

2016 UNEG EvalWeek

**Additional Logistics Note**  
20 April 2016

The full version Logistics Note was shared earlier and can be download [here](#).

Contents

1. EvalWeek Activity Layout.....	2
2. Live webcast.....	3
3. WIPO access/Ground Pass .....	3
4. Documents .....	3
5. Display table.....	3
6. Side Events .....	4
7. Social Events.....	4
Tuesday, 26 April:.....	4
Wednesday, 27 April:.....	4
Thursday, 28 April: .....	5

1. **EvalWeek Activity Layout:** Please note that the EPE sessions scheduled in Room Uchtenhagen will be moved to another room due to WIPO official meeting requests. Updated information will be provided at the EPE opening in **Room A**.

Time slots for coffee and lunch breaks are approximate and subject to change.

	Monday 25 April	Tuesday 26 April	Wednesday 27 April	Thursday 28 April	Friday 29 April
	<b>EPE Room A</b>	<b>EPE Room A</b>	<b>AGM - open session NB 0.107</b>	<b>AGM - open session NB 0.107</b>	<b>AGM - closed session, one representative per agency NB 0.107</b>
8:30-9:00	Coffee 1				
9:00-9:45	<b>EPE Starts at 9:00</b>	<b>EPE Starts at 9:00</b>	<b>AGM Starts at 9:00</b>	<b>AGM Starts at 9:00</b>	<b>AGM Starts at 9:00</b>
9:45-10:30					
10:30-11:00	Coffee Break 2	EPE Group Photo Coffee Break 4 (10-10:30am)	Coffee Break 5	Coffee Break 7	Coffee Break 9
11:00-11:45					
11:45-12:30					
12:30-2:00	Lunch break	Lunch break	AGM Group Photo Lunch break	Midday Event: Results of 2015 Peer Reviews, NB 0.107 - 12:45 - 14:00	Lunch break
13:45-14:30	<b>EPE Resumes at 14:00</b>	<b>SEVAL/GEN Brownbag Event (Salon Apollon, next to Room A ) - brownbag lunch will be offered</b>	<b>AGM Resumes at 14:00</b>	<b>AGM Resumes at 14:00</b>	<b>AGM Resumes at 14:00</b>
14:30-15:15					
15:15-15:45	Coffee Break 3	High-level Event (15:15-17:15) Room A	Coffee Break 6	Coffee Break 8	Coffee Break 10
15:45-16:30					
16:30-17:15					
		Reception (17:15-18:45) AB Lobby	Social Event. Dinner at Restaurant Hôtel d'Angleterre 19:00-21:00	Concert (World IP Day), New Conference Hall - 18:00-21:00, a brief welcome drink will precede the concert	

## 2. WIPO access/Ground Pass

Please enter through the **WIPO Access Center** (34 chemin des Colombettes, Geneva, Switzerland) anytime between 8am-5pm during weekdays, where you will obtain a ground pass. The pass will be used for the week.

## 3. Live webcast

The **EPE Humanitarian** and **Evaluability of SDGs sessions** and the **High-level Event** (in Room A) will be live webcast and recorded. The live webcast can be viewed at:

EPE:

Day 1: <https://www.youtube.com/watch?v=8Ea047zGfE8>

Day 2: <https://www.youtube.com/watch?v=SrjbVQlikUw>

High-level Event: <https://www.youtube.com/watch?v=rYzoWMCRw0U> or <http://www.unevaluation.org/mediacenter/newscenter/newsdetail/117>

Other EPE sessions will not be recorded due to facility constraints.

