



## Human Rights 75 - High-Level Event

### Logistics note

#### Table of Contents

<b>High-level Event</b> .....	3
<b>Participants</b> .....	3
<b>Composition of delegations</b> .....	3
<b>Format of panels on 11 December</b> .....	4
<b>Format of roundtables on 12 December</b> .....	4
<b>Format of Lunch discussion for Heads of State and Government on 12 December</b> .....	4
<b>Seating arrangements in rooms XIX and XX during High-level panels</b> .....	5
<b>Presentation of pledges</b> .....	5
<b>a. Submission of pledges</b> .....	5
<b>b. Deadline</b> .....	5
<b>c. Technical guidelines for the pre-recorded videos to be uploaded by States</b> .....	6
<b>d. Submission of pre-video recorded videos by civil society organizations</b> .....	7
<b>e. Submission of pre-video recorded videos by UN entities, IGOs, regional human rights mechanisms, NHRIs and others</b> .....	7
<b>Side events</b> .....	8
<b>Bilateral meetings</b> .....	8
<b>VIP lounge</b> .....	8
<b>Interpretation</b> .....	8
<b>Promotional materials</b> .....	9
<b>Registration</b> .....	9
<b>In-person participation</b> .....	9
<b>Online participation</b> .....	9
<b>Media Accreditation</b> .....	10
<b>Badges</b> .....	10
<b>Public transport to Palais des Nations</b> .....	10
<b>Access to Palais des Nations</b> .....	11
<b>Shuttles</b> .....	11
<b>Physical Accessibility and Mobility</b> .....	12



<b>Arrangements for High-level dignitaries</b> .....	12
<b>Security arrangements for High-level dignitaries</b> .....	13
<b>Access to room XX (11-12 December) and room XIX (12 December)</b> .....	13
<b>Travel arrangements</b> .....	14
<b>Visas</b> .....	14
<b>Travel and accommodation</b> .....	14
<b>Daily Subsistence Allowance</b> .....	14
<b>Arrival at Geneva airport</b> .....	15
<b>General information</b> .....	15
<b>Currency</b> .....	15
<b>Communication</b> .....	15
<b>Time zone</b> .....	16
<b>Weather Conditions (Forecast for the season)</b> .....	16
<b>Electric supply</b> .....	16



## **Human Rights 75 - High-Level Event**

### **Logistics note**

#### **High-level Event**

[The Human Rights 75 – High-level Event](#) will take place on 10, 11 and 12 December 2023.

The High-level Event allows physical participation from Geneva and three regional hubs (Bangkok, Nairobi and Panama) as well as online participation through a Virtual Human Rights Centre. The High-level Event allows participation across time zones and from different localities to build a universal movement for human rights.

For the detailed programme of the Geneva hub please consult:

<https://www.ohchr.org/en/events/events/2023/human-rights-75-high-level-event>

#### **Participants**

The High-level Event will convene a wide range of actors upon invitation including, Heads of State or Government and high-level dignitaries, representatives of United Nations agencies, funds, and programmes, regional human rights mechanisms, National Human Rights Institutions, parliamentarians, civil society, human rights defenders, young people, academia and the business community.

#### **Composition of delegations**

All Member States have received invitations to participate in the High-level Event at Palais des Nations. Please note that speaking roles on 12 December are no longer available. New confirmations are invited to present their pledges during the Pledging Tree sessions 1 and 2 on 11 December.

On 11 December, delegations will be allocated two places in room XX: one for the Head of Delegation (front) and a “plus 1” (directly behind the head of delegation). Other stakeholders invited will be allocated one place per organization. Other members of delegations and participants may follow the discussions which will be streamed in Room XIX (overflow room) or via the virtual conference centre.

On 12 December, delegations will be allocated two places in room XX and two places in room XIX. Other stakeholders invited will be allocated one place per organization in each of these rooms. Other members of delegations and participants may follow the discussions in Room XXIII (overflow room) or via the virtual human rights centre.



Please also note that access to the rooms where the High-Level Events will be taking place is restricted to delegates/participants with a secondary badge (please see section on badges).

