



2022 FIATA Headquarters Meeting

Dear FIATA Members,

FIATA International Federation of Freight Forwarders Associations invites its Members to the 2022 HQ Meeting titled "Reconnect".

The event will be held in Geneva, Switzerland on 17-20 May 2022 at the [CICG – the International Conference Centre Geneva](#). A welcome reception will be held at the [Hotel Royal Genève](#) on the evening of 16 May 2022.

More information about the programme, such as the HQ meeting venue, the registration process, registration cost, visa letter and accommodation suggestions can be found below for in-person and online delegates. A virtual attendance option is being developed and will be available for attendees who cannot attend in person.

Please note that registration to FIATA HQ meeting is open until Sunday, 1 May 2022 inclusive.

Should you have any questions regarding this event, please reach out to the FIATA Events team at events@fiata.org.

Yours sincerely,

Stéphane Graber
FIATA Director General



INFORMATION FOR IN-PERSON DELEGATES

Programme

FIATA HQ meeting will officially commence at 09:00 CET, Tuesday, 17 May 2022, and finish at 18:00 CET, Thursday, 19 May 2022, for all delegates, except for Extended Board Members who will attend the Extended Board meeting in the morning of Friday, 20 May 2022. To access the HQ meeting programme, please click the following [link](#).

The FIATA HQ meeting will provide the opportunity for exchanges between FIATA Members, with dedicated sessions for all FIATA Institutes, Advisory Bodies, and Regions. Members will be able to benefit from the location of the new FIATA HQ: Geneva, home to the UN's European headquarters, with 39 international organisations such as the WTO, and around 750 non-governmental organisations. Therefore, Geneva is also referenced as *International Geneva*.

During the sessions, delegates will be able to exchange with high-level stakeholders from *International Geneva* who have a crucial impact on FIATA Members' activity. Delegates from UNCTAD, WCO, UNECE, UNCITRAL, and representatives from IATA, IRU, to name a few, will participate in the HQ meeting.

From 08:00 CET, on Tuesday, 17 May 2022, there will be a registration desk open at the [CICG](#), the venue for the HQ meeting.

Please also note that FIATA will organise a welcome cocktail, where there will be a registration desk for the event, in the afternoon of Monday, 16 May 2022 at the [Hôtel Royal Genève](#), where the FIATA Presidency will be accommodated.

HQ Meeting Venue

FIATA HQ meeting will be held, as advised, at the CICG Amphitheatre D, level 1, being the largest room at the CICG. Also on this level, there is a restaurant and terrace. Signage will direct delegates to Amphitheatre D.

Accommodation

FIATA has negotiated special rates with the Manotel network, which offers a selection of six hotels in Geneva from 3 to 5 stars near the HQ meeting venue (CICG) and the welcome cocktail (Hôtel Royal Genève). In-person Members delegates are encouraged to book their accommodation through the following [link](#).

Please note that *Hotel Edelweiss* is the furthest away from the HQ meeting venue (20 min by bus and walk). Whereas it is quicker to get to the HQ meeting venue from *Hotel Royal Genève* (15 minutes by bus).



Registration

Registration for attending delegates to the event is mandatory and the registration fee of CHF360 applies for in-person delegates.

To start your registration for the event, click this [link](#). Then, click the "Register" green button at the top of the page, pick the *In-person* option. At this stage, note it is possible to register several delegates from the same Member, simply make sure to select the number of attending delegates in the scroll-down menu. Then, click "Checkout" to enter your details and finalise your registration. You will then enter every delegate's detail in the registration form.

Please note that registration to FIATA HQ meeting is open until Sunday, 1 May 2022 inclusive.

Once your registration is complete, you will receive an appropriate invoice by email for payment via the FIATA dedicated payment platform: <https://fiata.org/payment.html>. In all cases, participation in the HQ meeting is subject to payment and receipt of registration fees by Tuesday, 10 May 2022.

Travelling to Geneva in COVID times

For more information about COVID travel restrictions, please check the [Federal Office of Public Health website](#) for information on entering Switzerland from abroad. Please make sure to regularly check this website in case the situation evolves over the coming weeks. For information, to see what rules apply to your own particular situation when entering Switzerland, consult the online tool [Travelcheck](#) created by the Swiss Federal Office of Public Health.

Visa letter

For delegates who need a visa letter to attend FIATA HQ, make sure to provide all requested information in the [registration process](#).

Transport in Geneva

Geneva public transport system is quite efficient and diversified: buses, trams, trains, and yellow taxi-boats on the lake are available.

By staying in a hotel, you are entitled to receive a personal and non-transferable Geneva Transport Card for free, which will allow you to use the whole public transportation system of Geneva for the length of your stay for free. Just ask for it upon arrival at the hotel reception.




Transport – from the airport to your hotel

To travel from the Geneva Airport to your place of stay, use a free 80-minute travel ticket available at the end of the luggage collection section to any passenger at the airport.