## 4. Documents

The UNEG 2016 Evaluation Week will adopt a paperless approach. Participants will have access to all documents and statements on the [UNEG 2016 Evaluation Week](#) website, or

- 2016 Evaluation Practice Exchange - [http://www.unevaluation.org/2016\\_UNEG\\_EPE](http://www.unevaluation.org/2016_UNEG_EPE)
- 2016 High-level Event - [http://www.unevaluation.org/2016\\_UNEG\\_HLE](http://www.unevaluation.org/2016_UNEG_HLE)
- 2016 Annual General Meeting - [http://www.unevaluation.org/2016\\_UNEG\\_AGM](http://www.unevaluation.org/2016_UNEG_AGM)
- [2016 UNEG EvalWeek Logistics Note](#)

## 5. Display table

There will be display tables. If you would like to distribute materials or publications, you can bring them with you or send them to Lise using the following address:

Lise Schwob  
Division de la supervision interne - Internal Oversight Division  
34, Chemin des Colombettes -1211 Genève 20 – CH  
T + 41 (0)22 338 71 16

\* **Please mark “UNEG EvalWeek” on the package.**

## 6. Side Events

Some UNEG working groups may organize meetings during the EvalWeek and they will reach out to you directly.

In addition, there are **two side events**:

- 1) **A brownbag lunch event hosted by** Geneva Evaluation Network (GEN), Swiss Evaluation Society (SEVAL) and GREVAL (a newly formed group of francophone evaluation specialists in western Switzerland and the region) from **13:45 to 14:30 on Tuesday, 26 April** at Salon Apollon that is next to Room A.
- 2) SO1 Peer Review sub-group will organize **a midday event on Results of 2015 Peer Reviews from 12:45 to 14:30pm on Thursday, 28 April** in Room NB 0.107 where the AGM will take place.

## 7. Social Events

**Tuesday, 26 April:** A UNEG Reception will follow the High-level event from 17:15 to 18:45.

**Wednesday, 27 April:**

**Self-pay dinner:** Since we have 80 colleagues who signed up for the self-pay dinner, we have to change the restaurant venue to [Hôtel d'Angleterre](#) (Quai du Mont-Blanc 17, 1201 Geneva, Switzerland Telephone: 0041229065555) that can accommodate a large group of people. The cost will be **80 CHF/person** including 3-course menu (same for everyone) + 1 glass of wine + mineral water +1 coffee/tea. The price includes taxes and services. If you would like to have a vegetarian meal, please let us know at your earliest convenience (no later than Monday 25 April).

Since it is a large group of people, we need to make advanced payment on Monday, 25 April. If you will not be able to attend the dinner, please let us know as soon as possible (no later than Monday 25 April).

**On Monday 25 April, Lise will collect 80 CHF from you. An ATM is available at WIPO.**

**Chocolate factory visit:** We were informed that the chocolate factory outlet cannot accommodate a large number of people, therefore we will not be able to organize a group visit. But below you will find several chocolate shops that you may want to visit yourself.

**Läderach chocolatier Suisse**  
Address : Rue du Mont-Blanc  
30  
Inside Cornavin train station  
[website](#)

**Rohr Chocolat**  
Place du Molard 3  
In the city center  
[website](#)

**Auer Chocolatier**  
Rue de Rive, 4  
In the city center  
[website](#)

Thursday, 28 April: Concert on the occasion of the World Intellectual Property Day

UNEG colleagues who registered the EvalWeek are all invited and do not need to register the concert. Information is provided below.

**An American Symphony**

A Concert in Celebration of World Intellectual Property Day

Thursday, April 28, 2016, 6:00-9:00 PM

New Conference Hall, WIPO, 34, Chemin des Colombettes, Geneva, 1202

The United States Mission in Geneva, in collaboration with the World Intellectual Property Organization and the University of Geneva Orchestra, proudly presents 'An American Symphony', a unique concert in celebration of World Intellectual Property Day. The program will feature the 'Star Wars Suite' by John Williams, 'Rhapsody in Blue' by George Gershwin, 'Baal Shem' by Ernest Bloch and the 'Mississippi Suite' by Ferde Grofé.

A brief welcome drink will precede the concert.

Doors open at 6:00 PM. Free seating.