organisations, communities – they continue the ecumenical endeavour.