



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.

Access to the Wi-Fi network

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

Aero (no password required)

Electronic access to meeting documents

Documents are available online at documents.upu.int.

To access them, please log in with your UPU account.

Self-service computers

Computers are available in the library. For information concerning the use of the self-service computers or Internet access, 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 on weekdays. It is essential that delegates leave the building by 18.00, 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 on weekdays. It is essential that delegates leave the building by 18.00, 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 111, 353 or 126) of any suspect bags, suitcases or unattended packages, 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.

Mail/invitations

Mail or invitations for delegates will be distributed via e-mail.

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 in or departure from Berne are requested to use the services offered by their hotel or the railway station.

Delegations' bags and packing crates

Bags and packing crates sent by delegates from their home country to the International Bureau will be delivered to them by the IB mail service.

- After the session, each delegate is entitled to send a maximum of one document bag free of charge by priority mail. Please take any documents that you wish to send to the dispatch service counter on the first floor (office 110), which is open from 10.00 to 12.00 and 15.00 to 16.00.
- To avoid any customs clearance problems on leaving Switzerland, or disruption of 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 “maxi-letter” or international parcel post, by paying the appropriate fee. Delegates should complete and sign a CN 22 green customs declaration label for “maxi-letters”, and a consignment note for parcels.

Letter post

Communications facilities granted to participants in 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 go to the dispatch service counter on the first floor (office 110), which is open from 10.00 to 12.00 and 15.00 to 16.00.

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 environment, with office applications (Word, Excel, PowerPoint), Internet browser and Acrobat Reader.

Seven computers with an English-language interface are available in the library.

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

Self-service printers

A Wi-Fi printer is available in the library for printing from the library computers. No printing from delegates’ laptop computers is possible.

Access to the Wi-Fi network

Delegates with Wi-Fi-enabled equipment can connect to the Internet via the International Bureau’s wireless network.

There are Wi-Fi transmitters covering the conference areas and cafeteria.

Please connect to the Aero network (no password required).

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.

For further information on using the International Bureau’s Wi-Fi network, delegates can contact the Helpdesk team on extension 333.

Access to meeting documents

Meeting documents are available at documents.upu.int.

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

To access the document site, please log in with your UPU account.

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