FOIA Number: 2018-0764-F

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member:

Subseries:

OA/ID Number: 21073

FolderID:

Folder Title:
6/26/1998 - 7/4/1998 Geneva / UNAIDS [United Nations Programme on HIV/AIDS]

Stack:	Row:	Section:	Shelf:	Position:
S	67	1	1	2

Withdrawal/Redaction Sheet
Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. form	re: Travel voucher [Personally Identifiable Information] [partial] (1 page)	05/19/1998	b(6)
002. invoice	re: Hotel Intercontinental Geneve (Personal credit card and charges) (3 pages)	04/07/1998	b(6)
003. form	re: Travel authorization [Personally Identifiable Information] [partial] (2 copies) (2 pages)	05/19/1998	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office

OA/Box Number: 21073

FOLDER TITLE:

6/26/1998 - 7/4/1998 Geneva / UNAIDS [United Nations Programme on HIV/AIDS]

2018-0764-F
jm2182

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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National AIDS Policy Office

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TRAVEL VOUCHER

(Read Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE
OPD

2. TYPE OF TRAVEL
☒ TEMPORARY DUTY
☐ PERMANENT CHANGE OF STATION

3. VOUCHER NO. TA002751

4. SCHEDULE NO.

5. a. NAME *(Last, first, middle initial)*
THURMAN, SANDRA L.

[001]

b. SOCIAL SECURITY NO.
(b)(6)

c. MAILING ADDRESS *(Include ZIP Code)*
OEOB, ROOM 145
MGT&ADMIN
WASHINGTON, DC 20502

d. OFFICE TELEPHONE NO.
632-1090

6. PERIOD OF TRAVEL
a. FROM 06/26/98
b. TO 07/04/98

7. TRAVEL AUTHORIZATION
a. NUMBER(S) TA002751
b. DATE(S) 05/19/98

e. PRESENT DUTY STATION
WASHINGTON, DC

f. RESIDENCE *(City and State)*
Washington, DC

10. CHECK NO.

8. TRAVEL ADVANCE

a. Outstanding	0.00
b. Amount to be applied	0.00
c. Amount due Government *(Attached* ☐ *Check* ☐ *Cash)*	
D. Balance outstanding	

9. CASH PAYMENT RECEIPT
a. DATE RECEIVED
b. AMOUNT RECEIVED $
c. PAYEE'S SIGNATURE

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH *(List by number below and attach passenger coupon; if cash is used show claim on reverse side)*

I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials*

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
1163902594	966.50			06/11/98	IAD-Washingt	GVA-Geneva S

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ DATE

AMOUNT CLAIMED ▶ 1,058.65

NOTE: *Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).*

14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
a. VOUCHER NO.
b. D.O. SYMBOL
c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ DATE

17. FOR FINANCE OFFICE USE ONLY COMPUTATION

a. DIFFERENCES, IF ANY *(Explain and show amount)* $

b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's Initials: $

c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol):* 0.00

d. NET TO TRAVELER ▶ $ 1,058.65

18. ACCOUNTING CLASSIFICATION

SCHEDULE
OF
EXPENSES
AND
AMOUNTS
CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel — *Col. (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost.
(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
(i) Complete for per diem and actual expense travel.
(j) Show total subsistence expense incurred for actual expense travel.
(m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

TRAVELER'S [name]
THURMAN

DATE 98 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses) (c)	BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 0.000 NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
/26	6:10P	D-:Washington Dulles											
/26		:			Air fare								
/26		Subsistence				82.50			82.50			82.50	
/26		Authorized Business Calls											29.90
/27	10:35A	A-:GENEVA,SUI				110.00			110.00			110.00	
/28		Subsistence				110.00			110.00			110.00	
/29		Subsistence				110.00			110.00			110.00	
/30		Subsistence				110.00			110.00			110.00	
/01		Subsistence				135.00			135.00			135.00	
/02		Subsistence				135.00			135.00			135.00	
/03		Subsistence				135.00			135.00			135.00	
/04	10:05A	D-:GENEVA,SUI											
/04	3:19P	A:Washington Dulles											
/04		Subsistence				101.25			101.25			101.25	
									SUBTOTALS		0.00	1028.75	29.90
									TOTALS		0.00	1028.75	29.90

...dditional space is required, continue on another 1012-A BACK, leaving the front blank.