Access to overs flow rooms is limited to the number of seats available and on first come, first served basis.

### **Format of panels on 11 December**

The panel discussions on 11 December (Universality and Indivisibility of Human Rights, Voice I, Voices II, and Bolstering the Human Rights Ecosystem) will involve an interactive exchange between the moderator and panellists (experts, academics, civil society members, etc). Participants do not need to register for the specific panels.

During the panels on Universality and Indivisibility of Human Rights and Bolstering the Human Rights Ecosystem questions from the audience may be submitted through the online app Slido (link will be communicated on the day of the event). Given the time restrictions, only a few questions will be put forward to panellists.

Pledging Tree Sessions 1 and 2 are dedicated for pledges by States. For further information, please refer to the [technical note on pledges](#) and below.

Local governments, UN entities, National Human Rights Institutions, regional mechanisms, business, civil society actors, and others will present their pledges following the interactive exchanges during the Voices sessions.

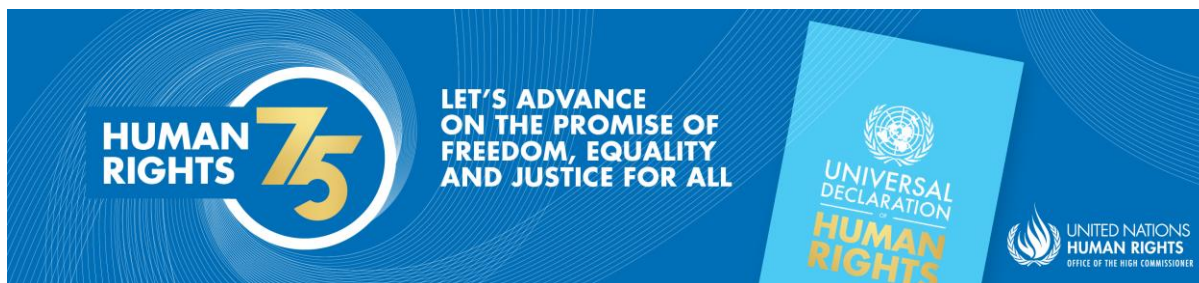
### **Format of roundtables on 12 December**

Each of the four High-level roundtables will be a combination of keynote addresses by Heads of State or Government followed by moderated panel discussions with experts and high-level dignitaries. A think piece to guide the roundtable discussions will be available prior to the High-level Event.

### **Format of Lunch discussion for Heads of State and Government on 12 December**

The “leader’s lunch” is a dedicated discussion among Heads of State or Government, high-level dignitaries, respondents of the Leaders segment and panellists of 12 December facilitated by the High Commissioner. Participation is by invitation only. Invitees will be seated at the tables according to protocol. Only Heads of State and Government may be accompanied to the event by an advisor. An adjoining room with a buffet at their disposal is available to all accompanying advisors. Tables in the main room are reserved for principals only.

The High Commissioner will address the guests at the beginning of the lunch. Discussions will take place informally at each table. Organized statements are not necessary for the discussions.



Further details on this event will be shared with invitees through a separate document.

### Seating arrangements in rooms XIX and XX during High-level panels

A number of seats at the front of rooms XIX and XX will be reserved for VIPs. The Secretariat will provide details on VIP seating arrangements to delegations individually at a later stage. Member states will be allocated seats in rooms XIX and XX in alphabetical order. Country nameplates will be in display at the seats. Other stakeholders invited may occupy the remaining seats. During the Voices sessions, non-State actors making a pledge will be provided with a nameplate of the organization and seating at a desk where a microphone is available.

### Presentation of pledges

States are invited **to present their pledges in person** during the two pledging sessions in Room XX, Palais des Nations during the High-level Event on Monday 11 December (11.30-13.00 and 14.00-15.00, CET). In-person pledge presentations are restricted to a **maximum of one minute per country**.

