



**Conference of the Parties to the  
WHO Framework Convention on Tobacco Control  
Eleventh session**

Geneva, Switzerland, 17–22 November 2025

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11 June 2025

FCTC/COP/11/DIV/2

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## **Practical Guide for Participants**

**Eleventh session of the Conference of the Parties to the  
WHO Framework Convention on Tobacco Control**

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## Dates and place

The Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control (WHO FCTC) will take place from 17 to 22 November 2025 at the International Conference Centre (CICG) in Geneva, Switzerland.

The first plenary meeting opens at 10:00 on Monday, 17 November 2025, and the session is expected to close no later than 13:00 on Saturday, 22 November 2025.

**Smoking and the use of electronic tobacco or nicotine delivery devices are not permitted in any indoor area, including in all areas allocated for the meetings, as well as meeting venues outside the CICG.**

Online registration is required to attend sessions of the Conference of the Parties (COP) to the WHO FCTC. Each delegate must register via the online registration system, and credentials must be uploaded to complete the registration process.

Parties are strongly encouraged to register by 31 October 2025 for COP11. Parties eligible for travel support must complete their registration by 15 July 2025.

Guidance and instructions for online registration are available on the WHO FCTC website.<sup>1</sup>

## Nomination of delegations

In accordance with decision [FCTC/COP8\(12\)](#), the Convention Secretariat respectfully reminds Parties to observe Article 5.3 of the WHO FCTC and to be mindful of the recommendations 4.9 and 8.3 of the [Guidelines for implementation of article 5.3 of the WHO FCTC](#) when designating their representatives to meetings of the COP.

Further, the COP requires Parties, when designating their representatives to the meetings of the COP, its subsidiary bodies or any other bodies established pursuant to decisions of the COP, to indicate, by any means or format of their preference (for example, in the accreditation document or in a separate letter), that they have observed Article 5.3 of the WHO FCTC and have been mindful of the recommendations 4.9 and 8.3 of the Guidelines.

In this regard, in accordance with the above-referenced decision, the Parties shall indicate the following:

When designating its representatives to the Eleventh session of the Conference of the Parties, [name of the Party] has observed Article 5.3 of the WHO FCTC and has been mindful of the recommendations 4.9 and 8.3 of the *Guidelines for implementation of Article 5.3 of the WHO FCTC*.

Further, Parties that currently host a WHO FCTC Knowledge Hub in their jurisdiction are invited to consider including representation from the Knowledge Hub in the Party delegation to COP11.

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<sup>1</sup> [Link](#) to guidance and instructions for online registration.

## Credentials

Credentials shall be issued by the Head of State or Government, the Minister of Foreign Affairs, the Minister of Health or any other competent government authority (in an official diplomatic note or letter prepared on official letterhead, and appropriately dated, signed and/or stamped). Alternates and advisers may accompany delegates. A template for the submission of credentials is available in the registration system, which delegates may use for their convenience.

Credentials must be addressed to the Convention Secretariat and include the following information for each participant: LAST NAME (in capital letters); first name; title; function; institution; city; and gender (unless indicated in the title). Additionally, the credentials should explicitly specify the head of the delegation, accredited representatives, alternate representatives and advisers in order of precedence.

In the case of a regional economic integration organization, credentials shall be issued by the competent authority of that organization and shall include the same information as required for delegations from States Parties.

If a Party wishes to modify the composition of its delegation, the same authority that issued the original credentials must submit the amended version. This may take the form either of supplemental credentials or new credentials indicating the revised composition of the full delegation.

## Youth engagement

The meaningful engagement of youth in international policy processes is vital to ensuring that the outcomes of global decision-making reflect the needs, perspectives and aspirations of future generations. Therefore, when designating their delegates to the COP, Parties are kindly encouraged to consider the principles outlined in the United Nations General Assembly resolution *Policies and programmes involving youth* ([A/RES/76/137](#)) welcoming the effective participation of youth representatives in national delegations to the General Assembly, the Economic and Social Council, its functional commissions and relevant United Nations conferences.