...ompliance with the Privacy Act of 1974, the following information is pro...d: Solicitation of the information on this form is authorized by 5 U.S.C. ...57 as implemented by the Federal Travel Regulations (FPMR 101 7), 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of ...mber 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose ...e requested information is to determine payment or reimbursement to ...le individuals for allowable travel and/or relocation expenses incurred ...r appropriate administrative authorization and to record and maintain ...of such reimbursements to the Government. The information will be ...by officers and employees who have a need for the information in the ...rmance of their official duties. The information may be disclosed to ...opriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ 1,058.65

AMERICAN EXPRESS Travel Management Services

INVOICE / ITINERARY

American Express
Travel Related Services Compan
White House Travel Office
Old Executive Office Building, Room
Washington, D.C. 20500-0001
Telephone: 202 456-2250
Fax: 202 456-6670
After Hours Emergency: 800 847-0242
Your code number is KC52

SALES PERSON: 47 ITINERARY/INVOICE NO. 0033239 DATE: 11 JUN 98
CUSTOMER NBR: 1695000023 SRIKGX PAGE: 01

TO: WHITE HOUSE TRAVEL
1600 PENNSYLVANIA AVE
WASH DC 20500

FOR: THURMAN/SANDRA REF: KC5SXDTA002751

26 JUN 98 - FRIDAY
AIR DELTA AIR LINES INC FLT:2772 COACH DINNER
WASHINGTON DULLES-ZURICH OPERATED BY AUSTRIAN AIRLINES
LV WASHINGTON DULLES 610P EQP: AIRBUS A310
08HR 15MIN

27 JUN 98 - SATURDAY
AR ZURICH 825A NON-STOP
ARRIVE: TERMINAL A OA PNR: YGGCJH
THURMAN/SANDRA SEAT-16D
AIR DELTA AIR LINES INC FLT:2686 COACH
ZURICH-GENEVA OPERATED BY SWISSAIR
LV ZURICH 950A EQP: AIRBUS A320
DEPART: TERMINAL A 45MIN
AR GENEVA 1035A NON-STOP
ARRIVE: MAIN TERMINAL OA PNR: YGGCJH
THURMAN/SANDRA SEAT-23C

04 JUL 98 - SATURDAY
AIR DELTA AIR LINES INC FLT:2995 COACH
GENEVA-ZURICH OPERATED BY SWISSAIR
LV GENEVA 1005A EQP: AIRBUS A320
DEPART: MAIN TERMINAL 50MIN
AR ZURICH 1055A NON-STOP
ARRIVE: TERMINAL A OA PNR: YGGCJH
THURMAN/SANDRA SEAT-29D
AIR DELTA AIR LINES INC FLT:2775 COACH LUNCH
ZURICH-WASHINGTON DULLES OPERATED BY AUSTRIAN AIRLINES
LV ZURICH 1205P EQP: AIRBUS A310
DEPART: TERMINAL A 09HR 14MIN
AR WASHINGTON DULLES 319P NON-STOP
OA PNR: YGGCJH
THURMAN/SANDRA SEAT-16G

CONTINUED ON PAGE 2

DOCUMENT IS HEAT SENSITIVE –
Do not expose to prolonged periods of excessive heat or light

98 3426 4999
PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT
NOT TRANSFERABLE

KC5SXDTA002751

PASSENGER RECEIPT SITI

ARC

ISSUED BY
DELTA AIR LINES INC XXXXX
NAME OF ISSUING AGENT
AMERICAN EXPRESS WASHINGTON
NAME OF PASSENGER
THURMAN/SANDRA

TOUR CODE
AGENT CODE A0991 0935
PLACE OF ISSUE DC US 11JUN98
PNR/CARRIER CODE SRIKGX/AA
FARE BASIS/TICKET DESIGNATOR YCA
6 0011/