States also have the option of sending a pre-recorded video message of **a maximum of three minutes**. This video recording can either supplement the in-person presentation by the Head of Delegation on 11 December or be recorded as a stand-alone announcement. Pre-recorded video messages will be showcased on the virtual conference centre.

Other stakeholders will present their pledges during the sessions on Voices in defence of human rights I and II.

For more information, please refer to the [technical note on pledges](#). All questions relating to pledges can be addressed to the Human Rights 75 Secretariat at [ohchr-pledgeshr75@un.org](mailto:ohchr-pledgeshr75@un.org).

#### a. Submission of pledges

Pledges must be submitted in written form through the [online platform](#) dedicated for this purpose. The pledge submission form is accessible in the six official languages of the UN.

#### b. Deadline

By **15 November 2023**, States are kindly requested to provide the HR75 Secretariat the following information via email:

- a. The nature and overall theme covered by the pledge(s).
- b. If the pledge will be delivered in-person, and if so, the name and title of the presenter.



- c. If the pledge will be presented via a pre-recorded video, please upload the video and provide the name and title of the presenter.

### c. Technical guidelines for the pre-recorded videos to be uploaded by States

In order to harmonise all videos received, please consider the following technical suggestions when setting up the video recording.

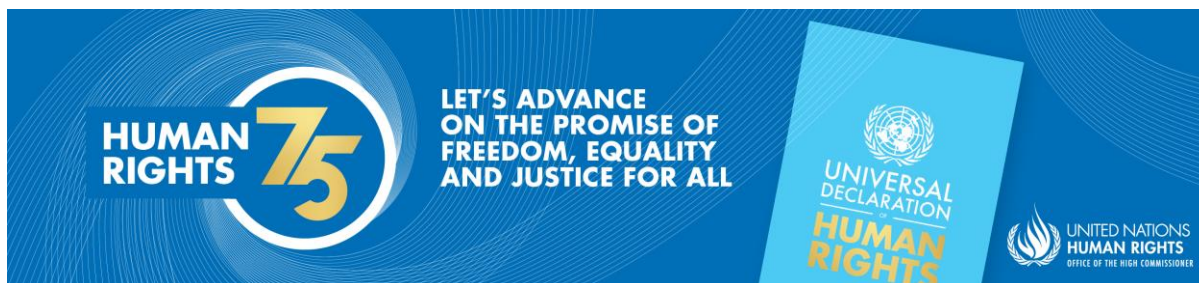
1. The video should be sent in MP4 video file type, and in 16x9 frame size (1920 x 1080 HD, horizontal). It should not exceed three minutes.
2. Please do not add any on-screen graphics, logos, lower thirds/name straps, subtitles, music or fades to black at the beginning or end.
3. Before the subject starts speaking, please ask the subject to look down the lens and pause for a couple of seconds. Please do the same at the end of the recording.
4. Film the subject in a mid-shot, with them centred in frame and with a small, but definite amount of head room:



5. If the subject is someone who uses their hands while they talk, frame them in:



6. Make sure the background is not too similar to the subject's clothing (e.g., white behind a white shirt, blue behind a blue dress) or too distracting. Avoid items of clothing with small or tight patterns, thin lines, or spots as this can disrupt the picture.
7. Make sure the subject is well lit. If possible, try to film during daylight hours with other light sources.
8. Film somewhere quiet. Please do not add music or any background noise.



9. Label the file of the video with the name of the State (in English preferably) and the surname of the dignitary in the video using this convention: COUNTRYNAME\_SPEAKERSURNAME, e.g., SAMARLAND\_SMITH
10. Please upload the video using this link <https://spaces.hightail.com/uplink/worldtelevision>
11. Please write to [ohchr-pledgeshr75@un.org](mailto:ohchr-pledgeshr75@un.org) once you have uploaded a video, to inform the Secretariat the exact name and title of the dignitary (in English) in the pre-recorded video. This name, title, and country name (in English) will be added by the Secretariat as a 'lower third' and may not be edited later.