In this spirit, Parties are invited to actively promote youth participation in their delegations.<sup>2</sup>

## Conduct

Delegates are expected to abide by the standards of conduct of the World Health Organization (WHO) and to remain mindful that the requirements to prevent harassment and sexual misconduct, including sexual harassment, at WHO events apply. Kindly refer to the *Code of Conduct to Prevent Harassment, including Sexual Harassment, at WHO Events*<sup>3</sup> and the *WHO Policy on Preventing and Addressing Sexual Misconduct*.<sup>4</sup> Any related concerns should be raised

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<sup>2</sup> [Meaningful Youth Participation](#). Youth Affairs. United Nations (accessed 28 May 2025).

<sup>3</sup> See [Code of Conduct to prevent harassment, including sexual harassment, at WHO events](#) (accessed 26 June 2025).

<sup>4</sup> See [WHO Policy on Preventing and Addressing Sexual Misconduct](#) (accessed 26 June 2025).

through the WHO integrity hotline.<sup>5</sup> WHO has zero tolerance for any form of sexual misconduct and for inaction against it.

## Visa requirements

Attention is drawn to the strict provisions in force regarding entry into Switzerland: the Swiss authorities refuse entry to people who do not have the required entry visa. Since 12 December 2008, Switzerland has applied the Schengen Agreement regulations concerning visas.

As a result, participants requiring a visa to enter Switzerland must obtain a Schengen visa from the Swiss Embassy or Consulate General responsible for handling their visa application in their country of residence. In countries where there is no Swiss representation, the visa application may have to be lodged in another country where the competent representation is located.

Please note that Switzerland has also signed agreements with certain countries where it is not represented by a diplomatic or consular entity. Under certain conditions these agreements allow for the issuing of visas by a Schengen State in a country where Switzerland is not represented. It is therefore strongly recommended that all participants check directly with the Swiss Embassy or Consulate General whether such agreements apply in their case. Participants can find the nearest Swiss Embassy or Consulate General responsible for their place of residence by consulting <https://www.eda.admin.ch/eda/en/home/laender-reise-information.html>.

Delivery of a Schengen visa may take up to 20 days, so any visa application should be lodged well in advance of the expected date of travel. It is recommended that participants apply for a Schengen Type C visa, which entitles the holder to visit or transit through other Schengen States, including neighbouring France. Exceptional cases may arise when this type of visa does not allow entry to all Schengen States. Participants are therefore strongly advised to check their type of visa before travelling to, or transiting through, other Schengen States.

A visa support letter is a required document for your visa application. To receive your personalized letter, please ensure you select “Yes” in response to the question “Do you need a visa?” in the registration system (INDICO). Once your registration is validated, you will receive the self-generated visa support letter via email.

## Arrival in Geneva

### At the airport

Delegates, representatives or other participants travelling by air will arrive at Geneva airport (Cointrin) and those travelling by train at Geneva main station (Cornavin).

The airport is very close to the Geneva city centre. It is easily reachable by train or by bus using the united network of public transport Unireso. Only one ticket is required to travel by train, tram or bus in Geneva. A free transport card is offered to guests of Geneva hotels for the duration of their stay. It is valid for all forms of transport within Geneva. You can get this card at your hotel reception.

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<sup>5</sup> See [WHO integrity hotline](#).

By train: <https://www.sbb.ch/en>

Train is the easiest way to reach Geneva city centre. All trains departing from or going to Genève-Aéroport station stop in the city centre of Geneva at Geneva-Cornavin station (a seven-minute trip between the two stations, up to seven trains per hour during peak hour). The Airport railway station has direct access to the Airport Departure and Arrival levels.

By bus: <http://www.tpg.ch/>

Airport to Geneva city centre: Bus 5 (every 10 minutes); get off the bus at Gare Cornavin or Coutance.

Airport to Geneva city centre: Bus 10 (every 10 minutes); get off the bus at Gare Cornavin or Coutance. It takes 25 minutes.

Where is the train station and bus stop in the airport?