NOT VALID FOR THIS IS YOUR RECEIPT
**TRANSPORTATION*

ENDORSEMENTS/RESTRICTIONS
ISSUING AGENT ID X/ KC52*47

FP AX378391361201004*1299/ 354515 /FCWAS DL X/E/Z
RH DL GVA M458.00 DL X/E/ZRH DL WAS M458.00YCA NUC9
16.00END ROE1.00XT6.00XY2.00XA10.50CH3.00XFIAD3

FARE XT 21.50
USD 916.00
TAX US 24.00
TAX YC 5.00
TOTAL USD 966.50

EQUIV. FARE PD.
STOCK CONTROL NO. TX 889 44749437014
ALLOW PCS WT UNCKD ***********
CPN DOCUMENT NUMBER CK
0 006 1163902594 4

COPYRIGHT © AIRLINES REPORTING CORP. 1997

1695000023 0033239 A47
XXXXXXXXXXX
NAME OF PASSENGER
THURMAN/SANDRA
FROM IAD
XZRH DL2772 Y 26JUNYCA
OGVA DL2686 Y 27JUNYCA
XZRH DL2995 Y 04JULYCA
IAD DL2775 Y 04JULYCA
CARRIER FLIGHT CLASS DATE TIME
GATE SEAT SMOKE
PCS WT UNCKD BAGGAGE ID NUMBER
NOT VALID FOR TRAVEL
0 006 1163902594 4
AA09910935

Withdrawal/Redaction Marker
Clinton Library

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National AIDS Policy Office

OA/Box Number: 21073

FOLDER TITLE:

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2018-0764-F
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IAL TRAVEL AUTHORIZATION

(Privacy Act Statement on back)

TA002751 | 05/19/98

3. TYPE OF TRAVEL

- [X] Official
- [ ] Relocation
- [ ] Mixed
- [ ] Political
- [ ] Invitational *(Non EOP Employees Only)*
- [ ] Amendment *(Show items amended)*
- [ ] Funded by Non-Federal Sources

4. TRAVEL**ER** *(First name, middle initial, last name)*

ANDRA L. THURMAN

5. TITLE OF TRAVELER	6. SOCIAL SECURITY NUMBER	7. AGENCY	8. DIVISION
IRECTOR, AIDS POLICY	(b)(6) [003]	736 Jackson Plac	OPD

9. OFFICE PHONE	10. OFFICIAL DUTY STATION	11.
32-1090	WASHINGTON, DC	[X] Per Diem [ ] Actual Subsistence *(unusual circumstances)** *Rate(s):*

12. TRAVEL INFORMATION

PURPOSE: Participating in the 12th World AIDS Conference.

DATE(S): Travel Begin On 6/26/1998 Travel End On 7/4/1998

ITINERARY: *(Point of Origin/Place(s) of Official Visitation/Point of Return)*

From: Washington Dulles To: GENEVA,SUI 132/116

To:

To:

To:

To:

To:

Return to: Washington Dulles

13. MODE OF TRAVEL

- [X] Commercial Air
- [ ] Private Vehicle 0.000 Mileage Rate
- [ ] Rail
- [ ] Military Air
- [ ] Government Owned Vehicle
- [X] Other *(specify)*

14. SPECIAL EXPENSE AUTHORIZED

- [ ] Registration Fees *(meeting, training, etc.)*
- [ ] Commercial Rental Car
- [ ] Excess Baggage not to exceed
- [ ] Other *(Please identify)*

15. ESTIMATED COST	AMOUNT
Per Diem/Lodging	$ 0.00
Per Diem/M&IE 116 x 7 DAYS	812.00
Transportation	966.50
Rental Car	0.00
Miscellaneous	0.00
TOTAL	$ 1,778.50
16. ADVANCE REQUESTED *(meals and miscellaneous expenses only)*	$ 0.00

17. * SPECIAL PROVISIONS/REMARKS *(Justification for first class/business/extra fare travel, annual leave enroute, actual subsistence, etc.)*

The Office of AIDS Research at the National Institutes of Health will be c overing registration and lodging costs for the length of the Conference. Contact: Linda Jackson (301) 402-3358.