#### **d. Submission of pre-video recorded videos by civil society organizations**

- Please follow the same technical guidelines mentioned in Section C above (numbers 1 to 8).
- At the beginning of the recording, please ensure that the representative mentions what organization is making the pledge.
- Label the file of the video with the name of the NGO (in English preferably) using this convention: ORGANIZATION e.g., WOMEN RIGHTS ASSOCIATION
- Please upload the video using this link <https://www.dropbox.com/request/fj046tloXMYxDH1DEoOJ>
- Please ensure that you have uploaded your video to the link above as incorrectly uploaded Pledges may get lost.
- Please write to [ohchr-pledgeshr75@un.org](mailto:ohchr-pledgeshr75@un.org) once you have uploaded a video, to inform the Secretariat the name of the organization submitting the pre-recorded video.

#### **e. Submission of pre-video recorded videos by UN entities, IGOs, regional human rights mechanisms, NHRIs and others**

- Please follow the same technical guidelines mentioned above (section C, numbers 1 to 8).
- Label the file of the video with the name of the institution or entity (in English preferably) using this convention: INSTITUTION e.g., UNWOMEN



- Please upload the video using this link <https://spaces.hightail.com/uplink/worldtelevision>
- Please write to [ohchr-pledgeshr75@un.org](mailto:ohchr-pledgeshr75@un.org) once you have uploaded a video, to inform the Secretariat the exact name of the entity or institution submitting the video and the name and title of the representative speaking in the video.

### Side events

A limited number of side events may be organized on 11 and 12 December. Rooms XXI and XXVI are reserved for this purpose. Allocation of the rooms will be on first come, first served basis. Side events are limited to two hours. For further information, please contact Ms. Shizette Naidoo at [shizette.naidoo@un.org](mailto:shizette.naidoo@un.org).

### Bilateral meetings

A limited number of rooms have been set aside for bilateral meetings. Delegations wishing to reserve one of these rooms, kindly contact please contact Ms. Shizette Naidoo at [shizette.naidoo@un.org](mailto:shizette.naidoo@un.org). Please note that rooms will be allocated on a first-come, first-served basis and with specific time limits.

### VIP lounge

A space dedicated for high-level dignitaries will be set up behind room XX. Access to this lounge is limited to high-level dignitaries (Heads of State, Heads of Government and Ministers of Foreign Affairs).

Two staff of the VIP entourage may access the lounge as well. Special badges for access will be provided to them. VIP lounge passes do not grant access to rooms XX and XIX during the High-level events. All VIPs will be allowed on National Unarmed member of their Close Protection Team at all times. A dedicated space within the VIP lounge will be afforded for these individuals.

### Interpretation

Simultaneous interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian, and Spanish) for all sessions in room XX, room XIX and the virtual centre. Sign interpretation and real-time captioning in English will be provided in room XX.





## Promotional materials

Human Rights 75 promotional materials will be distributed to holders of secondary badges during the High-Level events on 11 and 12 December.

## Registration

### In-person participation

Registration for participation to the High-level Event must be done via the United Nations registration platform Indico at <https://indico.un.org/event/1005099/>.

**Each** participant attending in-person **must register in INDICO with his/her personalized INDICO profile**. High-level dignitaries also need to be registered via Indico.

Please note that registration closes on **22 November 2023**.