If you decide to book your accommodation through one of the recommended Manotel hotels, look for the train station at the airport, get off at Geneva Cornavin, and you will be a 10 min walk away from your hotel.


Transport – from your hotel to the HQ meeting venue

If you decide to book your accommodation through one of the recommended Manotel hotels, please note that all these hotels are within a 20-minute range via walk and bus from the HQ meeting venue. In the main, you will be a five-minute walk away from the closest bus stop to travel to the HQ meeting venue. To travel to the HQ meeting venue, hop on **line 15** ( brown signage), “[Môle](#)” stop for Royal, Auteuil, and Kipling Hotels and hop on **line 15** “[Butini](#)” stop for N’VY and Jade hotels and get off at the “College Sismondi” bus stop for [a five-minute walk](#) to access the HQ meeting venue).

Transport – from your hotel to the welcome cocktail

If you decide to book your accommodation through one of the recommended Manotel hotels, please note that all these hotels are within a five-minute walk to the welcome cocktail venue.

Transport – from the HQ meeting venue to the airport

To get from the HQ meeting venue to the airport, it is easiest to take the bus. The bus stop is just around the corner from the venue (click [here to check itinerary](#)) and hop on **line 5** ( light blue signage), “Varembé” stop, and get off at Geneva airport.

Health regulations

It is imperative that you familiarize yourself with the health regulations of Switzerland and any other country through which you may travel. We urge FIATA Members to verify that their travel insurance includes COVID-related coverage for health care, travel, and other related matters.

Weather forecast

May is a comfortable month in Geneva, Switzerland, with average temperature varying between 9.1°C (48.4°F) and 19.7°C (67.5°F). So, what to wear in May? Visitors traveling to

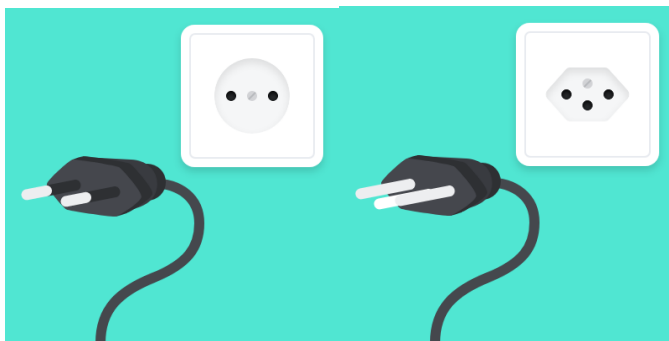
Geneva should plan on bringing a totally waterproof rain jacket since it will often be raining. Plan on layering your clothes. Some days or part of the day it will be nice and warm and some moments it can be a bit chilly.

Dress Code

For FIATA HQ meeting, it is recommended to wear clothing and shoes that make you feel comfortable as you will be sitting the entire day of the conference. It should be layered, allowing you to dress up or down as room temperatures can vary.

Travel adaptor

It is recommended to pack a travel adaptor, which is a device that simply allows you to plug any electrical appliance into a foreign electrical socket. It is important to note that it does not convert the voltage or frequency. For Switzerland, there are two associated plug types, types C and J. Plug type C is the plug that has two round pins and plug type J is the plug that has three round pins. Switzerland operates on a 230V supply voltage and 50Hz.



Type C

Type J

COVID Disclaimer

FIATA is committed to offering a safe environment to all attendees and relies on the participating delegates to practice safe behaviour during the event, such as social distancing and other community or personal requirements, in order to mitigate any spread of a communicable infection including COVID-19. Moreover, please note that FIATA will provide for hand sanitizers in several locations at HQ meeting venue.

Should the COVID situation change in the period prior to the event, FIATA may revisit this policy.

In the event of a COVID situation that would prevent FIATA from holding the event as planned, FIATA would organise a virtual HQ event at the same initial dates.



INFORMATION FOR ONLINE DELEGATES

Programme

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During all the sessions, delegates, particularly those in situ, will be able to exchange with high-level stakeholders from *International Geneva* who have a crucial impact on FIATA Members' activity. Delegates from UNCTAD, WCO, UNECE, UNCITRAL, and representatives from IATA, IRU, to name a few, will participate in the HQ meeting.

Registration

Registration for attending delegates to the event is mandatory and the registration fee of CHF160 applies for online participation.

To start your registration for the event, click this [link](#). Then, click the "Register" green button at the top of the page, pick the *In-person* option. At this stage, note it is possible to register several delegates from the same FIATA Member, simply make sure to select the number of attending delegates in the scroll-down menu. Then, click "Checkout" to enter your details and finalise your registration. You will then enter every delegate's detail in the registration form.

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Technical Set-up

Zoom will be the conferencing system used for all sessions. Online delegates will be able to interact with on-site delegates, speakers and actively share their comments through the

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session Chair or moderator. More details on the technical aspects of the HQ meeting will be communicated to those registered as online delegates closer to the date.