18. ACCOUNTING DATA *(Appropriation, division, project, vendor number)*

1182200J1080

19. REQUESTED BY

Dep. Dir.

20. I certify the travel herein was reviewed and determined to be essential for the accomplishment of agency progams and missions in the most economical means available.

Approval Official *(Signature and Title)*

21. Funds are available to defray travel cost specified above

Funds Manager's Certification *(Signature)*

5/29/98

OA FORM 22

REVISED JUNE 1994

___ 1. Original (Return with voucher) ___ 2. FMD copy ___ 3. Advance of funds

___ 4. Teleticketing Office ___ 5. Funds Manager copy ___ 6. Travelers copy

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION
(Privacy Act Statement on back)

1. TRAVEL AUTHORIZATION NO.	2. DATE
TA002751	05/19/98

3. TYPE OF TRAVEL

- [X] Official
- [ ] Relocation
- [ ] Mixed
- [ ] Political
- [ ] Invitational *(Non EOP Employees Only)*
- [ ] Amendment *(Show items amended)*
- [ ] Funded by Non-Federal Sources

4. TRAVEL *(First name, middle initial, last name)*
SANDRA L. THURMAN

5. TITLE OF TRAVELER	6. SOCIAL SECURITY NUMBER	7. AGENCY	8. DIVISION
DIRECTOR, AIDS POLICY	(b)(6)	736 Jackson Plac	OPD

9. OFFICE PHONE	10. OFFICIAL DUTY STATION	11.
632-1090	WASHINGTON, DC	[X] Per Diem [ ] Actual Subsistence *(unusual circumstances)** Rate(s):

12. TRAVEL INFORMATION
PURPOSE: Participating in the 12th World AIDS Conference.

DATE(S): Travel Begin On 6 / 26 / 1998   Travel End On 7 / 4 / 1998

ITINERARY: *(Point of Origin/Place(s) of Official Visitation/Point of Return)*
From: Washington Dulles   To: GENEVA,SUI 132/116
To: To:
To: To:
To: To:
To: To:
To: Return to: Washington Dulles

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- [X] Commercial Air
- [ ] Private Vehicle 0.000 Mileage Rate
- [ ] Rail
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- [ ] Government Owned Vehicle
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Approval Official *(Signature and Title)*

21. Funds are available to defray travel cost specified above
Funds Manager's Certification *(Signature)*

OA FORM 22
REVISED JUNE 1994

___ 1. Original (Return with voucher) ___ 2. FMD copy ___ 3. Advance of funds
___ 4. Teleticketing Office ___ 5. Funds Manager copy ___ 6. Travelers copy

EASYLINK 2221476L001 19MAY98 13:23/13:24 EST
FROM: 62029160
AMERICAN EXPRESS TRAVEL
TO: 2024562438

SALES PERSON: 47   ITINERARY   DATE: 19 MAY 98
CUSTOMER NBR: 1695000023   SRIKGX   PAGE: 01

TO: WHITE HOUSE TRAVEL
1600 PENNSYLVANIA AVE
WASH DC 20500

FOR: THURMAN/SANDRA

26 JUN 98 - FRIDAY
AIR DELTA AIR LINES INC FLT:2772 COACH DINNER
WASHINGTON DULLES-ZURICH OPERATED BY AUSTRIAN AIRLINES
LV WASHINGTON DULLES 610P EQP: AIRBUS A310
08HR 15MIN

27 JUN 98 - SATURDAY
AR ZURICH 825A NON-STOP
ARRIVE: TERMINAL A OA PNR: YGGCJH
AIR DELTA AIR LINES INC FLT:2686 COACH
ZURICH-GENEVA OPERATED BY SWISSAIR
LV ZURICH 950A EQP: AIRBUS A320
DEPART: TERMINAL A 45MIN
AR GENEVA 1035A NON-STOP
ARRIVE: MAIN TERMINAL OA PNR: YGGCJH
THURMAN/SANDRA SEAT-23C