### Steps to Register

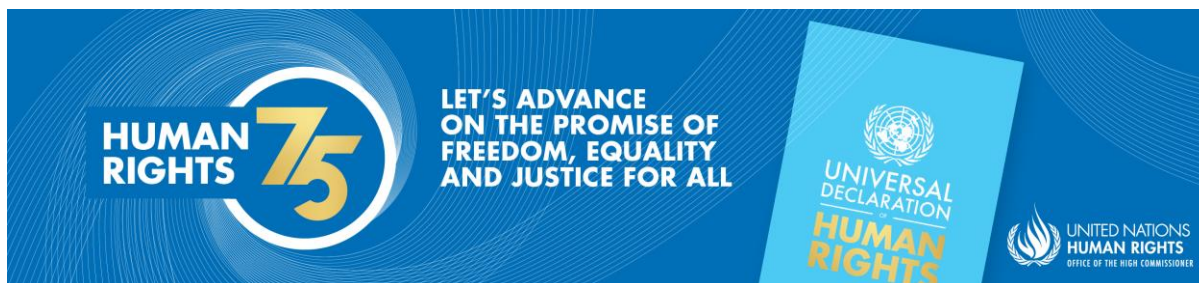
1. Every participant must have a personalized INDICO profile.
2. If the participant does not have an INDICO profile yet, click on “[create one here](#)” to start the account creation process, fill out the INDICO profile basic information form and finalize by clicking on “**create my Indico profile**”.
3. To register for the event, go to the event form in Indico (<https://indico.un.org/event/1005099/>) and click on “**register now**”. In the form, all fields marked with \* are mandatory.
4. Please select the Representation Type, e.g., Member or Observer State, NGOs, NHRIs, etc.
5. Kindly fill out your personal information and attach the invitation as supporting document.
6. Once all the mandatory information has been provided, please click on “**Apply**”.

Please note that registration in this event is moderated, and it will need to be reviewed and approved by the HR75 Secretariat. Once approved, you will receive a confirmation email. Access is reserved to approved participants.

For more information on how to register at a conference through Indico, please access [Learning Indico](#).

### Online participation

To access the virtual conference centre, participants must pre-register at <https://wtvglobal.6connex.eu/event/HumanRights75/register>



The link to access the virtual conference centre will be shared with registered participants only.

### Media Accreditation

Requests for media accreditation (journalists and photographers) should be made at: <https://indico.un.org/event/1008476/>

Journalists holding annual badges to enter the Palais des Nations are not required to register to this event.

For media related questions kindly contact: [Press\\_geneva@un.org](mailto:Press_geneva@un.org)

### Badges

**Indico e-badges** will be used for the High-level Event. All invitees to HR75 High-Level Event should register in Indico to obtain an e-badge, including those holding UNOG permanent badges. Indico printed badges are only necessary for High-level dignitaries, VIP entourage (maximum 2 – to be identified on the note verbal) and panellists.

On 11 and 12 December access to room XX will strictly be granted to individuals with accreditation for Human Rights 75, which includes an Indico pass (e-badge), and a **secondary badge** (red).

On 12 December access to room XIX will also be restricted to Human Rights 75 accredited individuals. Only individuals with appropriate accreditation including the corresponding secondary badge (green) will be granted access.

Member States and observers will receive two red and two green secondary badges each. Other stakeholders such as International Organizations, NGOs, private sector, speakers, UN Agencies, etc., will be allocated one red and one green badge each.

Indico printed badges and secondary badges to access rooms XX and XIX can be collected **from 6 December** at Peace Gate. Secondary badges are provided by UN Security and Safety Services. The secondary badges will display the name of the country or of the organization.

### Public transport to Palais des Nations

The High-level events will be held in the Palais des Nations located next to the Place des Nations.

To reach the Palais des Nations, you have several transportation options. You can board tram 15 at Cornavin Station or along rue de Lausanne, heading towards the last stop, “Nations,” and



then proceed on foot to the Peace Gate. Alternatively, you can take bus lines 20 or F, disembarking at the “Appia” stop. Another option is to use bus line 5, which stops at “Nations.”

### **Access to Palais des Nations**

Access to the Palais des Nations requires accreditation. To obtain an entry badge for the Palais des Nations, invited participants should register via Indico (see sections on registration and badges).

Due to [ongoing renovation work at Palais des Nations](#), entrance for participants with Human Rights 75 event e-badges will be done through Peace Gate (entrance in front of Place des Nations and the Broken Chair). Please note that entry through the Peace Gate is available for all badge categories from **07.00 a.m.** In case of a significant number of persons arriving at the same time, Peace Gate bis will also be open for those categories submitted to screening. Therefore, please follow the instructions from the security agents at Peace Gate to reduce waiting times. Please arrive early to allow sufficient time for screening and accessing Building E, and please note that the distance between Peace Gate and Building E is approximately 700 metres. Participants holding a valid United Nations Office at Geneva (UNOG) Identification badge may use the entrance at Pregny Gate, Peace Gate and Peace Gate bis.