Terminal map at <http://www.gva.ch/en/Desktopdefault.aspx/tabid-60/>

By taxi: Taxis are available directly outside the airport and main station.

## To access the CICG

By bus: Line No. 5 runs from Thônex-Vallard to Aéroport (airport), passing through Cornavin (railway station) to rue de Vermont. Get off at the stop marked “Vermont” and cross the road. Rue de Varembe is the first turn on the left. Walk to the far end of the road to reach the main entrance of CICG. Also from Cornavin, you can take Bus 8 marked “OMS” and get off at the stop “UIT”.

By tram: Line No. 15 runs from Palettes to Nations, passing through Cornavin (railway station). After getting off at Nations, walk towards the UNHCR building and take the first right turn on rue de Varembe.

Tickets must be purchased before entering buses or trams. Individual tickets are available from vending machines at main bus stops. Electronic cards for multiple trips may be purchased from any newsagent in Geneva bearing the “TPG” sign, and at the main railway station (Cornavin).

In addition, delegates may obtain a “Geneva Transport Card” from the hotel at which they are staying, enabling them to use public transport free of charge during their visit. Further information about this card is available from the Geneva Tourism and Convention Bureau (accessible at <http://www.geneva.info/transport/card> or <https://www.geneve.com/en/already-here>).

By car: The Parking de la Place des Nations’ public car park, Rue de Varembe, 1202 Geneva, capacity 1069 parking spaces, is only a minute’s walk from CICG.

For more information, please visit the website (in French only): <https://www.geneve-parking.ch/fr/ou-stationner/place-des-nations>.

There are taxis in almost all the main squares in Geneva and sometimes outside the CICG. Taxis can be called by dialling the following numbers +41 22 320 2020, +41 22 320 2202 or +41 22 331 4133.

## Hotel reservations

There are no official hotels designated for the sessions. However, participants may wish to consider accommodation in one of the following areas commonly chosen by attendees of previous meetings: near the Cornavin central train station, in proximity to the CICG, or close to the airport. Each of these locations offers a variety of hotel options to suit different budgets and preferences.

Participants are responsible for making their own hotel reservations and are strongly encouraged to do so well in advance. Delegations may wish to request assistance from their permanent missions in Geneva, or, where applicable, their embassies or consulates in Bern, to facilitate the booking process.

All delegates, including those receiving funding, are responsible for covering the cost of their accommodation and for verifying the cancellation and modification policies of the selected hotel.

## Insurance

Participants should note that neither the Convention Secretariat nor the host country can be held liable for any claim resulting from death, injury, illness or other disability in connection with participation in COP11. Participants are responsible for making their own insurance arrangements, as necessary.

## Arrangements for Parties eligible for travel support

In accordance with the travel policy adopted by the COP, financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) and per diem for one delegate will be available to facilitate the participation of least-developed countries. Financial support consisting of an air ticket (least-expensive economy airfare by the most direct route) for one delegate will be available for low- and lower-middle-income country Parties.

The list of Parties eligible for travel support for COP11 is contained in the Annex.

**Travel arrangements will only be processed by the Convention Secretariat upon completion of registration.** To facilitate timely travel arrangements, Parties eligible for travel support as listed in the Annex are requested to register online by 15 July 2025, and to indicate on the credentials which delegate should receive financial support and to provide full contact details, including an email address and a phone number for the supported delegate. Due to the time required for visa approval (up to 20 days), Parties are encouraged to start their application as early as possible, if a visa is required. **The Convention Secretariat cannot finalize travel arrangements until a visa has been granted.**

Participants to whom per diem payments are made in advance of the session and whose participation is subsequently cancelled will be asked to refund the total amount received to the Convention Secretariat.

**Arrangements made or costs incurred by a Party or a participant following a change in an approved itinerary, which have not been agreed upon beforehand with the Convention Secretariat, will not be reimbursed.**

## Access badges

Participants will be able to collect their badges before the opening of the session at the Registration Desk located on the ground floor of the CICG.

For security and identification purposes, all participants are requested to wear their badges at all times, whether attending meetings or social functions.