04 JUL 98 - SATURDAY
AIR DELTA AIR LINES INC FLT:2995 COACH
GENEVA-ZURICH OPERATED BY SWISSAIR
LV GENEVA 1005A EQP: AIRBUS A320
DEPART: MAIN TERMINAL 50MIN
AR ZURICH 1055A NON-STOP
ARRIVE: TERMINAL A OA PNR: YGGCJH
THURMAN/SANDRA SEAT-29D
AIR DELTA AIR LINES INC FLT:2775 COACH LUNCH
ZURICH-WASHINGTON DULLES OPERATED BY AUSTRIAN AIRLINES
LV ZURICH 1205P EQP: AIRBUS A310
DEPART: TERMINAL A 09HR 14MIN
AR WASHINGTON DULLES 319P NON-STOP
OA PNR: YGGCJH

15 NOV 98 - SUNDAY
OTHER WASHINGTON
HAVE A GREAT TRIP

CONTINUED ON PAGE 2

SALES PERSON: 47 ITINERARY DATE: 19 MAY 98
CUSTOMER NBR: 1695000023 SRIKGX PAGE: 02

TO: WHITE HOUSE TRAVEL
1600 PENNSYLVANIA AVE
WASH DC 20500

FOR: THURMAN/SANDRA

. TOTAL AIR FARE USD966.50
AIR FARE SUBJECT TO CHANGE. PLEASE CALL FOR CORRECT
FARE BEFORE PROCESSING TRAVEL AUTHORIZATION.
. SECURITY ALERT INFORMATION
DUE TO THE FAA MANDATED INCREASE IN AIRPORT SECURITY
YOU MAY BE REQUIRED TO PRODUCE A PHOTO ITENTIFICATION
AT AIRPORT CHECKIN.
FOR AFTER HOUR EMERGENCIES
CALL 800-847-0242/YOUR HOTLINE CODE IS S-KC52
.
. REMINDER
ALL FREQUENT FLYER BENEFITS EARNED ON OFFICIAL TRAVEL
ARE THE SOLE PROPERTY OF THE U.S. GOVERNMENT AND CANNOT
BE REDEEMED FOR PERSONAL USE.
.
ALL UNUSED TICKETS ARE TO BE RETURNED TO AMERICAN
EXPRESS OR YOUR TRAVEL COORDINATOR IMMEDIATELY UPON
RETURN FROM TRAVEL OR WHEN TRIP HAS BEEN CANCELED.
.
THANK YOU FOR TRAVELING WITH AMERICAN EXPRESS.
THIS RESERVATION PREPARED BY JACK SHAYEGAN.

NATIONAL INSTITUTES OF HEALTH
OFFICE OF AIDS RESEARCH

Linda Jackson
Program Coordinator

Building 31, Room 4B54
31 Center Drive
MSC 2340
Bethesda, MD 20892
TEL: 301 402 3357
FAX: 301 402 3360
E-Mail: jacksonl@nih.gov

May 15, 1998

Ms. Sandra Thurman
Director
Office of National AIDS Policy (ONAP)
Executive Office of the President
736 Jackson Place, N.W.
Washington, D.C. 20503

Dear Ms. Thurman:

The Office of AIDS Research (OAR) is pleased to be able to assist in making arrangements for your attendance at the upcoming 12th World AIDS Conference to be held in Geneva, Switzerland, June 28 - July 3, 1998.

Enclosed please find a Briefing Book which will give you the necessary information on the conference program, conference registration, the hotel you will be staying, arrangements we have made for your convenience and various other information concerning the ONAP office, the PHS Service Desk, and Geneva in general.

As you will note in your Briefing Book, your conference registration and hotel accommodations have been prepaid. Also, Breakfast and Lunch will be available for you in the ONAP office. Please do not include these on your travel orders.

If you have any changes in your travel itinerary, please let us know as soon as possible so we can make these changes with the hotel.

Please look over your Briefing Book and give me a call at (301) 402-3357 if you have any questions.

