

**World Council of Churches – Central Committee Meeting  
Geneva, 26 August – 2 September 2009**

**INFORMATION SHEET**

**Meeting Venues**

All meetings, with the exception of certain committee meetings, will take place at the Ecumenical Centre. Members will be informed of arrangements made for the committee meetings at a later date.

**Accommodation**

Rooms have been reserved at the Hotel Ramada Park. Special group prices have been negotiated on half-board basis to include: overnight accommodation, full buffet breakfast and a 3-course evening meal with a non-alcoholic beverage. The rates for the above package – all inclusive, are:

**SFr 230.00** per day for single occupancy

**SFr 160.00** per day per person for double occupancy

**Address: Hôtel Ramada Park, 75-77 Avenue Louis-Casaï, CH - 1216 Cointrin**

**Tel: +41-22 710.30.00, Fax: +41-22 710.31.00, E-mail: [info@ramadaparkhotel.ch](mailto:info@ramadaparkhotel.ch)**

Participants who are not subsidised by the WCC are requested to pay for their accommodation directly upon departure. The hotel accepts cheques, major credit cards and provides foreign currency exchange facilities.

If you are making your own alternative arrangements for accommodation, please inform the Conference Office of where you will be staying so that you may be reached if necessary.

**Local Transportation**

The Hotel Ramada Park has a complimentary shuttle bus running every 20 minutes between the airport and hotel. The bus picks up guests at the bus stop located just outside the arrival hall.

During the central committee sessions at the Ecumenical Centre a shuttle bus service will be provided by the WCC – please check the notice boards at the hotel and/or the Ecumenical Centre for the timetable.

**Travel – arrival and departure dates**

Please plan to arrive the day before your first meeting and depart on 2 September after 16.00 or on 3 September.

The Executive Committee meetings will take place prior to the central committee meeting on 24 and 25 August and therefore it is suggested that members arrive on 23 August.

## **Visas**

Please check locally if you will require a visa for travel to and/or entry in Switzerland. Please note that Switzerland is now part of the Schengen agreement and thus an entry into Switzerland now requires either a Swiss entry visa or a Schengen visa. A letter of invitation to facilitate the visa(s) application(s) will be sent to you by separate post in the coming weeks. Please apply for your visa immediately assuring that your passport is valid for at least 6 months after your planned departure date from Switzerland.

## **Subsidised participants – Travel proposals**

Travel proposals will be sent to members whose travel is usually arranged by the WCC (based on the 2008 Central Committee Meeting), or upon request. Subsidised members who usually arrange their own travel are reminded that the WCC can only reimburse reasonably priced economy fare tickets, based upon receipt of the ticket invoice.

Please note that the WCC cannot arrange special routing / dates that do not correspond to the meeting dates, and that tickets purchased for participants by the WCC cannot be changed at a later date.

## **Contact details**

Mail and messages can be sent to central committee participants at the Ecumenical Centre, P.O. Box 2100, 1211 Geneva 2, Switzerland, Tel: +41-22 791.61.11, Fax: +41-22 791.65.35

**Please be sure that your registration form is completed in full and returned before the 31<sup>st</sup> of July 2009.**

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