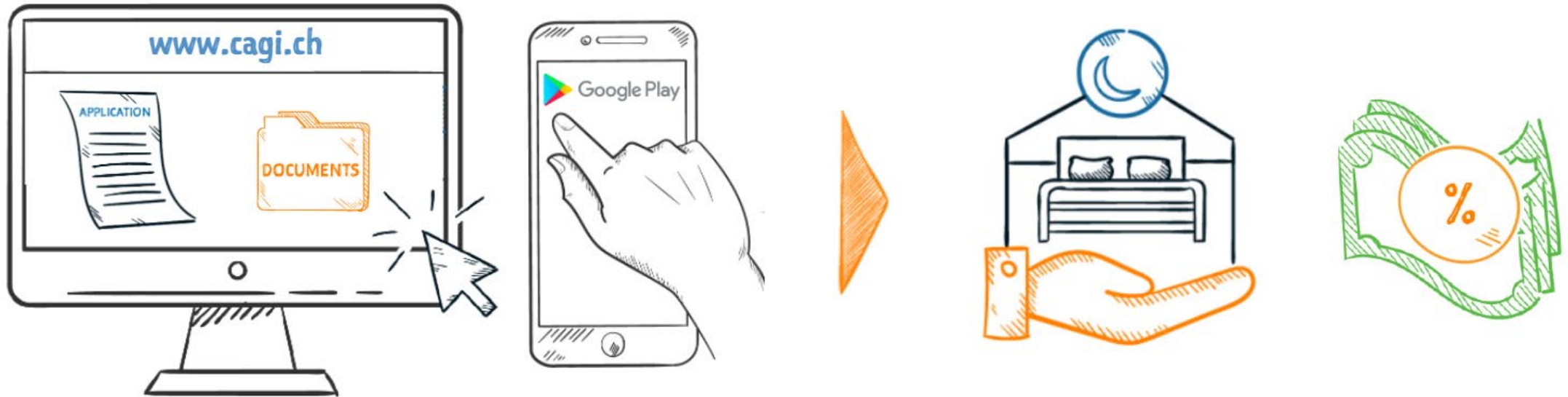


Visiting Delegates Welcome Service

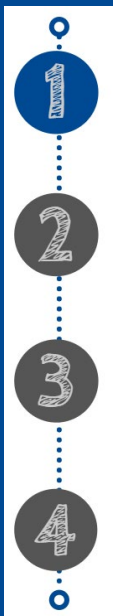
Accommodation request process & management







Request





Make a request

Web-App



Android App

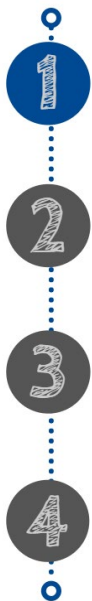


Google Play





Create an account



**Individual
Delegate**



**Group
Coordinator**




**Member
of a group**



Create an account



https://cagi.kalyss.com/ FR EN LOG IN

CAGI 
CENTRE D'ACCUEIL DE LA GENÈVE INTERNATIONALE
INTERNATIONAL GENEVA WELCOME CENTRE

Visiting delegates



Email

Password

[Forgotten your password?](#)

[Log In](#) [Create account](#)

[Contact us](#)
International Geneva Welcome Centre (CAGI)
Civil Society Service
+41 22 546 23 00 @delegates.cagi@etat.ge.ch