Sincerely yours,

Linda Jackson

Linda Jackson
Program Coordinator

Enclosure

12th World AIDS Conference
Geneva, Switzerland

Logistical Fact Sheet for Ms. Thurman

Conference Venue:

Palexpo Conference Centre, Exhibition Halls and Arena
(Located at the Geneva Airport)
P.O. Box 112
CH-1218 Grand-Saconnex
Geneva, Switzerland
Telephone: +41 22 798 1111
Facsimile: +41 22 798 0100
Telex: 422784

Conference Dates and Times:

Registration for the conference will open on Saturday, June 27 from 8:30 a.m. to 8:00 p.m. and on Sunday, June 28 from 8:30 a.m. to 4:00 p.m. The conference will officially begin on Sunday, June 28 with the Opening Ceremony from 4:00 p.m. to 6:00 p.m. The conference will conclude on Friday, July 3 with the Closing Ceremony from 12:30 p.m. to 1:30 p.m.

Hotel Accommodations:

Hôtel Intercontinental Genève
P.O. Box 1211
7-9 Chemin du Petit Saconnex
Geneva 19, Switzerland
Tel: +41 22 919 39 39
Fax: +41 22 919 38 38
Telex: 412921

Two rooms have been reserved for you and Mr. Summers for check-in on June 27 and check-out on July 4. Mr. Montoya will have a room reserved for him at the Mövenpick Hotel (Tel: +41 22 798 75 75). Should any of your itineraries change, please call Ms. Linda Jackson at (301) 402-3357. Our on-site staff will meet you in the lobby of the Intercontinental and assist you with check-in at the hotel. You will be able to check-in when you arrive. These rooms and tax have been pre-paid. ➡ **(Please do not include the hotel room on your travel orders.)** You are responsible for payment of your incidental expenses upon check-out of the hotel. The hotel accepts all major credit cards.

When you arrive at the hotel we will provide you with an access card which will give you the PHS telephone/fax numbers, pertinent conference telephone numbers, cellular phone/pager numbers and other various contact information.

Communications:

The Swiss telephone system is an analog system as in the United States, but the telephone wall jacks do not accept the standard U.S. plug (RJ11), which is common on most modem-to-wall-jack adapter cords. You may obtain a Swiss adapter cord at most major hotels in Geneva from the front desk staff. These adapters will also be available at the PHS Office located on the Palexpo Conference Grounds, in the Villa Sarasin. For those using the U.S. Robotics PC Card modem-to-wall-jack adapter, you must bring a coupler to connect the cord into the Swiss adapter. Also, most hotels in Geneva use a "pulse" rather than tone system for dialing. Please contact your LAN system administrator to configure your modem setup to dial in this manner. Tone dialing will be available at the PHS Office in the Villa Sarasin.

Registration:

You and your staff have been registered for the Conference, and the registration fee of CHF 940 (U.S. $657) per person has been paid. ➡ **(Please do not include the registration fee on your travel orders.)** Your conference materials will be delivered to your hotel room when you arrive.

On-Site Offices:

The office that is reserved for ONAP is located in the Villa Sarasin, which is located adjacent to the east end of the Palexpo on the Chemin Sarasin. It is a 5-minute walk from the Palexpo. This office will be available to you on Sunday, June 28, from 2:00 p.m. to 8:00 p.m. and Monday, June 29, through Thursday, July 2, from 7:30 a.m. to 8:00 p.m. and on Friday, July 3, from 7:30 a.m. to 12:00 noon. The telephone number for the VIP reception desk, which is located in the foyer on the Ground Level of the Villa Sarasin, is **+41 22 761 12 50.** The VIP fax number is **+41 22 761 12 76.** Please use these numbers for any messages you wish to receive. We are arranging to have a daily newspaper and copies of Current Clips delivered to this office daily.

Continental Breakfast and Lunch will be provided for you, Mr. Summers, and Mr. Montoya in your office at 12:00 noon starting Monday, June 29, through Thursday, July 2. ➡ **(Please do not include these meals on your travel orders, if you choose to accept them.)** Please let us know if you are not interested in having these meals provided for you. If there will be additional individuals joining you for lunch, please inform the on-site staff so that arrangements may be made. Money will need to be collected on-site for additional lunches.

Opening Ceremony:

Special seating arrangements has been requested for you during the Opening Ceremony, which will take place on Sunday, June 28, from 4:00 p.m. to 6:00 p.m. Transportation to the Opening Ceremony will be provided. More information about VIP seating will be provided to you upon your arrival in Geneva.