The Registration Desk will be open as follows:

- Sunday, 16 November, from 14:00 until 17:00
- Monday, 17 November, to Friday, 21 November, from 08:00 to 18:00
- Saturday, 22 November, from 08:00 until the closure of the session of COP11.

**Please note that only those individuals whose registration has been approved will be issued a badge. Access to the CICG and to the meeting rooms will be restricted to participants wearing conference badges.**

## Documentation

Alongside the COP11 software application, the WHO FCTC website offers convenient electronic access to all relevant documents.

Participants can consult or download the Rules of Procedure for the COP and review documents from past sessions.

All meeting documentation is available at the following link:

<https://fctc.who.int/convention/conference-of-the-parties/sessions/eleventh-session-of-the-conference-of-the-parties>.

A secured and restricted online documentation portal will be available to delegates to access in-session documentation with a password communicated to Parties by the Convention Secretariat.

## Paperless meetings

Consistent with World Health Assembly practice and the approach used at the Tenth session of the COP (COP10) in Panama, COP11 will be entirely paperless. All documents will be posted online before the session and will not be printed on site; delegations should arrange their own printing if they require hard copies. The daily Journal and other in-session papers will also be available only in electronic form.

For exceptional printing needs, please email the Convention Secretariat at [copmoplogistics@who.int](mailto:copmoplogistics@who.int).

## The Journal

The daily Journal provides up-to-date schedules and concise summaries of COP discussions and outcomes. It will be available electronically on the WHO FCTC website and the COP11 app, with a preliminary edition published before the session opens.



## List of participants

A provisional list of participants for COP11 will be posted on the WHO FCTC website when the session opens. It will include all delegates whose valid credentials reached the Convention Secretariat by 12:00 (noon) on Sunday, 16 November 2025. Updated versions will be issued later.

If your delegation's details change, please amend them directly in the online registration system.

## Proposing a side event

Proposals to host a side event during COP11 shall be made by either a Party or an international intergovernmental organization (IGO) and/or nongovernmental organization (NGO) accredited as an observer to the COP. Proposals to host a side event may also be made by a WHO FCTC Knowledge Hub. The Convention Secretariat, in collaboration with the Bureau elected at COP10, will select from among the proposals submitted for side events and inform the organizers of the decision.

Proposals should be submitted to the Convention Secretariat by 15 July 2025 at the following email address: [copmoplogistics@who.int](mailto:copmoplogistics@who.int), using the appropriate application form.<sup>6</sup>

**The organization of any side event is the responsibility of the organizers and payment of any related extra costs must be settled before the events are finalized.**

## Applying for a booth at the Marketplace

The Marketplace is designed to foster engagement, encourage networking and strengthen international cooperation. It offers a platform for identifying, discussing and sharing key challenges, needs and potential solutions. Parties may use the space to highlight their progress in implementing the WHO FCTC, while observers can present their work and explore opportunities for collaboration with Parties in support of treaty implementation.

Organizers can apply for a booth free of charge, which comes with a table, chairs and access to electricity. Any additional requirements, such as extra equipment, specific furniture or supplies, need to be requested in advance. Organizers are fully responsible for planning and setting up their booth, and all associated extra costs must be paid in full before the space can be confirmed.

To express interest in having a booth, please contact the Convention Secretariat at [copmoplogistics@who.int](mailto:copmoplogistics@who.int) by **15 July 2025**. Requests will be treated on a first-come, first-served basis. Should organizers require additional equipment or services, a list of recommended suppliers may be obtained from the Convention Secretariat.

## Delegate consent to be photographed or filmed

Representatives of Parties, including their alternates and advisers, as well as any other participants in session of COP11, acknowledge that the Convention Secretariat and parties acting on behalf of the Convention Secretariat may take photographs during and/or record on video all or part of public and open meetings of the COP. By attending the COP, Party representatives and any other participants will be considered to have consented to being depicted in such photographs and video recordings, and to agree that only the Convention Secretariat may, at its sole discretion,

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<sup>6</sup> [Application form side events COP11 – MOP4](#) (accessed 13 May 2025).

reproduce and publicly disseminate any such photographs and/or any such video footage on its website and/or in other materials and through other outlets, and/or authorize third parties to do the same.

