



# Information for guests





## Dear guest

Welcome to the BIS! This booklet provides logistical information that you might find useful for your visit, whether you are coming for the first time or are a regular visitor. If you have any questions or requests, please feel free to contact your meeting organiser / visit coordinator or a member of Meeting Services. Meeting assistance desks are located on the first floor and ground floor of the BIS Tower.

We wish you a productive and enjoyable visit!

Meeting Services  
Bank for International Settlements

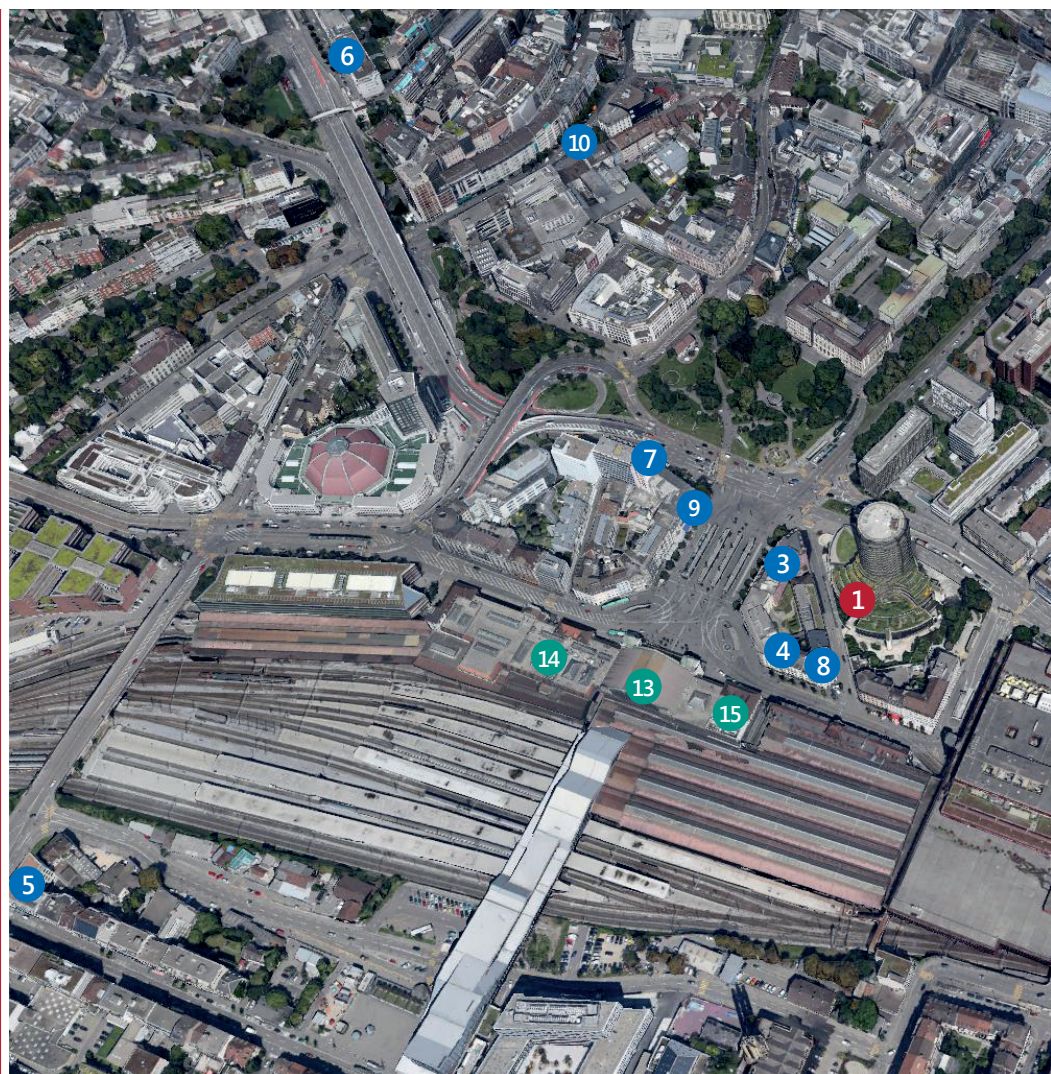


## Visa requirements for entering Switzerland

Information on visa requirements for entering Switzerland can be found on the website of the Swiss Federal Office for Migration ([www.bfm.admin.ch](http://www.bfm.admin.ch)). As the time needed for a visa request varies from case to case, visitors are strongly recommended to take the necessary steps well in advance (at least 15 days before the intended visit), so that the visa can be issued in the time required. Applications are generally processed within 10–15 days. If you need a visa support letter from the BIS as part of your visa application, please let us know as soon as possible.

