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Questions? Contact:
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Director of Overseas Programs
Duke Law School

Ph: 919-613-7147
Fx: 919-681-6550
E-mail: jacobs@law.duke.edu
Arrival

Please complete and return the Arrival/Departure form at the end of these materials (Attachment A). Please plan to arrive in Geneva on Sunday, July 3. Rooms will be available for check-in during the early afternoon. Students arriving before Sunday should make their own housing arrangements unless they have already spoken to Tonya Jacobs about special circumstances. The hotel is about 15 minutes from the airport. See Attachment B for directions from the airport to the hotel.

Orientation and Registration

Orientation and registration will be conducted on Sunday, July 3, at 4:00 p.m. at the University of Geneva Law Faculty building - Uni-Mall, 40, boulevard du Pont d'Arve, CH-1211, Genève 4; map at http://www.unige.ch/droit/infos/lieu.html. If you know you will arrive after 4:00 p.m., kindly notify Tonya Jacobs. A group will depart the Hotel les Nations promptly at 3:00 p.m. for the Law Faculty building, or see directions on the attached sheet (Attachment B) to go on your own.

Special Events

An informal reception will follow registration. There will also be a welcome dinner on Monday evening, July 4. Other special events include an outing planned by Geneva students on Saturday, July 9, a reception for the second term on Monday, July 18, and a farewell boat cruise on Thursday, July 28.

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. Any first-day reading assignments 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.
Public Transportation

Students and faculty staying at the Hotel les Nations should ask for a public transportation pass when registering at the hotel. The pass allows you to use all public transportation within the canton of Geneva. You will rarely be asked to show the pass, but you must always have it with you. See http://www.tpg.ch for more information about public transportation in Geneva.

Classes

Classes begin on Monday morning, July 4. The first class will be at 8:30 a.m. The last class will ordinarily begin at 2:45 p.m. Classes meet Monday through Friday. Classes will not be held on weekend days. Attendance is required at all classes. Classes will meet in Classroom R 070 on the ground (entry level) floor of the Law Faculty. See Attachment C for a schedule of classes.

Exams and Departure

Final exams are written exams. Students may not use computers but must write final exams by hand. Exams will be given on Sunday afternoon-Tuesday morning, July 31-August 2. Try not to schedule your departure before 3:00 p.m. on Tuesday, August 2. Although Monday, August 1 is the official last night covered by the program, it will be possible for students to stay an extra day or two at the Hotel les Nations. The Hotel will also hold your luggage if you check out on August 2 but will take an exam that day. Any extra nights spent at the hotel must be paid ($80) directly to the Institute (Duke) and not to the hotel. Students will have extra nights added to their Duke bursar’s bill at the conclusion of the Institute. IMPORTANT: All students must check out at the front desk of the hotel when they depart at the end of the Institute.
<table>
<thead>
<tr>
<th>Exam Schedule</th>
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<tbody>
<tr>
<td>9:00 -11:00 a.m.</td>
<td>1:00 - 3:00 p.m.</td>
<td>5:00 - 7:00 p.m.</td>
</tr>
<tr>
<td>Sunday, July 31</td>
<td>XXXXXXXXXXXXXXXXX</td>
<td>Separation of Powers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to American Law</td>
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<tr>
<td>Monday, August 1</td>
<td>Corporate Criminal Law</td>
<td>Taxation of Cross-Border Transactions</td>
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<td></td>
<td>Comp. Regulation of Lawyers</td>
<td>Structured Finance &amp; Securitization</td>
</tr>
<tr>
<td>Tuesday, August 2</td>
<td>XXXXXXXXXXXXXXXXX</td>
<td>XXXXXXXXXXXXXXXXX</td>
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</tbody>
</table>

Students whose first language is not English will be allowed one-third extra time, e.g., an extra 40 minutes for a two-hour exam. No extra time is allowed for the Introduction to American Law course. Translating dictionaries in book or electronic translator are allowed; however, students cannot access dictionaries contained in software on laptops during exams.

**Extracurricular Activities**

Several afternoons per week, speakers from a variety of organizations will give afternoon seminars - talks on topics related to international or comparative law. Students will be expected to participate in all scheduled afternoon seminars. Some seminars will occur at the Law Faculty and be followed by an informal social hour with the speakers. Other seminars will be given as part of visits to international organizations. There will also be social events such as a guided tour of Geneva and a boat cruise. At registration, you will receive a full schedule of afternoon seminars and activities and other information about Geneva.