Supported by  Developed by 



Create an account



Registration

Title * **Default language ***

First name * **Family name ***

Nationality **Date of birth ***

Email * **Confirm email**

Phone **Mobile phone ***

Address * **Zipcode *** **City *** **Country ***

Passport

Passport No * **Country/territory *** **Date of expiration ***

Privacy

Password * **Confirm password ***

Verification code (sent by email) *



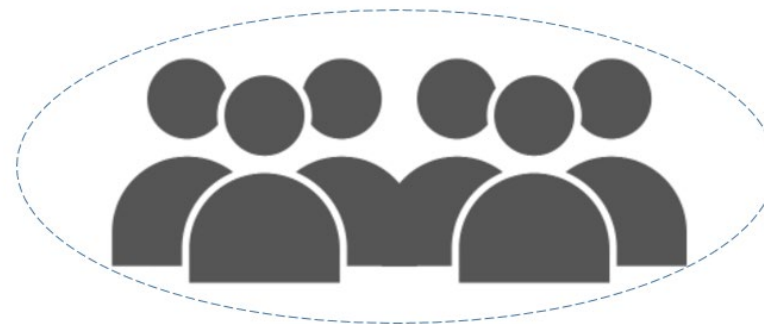
Requests for accommodation support

 Individual request



Delegate

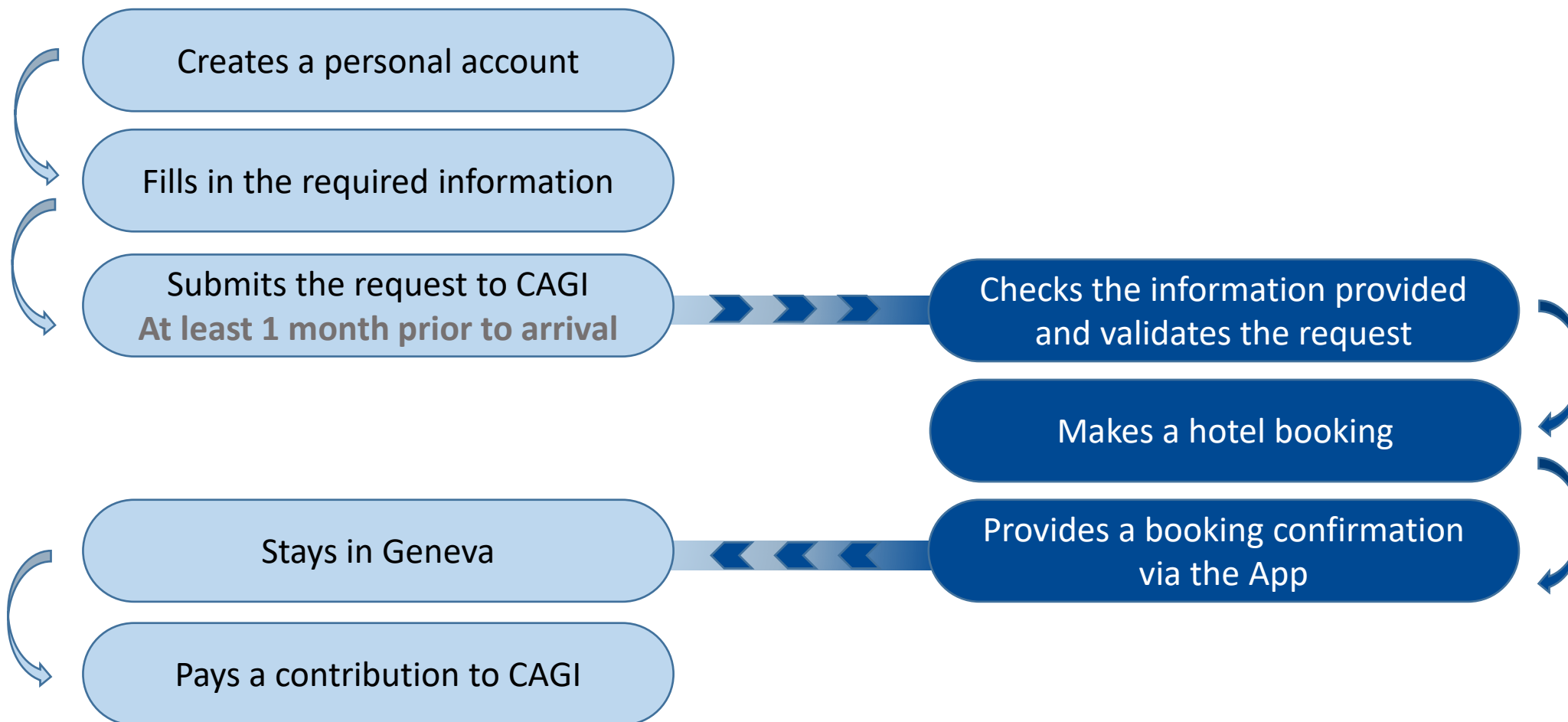
 Group request



Coordinator



Individual request





Required Information

Personal information

Organization

Conferences

Dates of stay

Visa

Funding

Documents

1

2

3