For visa information, please contact BIS Meeting Services ([meeting.services@bis.org](mailto:meeting.services@bis.org)).





## BIS

- 1 Tower building
- 2 Botta building

## Hotels

- 3 Schweizerhof
- 4 Victoria
- 5 IBIS
- 6 Steinenschanze
- 7 Metropol
- 8 Gaia





- 9 Euler
- 10 Radisson
- 11 Novotel
- 12 Ibis Budget

**Transport**

- 13 Basel Swiss train station
- 14 Bus 50 to EuroAirport
- 15 Taxi

Meeting participants are expected to take care of their own transportation from and to Basel main railway station (Basel SBB) and regional airports (Zurich Airport and EuroAirport Basel Mulhouse Freiburg), unless transportation services have been offered in the registration form and the participant has provided the necessary arrival and departure information.



## Transportation



### Arriving/leaving by train

Trains from major European cities arrive at Basel SBB, which is situated on Centralbahnplatz, about two minutes' walk from the BIS.

Eurocity trains from Germany arrive first at Basel Badischer Bahnhof (Basel Bad Bf) before continuing to Basel SBB. Stay on the train until Basel SBB.



### From and to Zurich Airport

The best public transport option from Zurich Airport to Basel is the train. A Swiss Federal Railways (SBB) station is located beneath the airport. There is one direct train to Basel SBB every hour. The journey takes about 75 minutes.

All other connections to Basel SBB are via Zurich main railway station (Zurich HB). In the airport, ticket machines are located in arrival halls 1 and 2, just above the station, and they accept most credit cards. Tickets can also be purchased on your mobile phone through the SBB app. The cost of a second class ticket is approximately CHF 40. Train schedules can be checked at [www.sbb.ch/en](http://www.sbb.ch/en).



### From and to EuroAirport Basel Mulhouse Freiburg

As its name suggests, EuroAirport Basel Mulhouse Freiburg is shared between cities in Switzerland, France and Germany. After claiming your luggage, please make sure to leave the arrival area through the exit marked "Switzerland" (right-hand side) not "France" (left-hand side). Bus 50 leaves for the Basel city centre approximately every seven to 15 minutes

(last bus at around midnight). There is a ticket machine at the bus stop and the cost of a ticket is approximately CHF 5. Most ticket machines accept Maestro (EC) cards and euros (EUR), but not credit cards. The bus ride takes about 20 minutes, and the final stop is Bahnhof SBB on Centralbahnplatz, close to the BIS.

A taxi ride from the airport to Centralbahnplatz/the BIS costs approximately CHF 50 (more at weekends or in the evening).

## Hotel accommodation



There are several hotels located within 5-10 minutes' walk of the BIS (see Location map). Unless otherwise agreed, you are responsible for settling your hotel bill. All hotels accept major credit cards.

## Public transport in and around Basel



Guests in local hotels receive a Mobility Ticket upon check-in, allowing them free use of the Basel public transport network for the duration of their stay. Tram lines 1, 2, 8, 10 and 11 all pass through Centralbahnplatz. Please note that pedestrians must give way to trams in all cases.

## Taxis



Taxi ranks are located in front of Basel SBB on Centralbahnplatz and in front of the Coop supermarket next to McDonald's, directly opposite the station. Fares are subject to change, but a five-minute ride is likely to cost at least CHF 20, and a 15-minute ride to the airport costs about CHF 50. Taxis accept CHF, EUR and major credit cards.



## Security badges

Please collect your security badge inside the main entrance on the ground floor. The badge provides access to the BIS for the duration of your meeting, and we ask that you wear it at all times. You will need either your passport or national photo identity card as proof of identity. Please allow about 15 minutes to clear the security process. At the end of the event, the badge should be returned to Reception after you have exited the security gate.