On-Site Appointment Schedule:

Ms. Linda Jackson will be happy to maintain an on-site appointment schedule for you during the conference. If you wish Ms. Jackson to provide this service, please advise her of any appointments you have already made and any future appointments you plan to make.

Entry Documents:

All U.S. citizens traveling to Switzerland must present a valid passport upon entry into Switzerland. A visa is not required. While in Geneva lost or stolen passports must be reported immediately to the U.S. Consular Agency in Geneva at 798 16 15 or 16 05. The Consular Agency is located in the World Trade Center, Building 2, 29 Route de Pré-Bois in Geneva.

Customs/Immigration:

Please note that passengers arriving into the United States from any foreign destination will have to go through U.S. Immigration and Customs at their point of entry into the United States.

Traveling with Medications:

Individuals traveling to and from Switzerland are allowed to carry any medication that has been prescribed by a physician. Please make sure that all prescription medications are kept in the original containers that have the prescription on the label, and if possible, carry a letter from your physician stating you are under his/her care and providing a list of the medications that have been prescribed for you.

Ground Transportation:

Staff members from SSS will greet you at the airport and will provide transportation to the hotel. It will take approximately 5-minutes to reach the hotel. The Palexpo is approximately another 5-minute trip from the hotel. Transportation will also be provided for your return trip to the airport on the day of your departure. Additional information will be provided as the date approaches.

VIP Airport Lounge:

When you arrive at the Geneva International Airport for your return trip to the United States, you will be escorted to the VIP lounge where you may wait until boarding time.

PHS Service Desk:

Villa Sarasin
Chemin Sarasin
Ground Level

Limited office support and equipment are available at the PHS Service Desk. Support includes word processing, faxing, and copying. Equipment includes computers, printers, telephones, and limited audiovisual.

The Villa Sarasin is located at the east end of Palexpo-approximately a 5-minute walk from the main entrance. The PHS Service Desk is located on the Ground Level of the Villa Sarasin and will be open from Sunday, June 28, through Friday, July 3. The office hours on Sunday will be 2:00 p.m to 8:00 p.m. and Monday through Thursday from 7:30 a.m. to 8:00 p.m. and on Friday from 7:30 a.m. to 12:00 noon. **The telephone number for the PHS Service Desk is +41 22 761 12 40. The fax number is +41 22 761 17 25.**

Time Difference:

Geneva is 6 hours ahead of Washington, D.C.

Language:

The prevalent language spoken in and around Geneva is French, although most people in these areas speak English as well. Outside of Geneva, the majority of the country speaks one dialect or another of German.

Electricity:

The electrical current in Switzerland is 220 volts, 50 cycles. Wall outlets take a Continental-type plug with two round prongs. You will need to bring a converter and an adapter with you if you are planning on using high-wattage appliances, i.e., computer, hair-dryer, etc.

Climate:

June and July in Geneva are usually relatively warm and sunny with temperatures staying between 75° and 80° F. The evenings will be a little cooler.

Tipping:

Tips for porters and doormen are usually around 2 CHF per bag. Tipping in restaurants range from 1 to 2 CHF for a moderate lunch to 5 to 10 CHF for a evening meal. Even in restaurants where the menus are marked that service is included ("service compris"), a light tip is appropriate.

Exchange Rate:

As of May 11, 1998, the exchange rate is U.S. $1.00 = CHF 1.488.

Currency Exchange:

The most favorable exchange rate will be given at a bank, although there are exchange booths at the airport and rail stations. Cirrus, Plus, and other automated teller machines operate also at the airport and in locations around the city.

Useful Telephone Numbers:

Police.. 117
U.S. Consulate.. 798 16 15
Cointrin (Geneva's Airport).. 799 31 11
Taxis.. 794 74 11 or 321 22 23

Contact Information:

If you have any questions regarding the arrangements that have been made on your behalf, please call Ms. Linda Jackson at (301) 402-3357 prior to June 22. After June 23, Ms. Jackson may be reached at the Hotel Mövenpick Geneva at telephone: + 41 22 798 75 75; fax: + 41 22 791 02 84.