Exit from Palais des Nations can be through Pregny or Peace Gates.

Please note that the Permanent Missions will have the responsibility of facilitating access for their respective dignitaries.

Parking inside the Palais des Nations is allowed exclusively for registered vehicles. P10 (in front of door 40) will be closed during 11 and 12 December. It will function as a drop-off zone and is reserved for VIP convoys only. Specific stickers will be produced and distributed by security. Other registered vehicles may be parked elsewhere within Palais des Nations.

### **Shuttles**

Continuous shuttle services will operate between Peace Gate and Building E – Door 40 from 7.30 a.m. to 4.30 p.m. on 11 and 12 December. The pick-up point is situated in the parking lot adjacent to Tempus – Peace Gate. Additionally, a single shuttle for individuals with reduced mobility has been arranged. Upon request, this shuttle will be available at Peace Gate to transport individuals to Building E (door 40) and back.

Please be aware that participants who prefer walking have the option to do so. Please note that you will need to walk approximately 15 minutes from the Peace Gate to building E (door 40). See red line on the map below.



### Physical Accessibility and Mobility

Persons with disabilities may be accompanied at all times by a support person, as long as they have registered on Indico and have a national identification document and QR code with them (e-badge). They are automatically granted priority access upon arrival to the Peace Gate. They are also given a map of the Palais which indicates accessible doors, elevators, and restrooms.

Participants of meetings can indicate in their Indico registration form that they would need vehicle access (private cars, not taxis) due to reduced mobility. The Security and Safety Service has three wheelchairs that can be made available for visiting adults with reduced mobility. If a participant knows in advance that he or she will require a wheelchair, the participant can make a note when registering on Indico, and they will be booked for them. The wheelchairs offered by the Security and Safety Service require someone to assist the individuals using them.

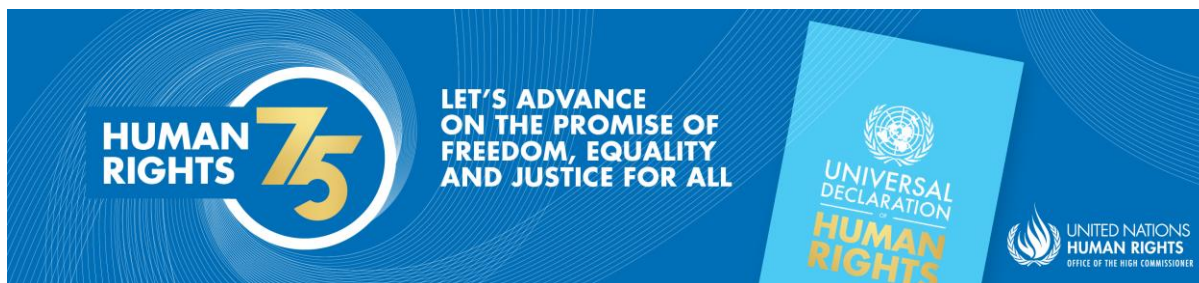
Currently the Palais des Nations is undergoing renovation and accessibility is more limited. For more information on accessibility, please visit <https://www.ungeneva.org/en/about/accessibility>.

### Arrangements for High-level dignitaries

High-level dignitaries (Head of Government, Head of State, Ministers for Foreign Affairs) will be greeted by the Protocol and Liaison Service upon the first time of their arrival to UNOG at door 40 bis. As per usual practice, the permanent missions are responsible for escorting their dignitaries to the meeting rooms. On 11 and 12 December, an OHCHR staff, acting as extended protocol, will also be available to accompany High-level dignitaries to the VIP lounge upon arrival and to the leader’s lunch venue (upon request).

For protocol arrangements with regard to the participation of high-level dignitaries, please send a note verbale to [unog.protocol@un.org](mailto:unog.protocol@un.org) informing of the date and time when the VIP arrives for the FIRST time at the Palais des Nations, details of the vehicle of the dignitary (type and number plates) as well as contact details (mobile phone and email address) of a focal point within the permanent mission dealing with logistics.