## Location of meetings

Most meetings take place at the BIS Tower (Centralbahnplatz 2), but some meetings take place in the Botta building (Aeschenplatz 1), at the corner of Aeschengraben and St Jakobs-Strasse. Meeting rooms A–E are located on the first floor of the Tower (accessible by the main lifts and by the spiral staircase) and meeting rooms N–T are located on the ground floor. There is a meeting assistance desk on each floor.

## Dress code

Except if otherwise indicated, the dress code for meetings is standard business attire.

## Power sockets in meeting rooms

Power sockets are located in the table in front of each seat in meeting rooms B–E. Please let us know if you would like an adapter or extension cable.

## No photography or recording

Please do not take photographs in the meeting rooms or record the proceedings of the meeting without the permission of the chairman of the meeting. If you wish to take a photograph or make a recording elsewhere, please contact the meeting assistance desk.

## Shareholder central bank offices

The offices of BIS shareholder central banks are situated on the 12th–16th floors of the Tower. Each office is equipped with an ADSL line. There are two coloured buttons on each desk. The red button means “do not disturb” and the yellow button means that you have a request or would like assistance.





## Services



### Wi-Fi/WLAN

Free Wi-Fi is available through the VisitorNet network, and the password is valid for one week. Cards with the current password are available at the meeting assistance desk and at reception on the ground floor.



### Adapters and chargers for mobile devices

We have spare adapters and chargers for iPads, iPods, BlackBerrys and other mobile devices.



### Business centres

Computers with free internet access and printers are located on the first floor of the Tower next to Room E and on the ground floor between rooms P and Q.



### Printing documents

Printers are available at the business centres located on the first and ground floors of the Tower (see above) and in most of the shareholder central bank offices. The Bank also offers an ePrint service for printing e-mails and attachments directly from mobile devices; printers are located on the ground floor, first floor and on some of the floors where BIS shareholder central bank offices are located. Please note that this service uses an external HP print server, so information security cannot be guaranteed. Instructions for using the service are available at the meeting assistance desk.



### Luggage storage and coat racks

Cloakrooms for coats and luggage are located behind the meeting assistance desk on the first floor of the Tower and at the entrance to meeting rooms N-T on the ground floor.

## Emergencies

For emergency support, dial **18** on any internal phone. Please remain calm and follow the instructions of BIS staff.

**Lost property:** Please enquire at one of the meeting assistance desks.



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## Local services

- 1 Cash machines**  
A UBS machine is at Centralbahnplatz 6, and a Basler Kantonalbank machine at the railway station directly opposite. There is a PostFinance cash machine in the main hall of the railway station.
- 2 Local supermarkets**  
There is a Coop supermarket next to McDonald's opposite the railway station and a Migros supermarket on the ground floor of the station. Both are open every day from 7 am to 10 pm.
- 3 Hairdresser**  
Claus & Carla is located at Centralbahnplatz 12, and Ludi Coiffure is located in the railway station. Both are open every day.
- 4 Pharmacy (Apotheke)**  
There is a pharmacy on Centralbahnplatz (next to the hairdresser) and another on the ground floor of the railway station. The pharmacy in the railway station is open every day from 7 am to 10 pm.
- 5 Medical centre**  
A medical centre (mediX toujours) is located at Centralbahnstrasse 3 – corner of Centralbahnstrasse and Elisabethenanlage/ Markthallenbrücke ([www.medix-toujours.ch](http://www.medix-toujours.ch) – tel 061 500 11 00). The centre is open every day from 7 am to 10 pm. No appointment is necessary.
- 6 Dentist**  
A dental practice is located on the ground floor of the railway station (tel 061 227 70 70). Opening hours are Monday–Saturday 7 am–10 pm and Sunday 10 am–4 pm.



Photo: Klaus Brodhage

## Information about Basel

The Basel Tourism website ([www.basel.com](http://www.basel.com)) provides useful information about Basel, including information on accommodation, restaurants, museums and local attractions. A branch of the Basel Tourist Office is located at the SBB railway station on Centralbahnplatz (tel 061 268 68 68). Opening hours are Monday–Friday 9 am to 6.30 pm, Saturday 9 am–5 pm and Sunday/holidays 10 am–3 pm.

## Apps



**City Guide Basel** – this handy offline city guide provides you with the most useful information about Basel.



**SBB Mobile** – your Swiss railways timetable and ticket counter for wherever you happen to be.



**Basel & Regio** – provides schedule information for Basel public transportation.



## Contact information

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Botta building