## **Recording of deliberations**

Delegates are reminded that making and disseminating recordings of deliberations of the COP is strictly prohibited. This measure is in place to protect the integrity of the proceedings and the confidentiality of discussions. Participants are kindly requested to respect this rule at all times.

## **Reservation of rooms for bilateral and private meetings**

There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regretfully, interpretation cannot be provided for such meetings. Requests will be treated on a first-come, first-served basis.

Requests for a meeting room should be sent to the Convention Secretariat as soon as possible – but no later than 24 hours prior to the meeting – to [copmoplogistics@who.int](mailto:copmoplogistics@who.int), stating the date and time of the meeting, duration of the meeting, number of participants and name of the organizer (Party or observer).

## **Preparatory regional meetings**

Regional preparatory meetings for COP11 will be organized in each of the six WHO regions. These meetings are scheduled to take place between late September and early November 2025, following the official release of the COP11 documentation. Further details, including dates and modalities for each regional meeting, will be communicated in due course by the respective WHO regional offices, in coordination with the Convention Secretariat, through official channels.

## **Informal consultations**

Parties may wish to organize informal consultations to discuss items included in the provisional agendas of COP11 ahead of the opening of the session. The Convention Secretariat will provide the necessary support for their organization, virtually or in person. As per past practice, these meetings will be arranged upon request and in English only. Details for each meeting will be communicated directly to Parties. Requests for the Convention Secretariat to organize an informal consultation should be submitted to [fctcgovernance@who.int](mailto:fctcgovernance@who.int).

## **Useful contacts at the Convention Secretariat**

- For information or requests related to registration, participation and logistics, please email: [copmoplogistics@who.int](mailto:copmoplogistics@who.int)
- For enquiries related to the procedural matters and the content of the session, please contact: [fctcgovernance@who.int](mailto:fctcgovernance@who.int)
- Website: <https://fctc.who.int/>

## Other on-site facilities

### Bank and currency withdrawal facilities

A branch of UBS bank is located across the road from the main entrance of the conference centre. The address is Chemin Louis-Dunant 17bis, Vermont-Nations, 1202 Genève. It is open between 09:00 and 17:30, Monday to Friday.

### Catering services

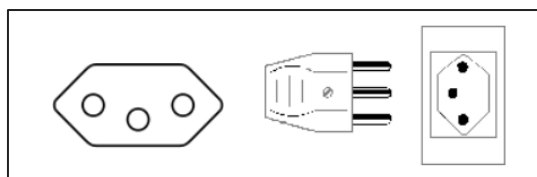
The restaurant La Ruche at the CICG is located on the first floor of the conference centre and seats up to 450 people. There is no possibility of reserving seats as it is a self-service restaurant. Daily opening hours are from 12:30 to 14:30.

Bar Le 6ème Continent on the ground floor serves hot and cold snacks. Opening hours: 07:00–19:00 daily.

A coffee machine and a smart fridge stocked with food and drinks (operating on a self-service basis) is available, allowing participants to access refreshments 24 hours a day.

### Electricity

Swiss plug-sockets supply the European standard voltage of 230 V AC – 50 Hz. Electric plugs have three cylindrical pins. Most plugs with two prongs can also be used. Adaptors may be needed.



### Facilities for disabled people

The venue for COP11 is wheelchair accessible. Elevators are available on every floor, conveniently located near the main entrance and registration area, to assist delegates with mobility needs. Restrooms for disabled people are also available on each floor.

### Lactation and well-being facility

The two well-being rooms (one female, one male) are available to all attendees requiring a private space to manage their health conditions or to nurse their infants. It is located on Level -1 at the CICG.

### Medical services

A nurse will be on duty throughout the session for simple treatment and injections, including injections of prescribed drugs upon presentation of a valid medical prescription, at the CICG infirmary situated on Level -1.

Delegates requiring urgent medical attention outside of the CICG are advised to call 144 for medical or ambulance services.