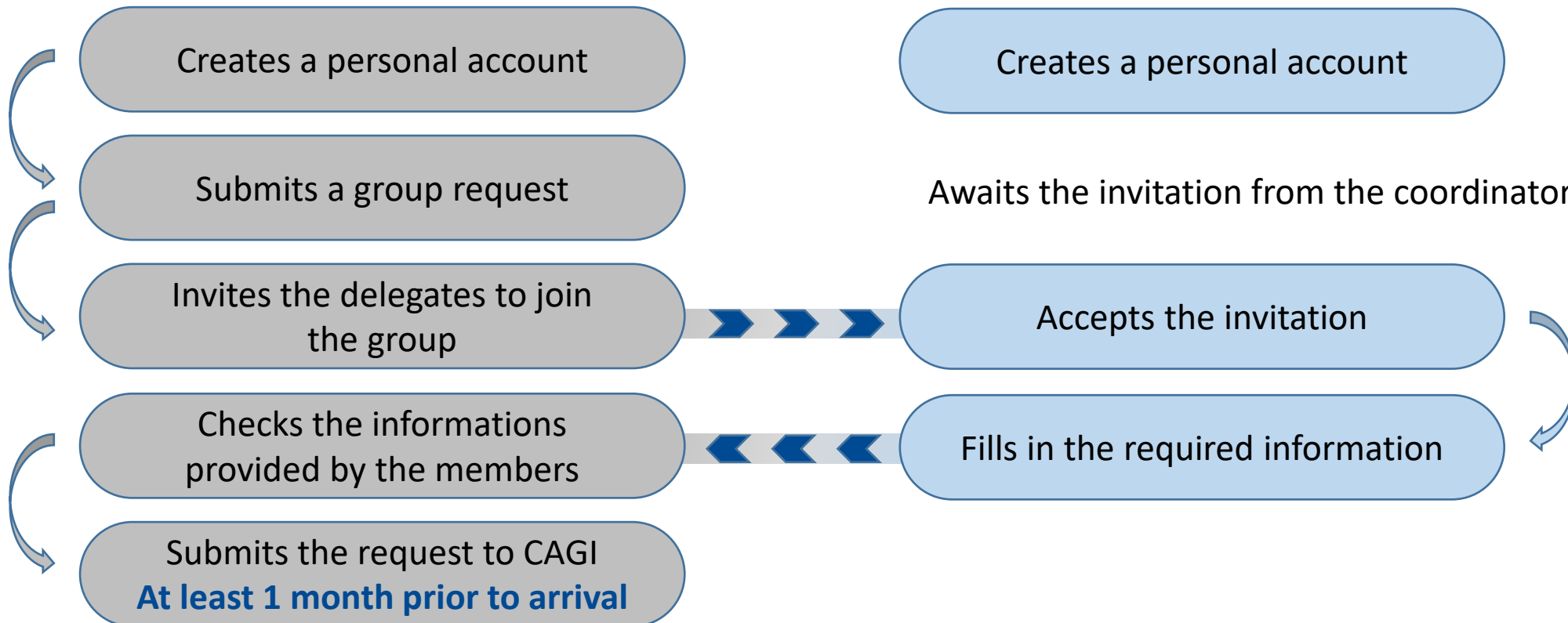
4



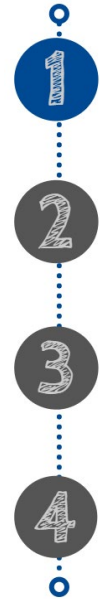
Group request



1
2
3
4



Group request



Checks the information provided
and validates the request

Makes a hotel booking

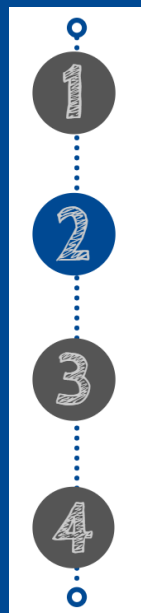
Provides a booking confirmation
via the App

Stays in Geneva

Pays a contribution to CAGI



Booking





Partner hotels



Partner hotels

<https://www.cagi.ch/en/practical-infos/partner-hotels/>

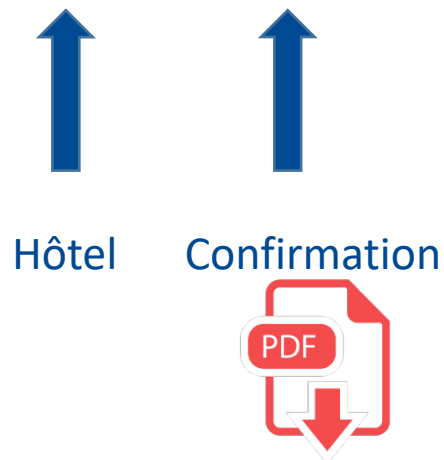




Booking confirmation

My requests

N°	Conference	Arrival date	Departure date	Hotel	Booking confirmation	Completion	Status
2022-0297	International Labour Conference	06/06/2022	10/06/2022	Centre International Reformé John Knox	 	Submitted on 20/05/2022	CONFIRMED