Contact persons within UNOG Protocol:



Mr. Sergey Shaposhnikov, Chief of Protocol: 022 917 2190 or Ms. Brigitte Ruby-Cosgrove, Senior Protocol Assistant - 022 917 21 32 / 022 917 21 37.

### Security arrangements for High-level dignitaries

- National Security Officers accompanying Heads of State and Government who require further information or have any questions regarding security, should be directed to [officeofthechief.security-unog@un.org](mailto:officeofthechief.security-unog@un.org) .
- Weapons are not permitted on UN territory.
- Specific briefings to advance teams should be organized one week before the event, in order to book a timeslot please contact [officeofthechief.security-unog@un.org](mailto:officeofthechief.security-unog@un.org) .

### Access to the E-building

- Entry for Dignitaries and their delegation via Door 40 Bis
- Entry for other delegates via Door 40

### Vehicle access and parking

- Access by car will be limited in front of the E Building, the diplomatic parking (P10) will be reserved for the VIP convoy with a specific vignette, which shall be distributed in advance to the Missions (please contact [officeofthechief.security-unog@un.org](mailto:officeofthechief.security-unog@un.org) for agreeing on distribution timing).

### Access to room XX (11-12 December) and room XIX (12 December)

Please note that room XX (11-12 December) and XIX (12 December) will only be accessible with proper accreditation including secondary badges (please consult sections on composition of delegations and badges). All participants will go through an **additional security check** (scan) at the entrance of room XX on 11 December. The additional security check before entering rooms XIX and XX also applies for 12 December. A single point for this security check will be in place. Only VIPs and Permanent Representatives of Delegations will be exempted. You are kindly requested to plan your arrival in advance to ensure a smooth and timely access before the start of the panels and round tables you may wish to attend.

Access to the galleries above rooms XIX and XX will be reserved for UN staff accredited to Human Rights 75 High-level Event (e-badge) in addition to their UNOG permanent badge.

For more information, please contact Ms. Michelle Erazo (+41 22 917 9449) or Ms. Perrine Deja (+41 22 917 9490).



## Travel arrangements

### Visas

It is the full responsibility of the participant to comply with all requirements and instructions regarding an entry visa as well as to apply for the visas well in advance. Participants requiring a visa to enter Switzerland may apply for a visa at the competent Swiss representation of their country of residence. More details on visa application are available here: <https://www.eda.admin.ch/countries/usa/en/home/visa/entry-ch/up-90-days.html>

Upon request, the Office of the High Commissioner for Human Rights will provide participants invitation letters to support their visa applications.

### Travel and accommodation

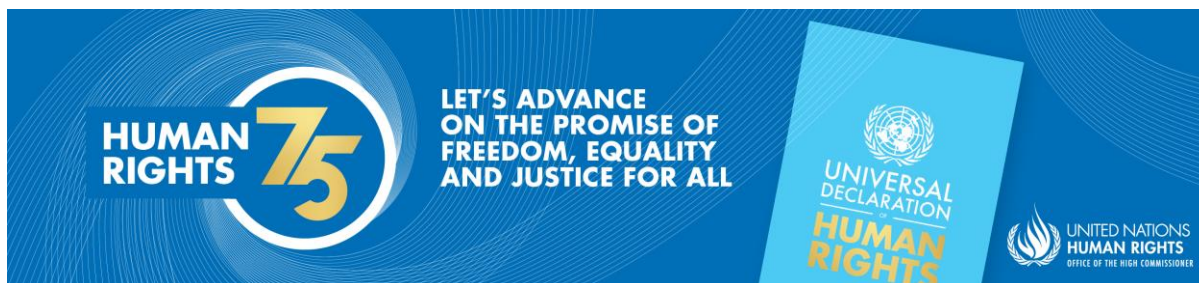
Unless otherwise agreed with OHCHR, **all meeting participants are responsible for arranging and covering the costs of travel and accommodation** for their respective delegations. For information, a list of hotels in Geneva will be facilitated.

