



Practical information

This sheet contains some of the key information you will need during your time at the International Bureau. It also lists certain changes compared to previous sessions. For further details, please consult the full versions, which are available on the UPU website at www.upu.int/en/the-upu/council-of-administration/key-documents.html and www.upu.int/en/the-upu/postal-operations-council/key-documents.html.

Access to the Wi-Fi network

Please use the following network to connect to the UPU Wi-Fi network:

- Aero

Physical distribution of documents

In order to reduce document print runs, the self-service areas on the gallery of the Heinrich von Stephan Hall and at the entrances to the main conference halls on meeting days have been eliminated.

Electronic access to meeting documents

Documents are available online at <https://documents.upu.int>.

To access them, please use the following login details:

- User name: access
- Password: access (all lower case)

Loan of tablets by the International Bureau

Delegates who have borrowed a tablet from the International Bureau are asked to return it on their final day at the Bureau. Any tablets not returned will be billed to the member country concerned.

Self-service computers

Computers are available in the library. For information concerning Internet access or the use of the self-service computers, delegates are asked to use the nearby phone to contact the Helpdesk (extension 333).

Security

Access to meeting rooms will only be possible with a photo ID badge. There will be security guards checking badges at the entrances to the conference centre and the main building.

Delegates will not have access to the building outside working hours, i.e. at weekends, and before 8.00 and after 18.00 (18.45 on days with meetings finishing at 18.00) on weekdays. It is essential that delegates leave the building by 18.00 (18.45), after which time the doors will be locked.

The only exceptions are in the case of meetings starting at 8.00 and evening receptions. Where there are meetings starting at 8.00, access to the building will be allowed from 7.45. If there is an evening reception, the doors will be locked at 21.30.

Security

When delegates arrive, reception will provide them with a badge holder containing a photo badge.

For security reasons, the photo badge must be worn in clear view on entering the building and throughout the UPU premises, at all times during the session.

Delegates must enter the building via the main entrance only. Delegates will not have access to the building outside working hours, i.e. at weekends, and before 8.00 and after 18.00 (18.45 on days with meetings finishing at 18.00) on weekdays. It is essential that delegates leave the building by 18.00 (18.45), after which time the doors will be locked.

The only exceptions are in the case of meetings starting at 8.00 and evening receptions. Where there are meetings starting at 8.00, access to the building will be allowed from 7.45. If there is an evening reception the doors will be locked at 21.30.

For security reasons, delegates are asked to:

- wear the photo badge in clear view throughout the UPU premises;
- not leave unattended bags, suitcases or other personal effects in corridors, entrance halls or meeting room foyers;
- inform the registration, reception or security services (extensions 230, 353 or 578) of any suspect bags, suitcases or other unattended parcels, and of the presence of persons without identification badges or behaving suspiciously.

Smoke-free building

The International Bureau building (including the conference block) is smoke-free. This means no smoking in offices, meeting rooms, lobbies, corridors, staircases, lifts, the car park and toilets. Smoking is authorized only on the roof terraces of the main building and conference block.

Pigeonholes

In principle, mail and invitations for delegates should be delivered by e-mail. On the rare occasion that such documents arrive in hard copy, delegates will be informed by e-mail and invited to collect them from the reception desk.

Personal effects

For obvious security and space reasons, the International Bureau does not provide a secure storage area for bags, suitcases and the like. Delegates needing such facilities on the day of their arrival to or departure from Berne are requested to use the services offered by their hotel or the railway station.

Delegations' bags and packing crates

Delegations' bags and packing crates are placed on the ground floor on arrival and departure. Materials are available for making up bags.

- After the session, each delegate is entitled to send a maximum of one document bag free of charge by PRIORITY mail. Labels for these bags can be obtained at reception. Additional bags may be sent on payment of postal charges.
- In order to avoid causing customs clearance problems on leaving Switzerland, or disrupting airmail procedures, the mailing of goods in document bags is not authorized. Bags containing goods will be returned to the International Bureau, where they will be destroyed.
- Delegates wishing to dispatch goods can do so by "Maxilette" or international parcel post, by paying the appropriate fee. Delegates should complete and sign a CN 22 green customs declaration label for "Maxilettes", and a consignment note for parcels.

Letter post

Communications facilities are granted to participants at meetings of the Council of Administration and the Postal Operations Council.

Swiss Post will not charge postage on priority items up to 20 grammes or non-priority items up to 500 grammes. Such items should bear the sender's address (name and delegation) and should be handed over to the reception desk.

Postage will, however, have to be paid on EMS items, priority items weighing more than 20 grammes, and non-priority items weighing over 500 grammes.

For EMS or other items requiring postage to be paid, delegates should contact the dispatch service (first floor counter).

Physical distribution of documents

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Telecommunications

There is one public telephone booth available to delegates on the ground floor, opposite reception. This telephone accepts Swiss coins only.

For the fax service, delegates should contact reception. This service must be paid for in cash.

Interpreters

To enable interpretation to be provided under the best possible conditions, delegates who have prepared speeches for delivery in the meetings are asked to give the text to the Secretariat beforehand.

Self-service computers

Self-service computers are available for delegates' use at any time of day, throughout the conference period. They work in a Windows 7 environment, with Word 2010, Excel 2010, PowerPoint 2010, Internet Explorer 9 and Acrobat Reader 10.

Seven computers are available in the library.

User interfaces are available in French and English:

- to work with an interface in French, click on the "FR" icon;
- to work with an interface in English, click on the "EN" icon.

Delegates are asked to log off properly before leaving their workstations.

- To close down a session in French, hit CTRL, ALT and DELETE and then click on "Fermer la session".
- To close down a session in English, hit CTRL, ALT and DELETE and then click on "Log off".

For any further information concerning the use of the self-service computers, delegates should contact the Helpdesk team (extension 333).

Self-service printers

One Wi-Fi printer will be made available in the library on the ground floor for printing from the self-service computers.

Access to the Wi-Fi network

Delegates who have Wi-Fi-enabled equipment may connect to the Internet via the International Bureau's wireless network.

There are Wi-Fi transmitters covering the following areas:

- a Ground floor: reception area, Montgomery Blair Hall and foyer, library, Thurn und Taxis Room, Antoine de Saint Exupéry Room, Philatelic Area.
- b Top floor of the conference hall wing: Abubakar Argungu Room.
- c First floor: Heinrich von Stephan Hall and foyer, Henri Péquet Room.
- d Fifth floor: reception area of the DDG's office.
- e Sixth floor: reception area of the DG's office, Rowland Hill Room.
- f Seventh floor: Beat Fischer Room, cafeteria, Arab Room.

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In addition, the work areas in the three conference halls (Montgomery Blair Hall, Heinrich von Stephan Hall and Abubakar Argungu Room) have electric sockets, enabling work to be done in the halls on laptop computers.

Delegates may obtain further information on using the International Bureau's Wi-Fi network by contacting the Helpdesk team on extension 333.

Access to meeting documents

Meeting documents are available at the following address: <https://documents.upu.int>.

This site has a new graphic interface providing simplified access to meeting documents, especially for delegates with mobile devices (tablets and smartphones).

To access the document site, please use the following login details:

- User name: access
- Password: access (all lower case)

Note that the password is case-sensitive and must be entered in lower case.

Delegates needing help accessing meeting documents should contact the International Bureau secretariat.

Tablets supplied by the International Bureau

Where requested upon registration, delegates are issued with a tablet to enable them to consult documents during meetings.

An information sheet with instructions for use is handed out with the tablets.

Delegates needing help accessing meeting documents should contact the meeting secretariat.

In case of technical problems, please contact the Helpdesk team (extension 333).

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