

April 30, 2004

PLEASE NOTE: THIS INFORMATION IS ALSO BEING SENT TO E-MAIL ACCOUNTS AND IS BEING POSTED ON THE WEBSITE, <http://www.law.duke.edu/internat/gnva/>.

To: Participants in 2004 Duke-Geneva Institute in Transnational Law

Fr: Judy Horowitz, Associate Dean for International Studies
Jennifer Maher, Assistant Dean for International Studies

Re: Pre-departure Information (**PLEASE READ ALL PAGES CAREFULLY**)

WELCOME: We want to welcome you to the Duke-Geneva Institute in Transnational Law. We look forward to seeing you on July 4.

ARRIVAL: Please plan to arrive in Geneva on Sunday, July 4. Rooms will be available for check-in at about noon. Students arriving before Sunday should make their own housing arrangements unless they have already spoken to Tonya Jacobs about special circumstances. **Please complete and return the attached arrival and departure date form.**

ORIENTATION & REGISTRATION: Orientation and registration will be conducted on Sunday, July 4, at 6:00 p.m. at the **University of Geneva Law Faculty building ("Uni-Mail")**. If you know you will arrive after 6:00 p.m., kindly notify Tonya Jacobs (jacobs@law.duke.edu). A group will depart the Hotel Grand-Pré for the Law Faculty building at 5:15 or see directions on the attached sheet to go on your own. An informal reception will follow registration. There will be a welcome dinner on **Monday evening, July 5.**

COURSE MATERIALS: Materials, syllabi, and assignments will be distributed at registration. No special preparation is required before the program begins, although some courses may assign reading for the first day of class. This reading will be distributed at orientation. You should expect to enroll in courses indicated on your application unless you have been notified of a change. **ANY COURSE SELECTION CHANGES YOU WISH TO INITIATE SHOULD BE DIRECTED TO TONYA JACOBS IMMEDIATELY.** Insofar as possible, we will try to honor your request.

CLASSES: Classes begin on Monday morning, July 5. The first class will be at 8:45 a.m. The last class will ordinarily begin at 2:35 p.m. Classes will not be held on weekend days. Attendance is required at all classes. **Please see attached sheet for directions to the Law Faculty, where classes and afternoon seminars will take place.**

EXAMS AND DEPARTURE: Exams will be given on Sunday afternoon-Tuesday morning, August 1-3. **Students may not use computers for the final exams.** Try not to schedule your departure before 3:00 p.m. on Tuesday, August 3. It will be possible for students to stay an extra day or two at the Hotel Grand-Pré. Any extra days spent at the hotel at the end of the program must be paid (\$70) directly to the Institute and not to the hotel.

EXTRACURRICULAR ACTIVITIES: Students will be expected to participate in all scheduled **afternoon presentations.** Speakers from a variety of organizations will give talks, followed by an

informal social hour approximately three afternoons a week. The topics are interesting and the presentations are part of the credits for course work required by the American Bar Association. There will also be a guided tour of Geneva, visits to selected international organizations, and social events. At registration, you will receive a full schedule of activities and other information about Geneva.

WEEKENDS: Residential participants are, of course, free to leave the program site on weekend days. Participants leaving the Institute will be asked to provide their destination and a contact telephone number if possible. Some informal activities and excursions will generally be available for those who elect to stay in the Geneva area. Weekend activities may include trips to the Alps, Bern, or nearby spots such as Lausanne (the home of the Olympic Museum); Montreux for its July Jazz Festival; the Chateau de Chillon; and Mont Blanc. Bring appropriate clothing if you are interested in outdoor alpine activities such as whitewater rafting, climbing, or hiking. (Most outdoor gear can be rented on-site if you do not bring it with you). If you intend to travel outside of Switzerland (to Mount Blanc, for example), please be sure to check whether you will need a visa. (No visa is required for Americans to enter European countries.)

MEALS: For students residing at the Institute, breakfast will be provided at the hotel and a full lunch will be provided at the Law Faculty cafeteria on class days. Students will need to provide their own dinner (unless a dinner is arranged for all program participants such as the welcome and farewell dinners) and weekend (other than breakfast) meals.

PERSONAL SAFETY: Geneva is considered a safe city, and Switzerland is known for its cleanliness and orderliness. Nevertheless, as in any country, students should take safety precautions, such as traveling in groups late at night and keeping photocopies of passports and other important documents in a safe place. Useful information for students studying abroad can be found at the State Department's website, <http://www.travel.state.gov/studentinfo.html>.

PHONE: Long distance calls from hotels are extremely expensive. It is advisable to use a phone card. Phone cards can be purchased in Geneva at newspaper and cigarette stands ("Tabacs").

CREDIT CARDS AND CASHING OF CHECKS: In most instances, a well-known credit card can be used. Please do not plan to cash any checks in Switzerland. Any financial aid checks should be cashed **BEFORE** you leave your home country.

WEATHER: Average afternoon temperatures are in the 70s (Fahrenheit) . Some rain and cool evenings should be anticipated. You may want to bring a waterproof jacket or raincoat. Layers of clothes seem to work best. Dress at the program, in general, is informal. You may, however, want to bring nicer clothing for the welcome and farewell dinners.