### **Useful contact in case of medical emergency**

- Hôpitaux Universitaires de Genève (public hospital open 24 hours a day, seven days a week)  
+41 22 372 3311  
Rue Gabrielle-Perret-Gentil 4, 1205 Geneva
- Hôpital de La Tour (open 24 hours a day, seven days a week)  
+41 22 719 6000  
Avenue Jacob-Daniel Maillard 3, 1217 Meyrin
- Centre Médical Archimed Nations (walk-in clinic with several areas of expertise)  
+41 22 734 0303  
La Voie-Creuse 16, 1202 Geneva
- Pharmacy: Pharma24 (open 24 hours a day, seven days a week)  
+41 22 808 0018  
Boulevard de la Cluse 38, 1205 Geneva

### **Meditation and prayer room**

The Meditation and prayer room is open to all participants seeking a space for reflection, prayer or meditation. It offers a peaceful environment reserved for quiet relaxation, where we ask that conversations, phone use and other potential disturbances be avoided. It is located on Level -1 at the CICG.

### **WIFI access**

Fast wireless network connection is available in all meeting spaces.

### **Weather and time**

Low temperatures can be expected in Geneva in November. Average temperatures usually remain between 2°C (35.6°F) and 8°C (46.4°F), with occasional rain. Standard time in Geneva is Central European Time (CET).

### **General safety and security**

Geneva can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and snatching of handbags or mobile phones do occur in the vicinity of, or within, train and bus stations, the airport and in public places.

Delegates are advised to take the following precautions when moving around the city:

- stay alert;
- watch your personal bags, luggage and briefcase;
- avoid walking alone at night;
- keep to well-lit areas;
- be aware of individuals posing as police;

- always ask for proper identification before surrendering your passport or complying with any requests;
- be particularly vigilant at the airport, train station and when checking into your hotel;
- never leave anything on car seats as doing so attracts the attention of thieves; and
- never leave valuables in a parked car.

**Geneva emergency telephone numbers**

- Police 117
- Ambulance service 144
- Fire 118
- Roadside assistance 140

Participants are kindly reminded to keep their personal belongings with them at all times during the meetings. While every effort is made to ensure a safe and secure environment, the Convention Secretariat cannot assume responsibility for any personal items that may be lost or left unattended in meeting rooms or public areas.

## Annex

### Parties eligible for travel support for COP11 (as of 15 May 2025)<sup>1</sup>

\*Least-developed countries (as of 19 December 2024)<sup>2</sup>

Angola*	Malawi*
Bangladesh*	Mali*
Benin*	Mauritania*
Bhutan	Micronesia (Federated States of)
Bolivia (Plurinational State of)	Mozambique*
Burkina Faso*	Myanmar*
Burundi*	Nepal*
Cabo Verde	Nicaragua
Cambodia*	Niger*
Cameroon	Nigeria
Central African Republic*	Pakistan
Chad*	Papua New Guinea
Comoros*	Philippines
Congo	Rwanda*
Côte d'Ivoire	Samoa
Democratic People's Republic of Korea	Sao Tome and Principe
Democratic Republic of the Congo*	Senegal*
Djibouti*	Sierra Leone*
Egypt	Solomon Islands*
Eswatini	Sri Lanka
Ethiopia*	Sudan*
Gambia, The*	Syrian Arab Republic
Ghana	Tajikistan
Guinea*	Timor-Leste*
Guinea-Bissau*	Togo*
Honduras	Tunisia
India	Tuvalu*
Jordan	Uganda*
Kenya	United Republic of Tanzania*
Kiribati*	Uzbekistan
Kyrgyzstan	Vanuatu
Lao People's democratic Republic*	Viet Nam
Lebanon	Yemen*
Lesotho*	Zambia*
Liberia*	Zimbabwe
Madagascar*	

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<sup>1</sup> List of countries by income group. [World Bank](#) (accessed 19 May 2025).

<sup>2</sup> List of Least-developed countries. [United Nations. Committee for Development Policy](#) (accessed 19 May 2025).