Geneva, 13/04/2022

BOOKING CONFIRMATION

Ms. herrero,

CAGI is pleased to confirm the booking as follows :

First name	carmen
Last name	herrero
Nationality	Afghanistan
Passport number	15214
Name of the conference	Sustainability Summit
Organisation represented	ghjg

Accommodation :

Check-in	21/04/2022
Check-out	26/04/2022
Contribution to be paid by Delegate to CAGI	Daily amount : 50 CHF (21/04/2022 to 23/04/2022) Total amount : 100.00 CHF
Accommodation	Centre International Reformé John Knox 27 Ch. De Crêts de Pregny - 1218 Grand-Saconnex - SWITZERLAND



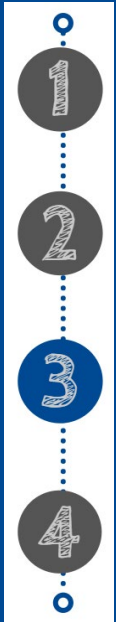
Booking conditions



Any modification of the dates of stay should be communicated at least 3 days prior to the planned arrival date.

In case of late cancellation or no-show at the hotel, a standard cancellation fee of will apply (120 CHF).

Stay



Stay



The delegate stays at the hotel and only checks in and out.

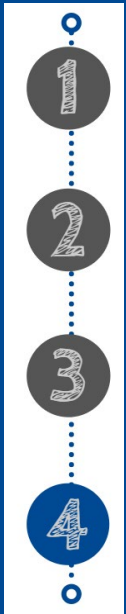
Included:

- Breakfast
- Wi-Fi
- Digital Geneva Transport Card for the duration of the stay





Contribution





Contribution

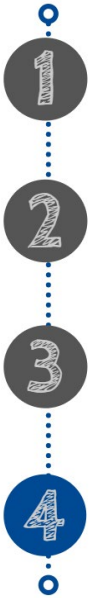
By the delegate to CAGI before check-out:

- Cash (CHF)
- Credit/debit card
- By credit card online (secured payment link sent upon request)

or

By an NGO registered with CAGI:

- Invoice sent on the day of check-out (payment at 30 days)



Other features

Keep your data

[Back](#)

[Delete request](#)

[Save](#)

[Submit](#)

Personal information

Organization

Conferences

Dates of stay

Visa

Funding

Documents

Personal information

Is it your first time in Geneva? *

Yes

No

Have you already benefited from CAGI's support? *

Yes

No

i Information linked to your profile cannot be modified on this screen. If your personal information is correct you can "Save and continue". If you need to make any changes to your personal data, please click on "My profile" in the top navigation bar to update your data.

Title *

Mr.

Ms.

Default language *

French

English

First name *

carmen

Family name *

herrero

Nationality

Afghanistan

Date of birth *

10/10/1950

Email *

carmen.herrero@etat.ge.ch

Phone

+ PHONE COUNTRY CODE - NUMBER

+41 XX XXX XX XX

Mobile phone *

+ PHONE COUNTRY CODE - NUMBER

+41 22 909 0022

Address *

rue

Zipcode *

1111

City *

rue

Country *

Afghanistan

Passport

Passport No *

15214

Country/territory *

Afghanistan

Date of expiration *

10/10/2026

Consult and download your documents



Documents ?







i Copy of the passport and invitation letter/accreditation are required to submit the request. You may upload the other documents at a later stage (7 days prior arrival in Geneva at the latest).

Please upload a copy of the documents required to analyze your request

Document type *

Documents type	Documents	
Flight plan	Flight plan	
Passport	Passport	

Documents to submit	
Passport/ID (.pdf/.jpg/.png) *	
Visa	
Invite *	
Flight plan	

Documents followed by an asterisk are mandatory for the submission of the application.

Communicate via messaging application




 We respond within 24 hours during office hours. 

Today

Dear CAGI, Please be informed that I have received my visa. I have uploaded the document on the application. Best regards, The delegate
16:05

Dear delegate, Thank you for your message. We have well received the document. We are pleased to confirm you your reservation. You can download the Booking Confirmation on you dashboard. Best regards, CAGI.
16:06



Contact information

La Pastorale, Maison de Maître
106 Route de Ferney
1202 Genève
Mo-Fr : 9 a.m. - 4:30 p.m.

+41 (0)22 546 23 00

delegates.cagi@etat.ge.ch



www.cagi.ch

@CagiGeneva