LAUNDRY AND CLEANING: There are dry cleaners and laundry facilities in the area. The hotel will have an iron available. Rooms will be cleaned every day. Fresh bed linens, towels, and bath soap will be supplied every two days.

STUDENT I.D. CARDS: It may prove useful to purchase an International Student ID card. Cards can be obtained at most American universities or by writing to CIEE, CISS Dept., 205 E. 42nd St., New York, New York, 10017. ID cards are sometimes useful, for example, for reduced museum entry and for inter-country flight discounts.

PROGRAM SITE: Students and some faculty will reside at the **Hôtel Grand-Pré**. All classes will take place at the University of Geneva Law Faculty, about a 20 minute bus ride from the hotel. **In the unlikely**

event that any student creates a disturbance that interferes with other students' or guests' residence at the Institute, the student will receive a warning. If the disturbance continues or is repeated, the student will be asked to find alternative housing. No refunds will be given in such cases.

MAILING ADDRESS AND PHONE NUMBER: Please ask people wishing to send you mail at the program site to use the following address:

Hôtel Grand-Pré
35 rue du Grand-Pré
1202 Genève
Switzerland
Tel. 011-41-22-918-1111
Fax. 011-41-22-734-7691

DIRECTIONS FOR REACHING THE PROGRAM SITE: SEE ATTACHED SHEET. DO NOT FORGET TO TAKE THIS SHEET WITH YOU TO GENEVA IN CASE YOUR TAXI DRIVER DOES NOT SPEAK ENGLISH.

QUESTIONS BEFORE THE START OF THE PROGRAM: Call Tonya Jacobs at 919-613-7147 (or e-mail jacobs@law.duke.edu).

PHOTOGRAPHS: If you have not sent Tonya Jacobs a passport-size photograph, please do so right away. The Institute will use the photograph for a handbook to be distributed at orientation.

PAYMENTS: Unless you have made special arrangements, please pay all outstanding fees as soon as possible. **Students owing fees will not be allowed to attend classes.** Questions about bills should be addressed to Tonya Jacobs at the above number.

CANCELLATION: Should you find that you are unable to attend the program (or must arrive late), please notify us by phone or by fax (919-613-7158) at once.

OUTSTANDING FEES:

_____ Tuition fee
_____ Housing fee
_____ Registration fee
_____ TOTAL DUE

PLEASE RETURN THIS PAGE AS SOON AS YOUR PLANS ARE MADE AND SEND THE BALANCE OF YOUR PAYMENT IMMEDIATELY. THANK YOU.

Return to: Duke-Geneva Institute in Transnational Law
Duke University School of Law
Box 90375
Durham, NC 27708
USA

NAME:

DATE OF ARRIVAL: If you cannot arrive by 6:00 p.m. on Sunday, July 4, please give the details of your arrival.

DATE OF DEPARTURE:

_____ I intend to take final exams, and will depart on August 3, 2004.

_____ I intend to take final exams, but will be in Geneva a few extra days. I will, therefore, depart on _____.

_____ I do not intend to take final exams, and will depart on _____.

SUMMER ADDRESS: If your address has changed from that listed on the original application, please indicate an address (and date effective) at which you can be reached for any last-minute mailings that may be necessary.

Address change:

Effective date:

Telephone number:

Fax number and/or e-mail:

1. Hotel Grand-Pré fax and phone number:

+ 41/ (0)22 918 11 11 (tel.)

+ 41/ (0)22 734 76 91 (fax)

2. French instructions for taxi drivers:

(a) From airport to hotel:

Je voudrais aller à l'Hôtel Grand-Pré, s'il-vous-plaît, au 35 rue du Grand-Pré. L'hôtel se trouve juste avant la rue Antoine Carteret.

(b) From hotel to Law Faculty:

Je voudrais aller à Uni-Mail, s'il-vous-plaît, au 40 boulevard du Pont d'Arve. Le bâtiment se trouve juste au coin du boulevard Carl-Vogt et du boulevard du Pont d'Arve.

Note: except for exceptional cases, any taxi would know where the Hôtel Grand-Pré and the Law Faculty building (i.e., "Uni-Mail") are.

3. Bus instructions from hotel to Law Faculty:

When coming out of the hotel, turn left and walk up to the *Canonnière* bus stop (less than a block away).

Take bus **No. 8** in the direction of *Veyrier* (the front sign of the no. 8 bus may specify that it is going to *Veyrier-Douane* or to *Veyrier-Ecole*, but either one is fine). Get off at *Cornavin* (the railway station), which is only 2 stops away.

Once at *Cornavin*, you will need to change buses and get on **No. 4** in the direction of *Voirets* or *ZIPLO*. (The no. 4 bus stop is just a few meters to your left, when getting off the no. 8 bus).

Once on the no. 4 bus, the stop to get off is *Uni-Mail* (6 stops away) which leaves you just outside the main entrance to the Law Faculty. **For the orientation and registration, please enter the building from the side entrance off Boulevard Carl-Vogt.**

The total journey will last between 20 minutes minimum and 30 minutes maximum.