A limited budget has been allocated to facilitate travel of participants upon request. For those **participants whose travel will be arranged by OHCHR**, please note that the authorised travel agency (CWT) will contact you by email and make the flight bookings for you. **You should not do your own travel booking.** Please note the official travel dates are – arrival/arriving in Geneva on 10 December and departure/departing from Geneva on 13 December (or the night of 12 December). Please also note that you will be responsible for costs related to any deviation in travel from the event dates or proposed route. Kindly send scanned copies of your boarding passes upon your return home to our travel assistant.

### Daily Subsistence Allowance

Participants travelling with the assistance of OHCHR will be provided with a daily subsistence allowance (DSA), which will cover your accommodation, transportation within the city, meals, and other incidentals for your stay.

For the hotel and meal, the Office will provide a DSA for each of the nights you will spend in Geneva. The total amount of the DSA entitlement will be disbursed as follows: 75% will be transferred to your bank account before the High-Level Event starts and the remaining 25% only after the Event has taken place upon submission of the boarding passes and against signature of the attendance sheet at the event. Please keep a copy of your boarding passes for this purpose. In addition, you are also entitled to terminal expenses (transportation to and from the airport/train station).



Moreover, if for practical reasons you have opted for the self-ticket option, this would also be refunded to you after the event. You would also need to sign the attendance sheet on site and present the receipt of the purchase of the tickets.

### **Arrival at Geneva airport**

Geneva airport is located quite close to the city centre which you can easily reach with public transport (bus and train). Taxis are also available.

- **By train:** The train will bring you to the Cornavin main train station in the centre of Geneva in about 7 minutes. You can take the train from the airport train station, about 5 minutes' walk from the arrivals on the same floor. All trains leaving from the airport train station stop at the Cornavin main station. Depending on the location of your accommodation, you can walk, take a taxi, or take a bus.
- **By bus:** Bus no. 5 goes to the Cornavin main train station via the Place des Nations and takes about 30-35 minutes to reach Cornavin. Bus no. 10 also goes to the Cornavin main train station, but via a different route (Charmilles) and takes about 30-35 minutes.
- **Taxis** are available just outside of arrivals. Only official taxis are allowed to operate, and they have meters which charge by distance and time.

### **General information**

#### **Currency**

Switzerland uses the Swiss franc (CHF) as its currency, which is further divided into 100 Rappen (Rp.). Coins are available in various denominations, including 5, 10, 20, and 50 Rappen, as well as 1, 2, and 5 francs. Foreign currencies and travelers' checks are typically exchangeable at banks and authorized money changers in Switzerland. Additionally, major credit cards like American Express, Visa, and MasterCard are widely accepted in most large stores, restaurants, and hotels.

#### **Communication**

The international code for Switzerland is +41. Geneva land-line numbers will all start with 022. When calling from abroad, do not dial the "0" (+4122 ...). Switzerland's mobile phone numbers will start with 076; 077; 078; or 079. When calling from abroad, do not dial the "0" at the beginning of the number (+4178 ...).



## **Time zone**

Switzerland uses Central European Time (CET) during the winter as standard time, which is one hour ahead of Coordinated Universal Time (UTC+01:00).

For more information on the time different between Switzerland and your country, please visit <https://www.timeanddate.com/time/zone/switzerland>

## **Weather Conditions (Forecast for the season)**

In December, Geneva experiences some of its coldest weather of the year. Daily minimum temperatures generally hover around 0°C (32°F), while daily maximums typically reach around 5°C (41°F) for most of the month. However, it's important to note that temperature fluctuations can occur. As a result, minimum temperatures can vary between -5°C (23°F) and 5°C (41°F), and maximum temperatures may range from 0°C (32°F) to 12°C (53.6°F).

## **Electric supply**

Switzerland operates on a 230V supply voltage and 50Hz. Please note that there are two associated plug types in Switzerland, types C and J. Plug type C is the plug which has two round pins and plug type J is the plug which has three round pins.

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