On weekdays when you are finished with class and afternoon seminars, try these activities:
* The bus/tram pass you will receive at the program will get you all around the canton to the French border, as well as let you ride across the lake on the "Mouettes," or water-taxi boats
* Bikes can be rented for free (a deposit is required, but is refunded in full when the bike is returned) at the "Genève Roule" locations operated by the Red Cross
* Swimming beaches are inexpensive at Les Bains des Paquis and Genève-Plage
* There are many free concerts in Geneva throughout the summer
* On Mondays, movie tickets are generally cheaper
* Check with the Geneva interns for details and ideas about other activities for a student budget
* FYI – tourism website: [http://www.geneve-tourisme.ch](http://www.geneve-tourisme.ch); cultural activities website: [http://www.ville-ge.ch/culture](http://www.ville-ge.ch/culture); UN-related conferences and events: [http://www.unog.ch/News](http://www.unog.ch/News); expatriates’ social activities website: [http://www.glocals.com](http://www.glocals.com)
Weekends

Participants are, of course, free to leave the program site on weekends. Participants leaving the Institute will be asked to provide their destination and a contact telephone number if possible. If you intend to travel outside of Switzerland (to Mont Blanc, for example), please be sure to check whether you will need a visa. (No visa is required for Americans to enter European countries.)

Idea for weekend activities in Geneva:
* Enjoy the lake and its lakeside. Walk or bike along the right side of the lake, from the Mont-Blanc bridge to the Jardin Botanique, going through a string of parks, each more beautiful than the one before. Along the way, have lunch at the restaurant at the Bain des Paquis and stop in the Museum of History of Science to appreciate the lifestyle of previous centuries and the beautiful antique scientific instruments. After the WTO building, follow a pedestrian tunnel to the Jardin Botanique, with its small zoo, Garden of the Senses, huge trees and beautiful flower beds. End by zigzagging across the lake from La Perle du Lac to Port Noir to Paquis to Eaux-Vives and back on the Mouettes (boats run until approximately 7:00 p.m.).
* Hike on the Mont du Salève. Take the bus 8 all the way to Veyrier-Douane, walk across the border, and follow the signs to the cable car called "Téléferique" (unless you want to walk up the mountain). Buy an "aller & retour" ticket for a round-trip - be forewarned that the hike down is quite challenging, as well. At the top of the mountain, you can walk along the level top, through woods and cow pastures. Enjoy the views of Geneva and the Mont Blanc massif, and watch paragliders jump off the mountain. Bring water and food or enjoy the mountaintop restaurants.
* Absorb culture in the Old Town. Explore the narrow streets of the Vieille Ville, admiring architecture from the Middle Ages, Renaissance, Baroque and Classical eras, window shopping in the antique shops and fancy boutiques, and having a drink at the outdoor cafes of the Bourg de Four square. Climb the tower of the Cathedral to admire the view, explore the museum under the Cathedral to learn about the Roman and early Christian origins of the city, and the Maison Tavel for the history of Geneva in the Middle Ages. Take in the collections of the Museum of Art and History. On Saturday, enjoy free concerts at the Cathedral - carillons at 5:00 p.m. and an organ concert at 6:00 p.m.
* Travel to Italy without leaving Geneva. Take a tram to Carrouges, a part of Geneva built by Italian immigrants. The low buildings and wide piazzas with churches give a completely different flavor from Geneva proper. Trendy restaurants, bars and shops abound. Try to catch the Saturday morning outdoor market.
* FYI – the Geneva public transportation website: http://www.tpg.ch
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 dinner) and weekend (other than breakfast) meals.

Tips for stretching your food budget:
* Take advantage of the breakfast buffet at the hotel, as well as any fresh fruit available in the lobby
* Eat your main meal on weekdays at the University cafeteria, where your meal card buys a meat entree (or its fish or vegetarian equivalent), 2 vegetables, plus bread and dessert at the “Duke rate." Or you may instead take the salad bar. Note: Drinks are extra and some main dishes, such as steak, cost more, and you will be asked to pay the difference.
* Bread, cheese, fruit, etc. from the grocery stores or farmer’s markets are good for an inexpensive supper.
* Though not cheap, the restaurant Chez Ma Cousine in the old town offers a good chicken-based meal. The Manora restaurant connected to the Manor department store offers good, fresh self-serve food at a less expensive price than most restaurants.
* The quality and price of ethnic food varies, but some students eat cheaply at kabob stands or at ethnic restaurants in the Paquis section of Geneva. During the Fete de Geneve at the end of July, ethnic food stalls offer bargains.
* If you plan on re-using water bottles, hide them from the hotel cleaning staff!

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. Also note that intoxicated students are easy targets for pick pockets. Petty thieves operate in the city, including around the faculty of law building. Keep bags closed and under your surveillance at all times. Do not put them down next to you or hang them from the back of a chair at a restaurant, for example. Do not walk away from your laptop or other belongings, even for a minute, anywhere – not even the law library.
Phone

Phone calls from the hotel are extremely expensive, and students will be responsible for any charges incurred. Even for a phone card call, the hotel may charge a connection fee. Phone cards can be purchased in Geneva at newspaper and cigarette stands ("Tabacs"). To avoid the connection fee, you can call with a phone card from public phones. Also, check with your cell phone service provider to see if your phone will work in Switzerland and Europe. Even if it does, it may be less expensive to buy a Swiss number, which you can do in one of two ways: 1) If your US phone is not a “blocked” phone, you can purchase a sim card with a Swiss number – some recommend Lebara Mobile, www.lebara-mobile.ch; 2) If your phone is blocked, you can purchase a Swiss cell phone pre-paid, with no long term contract. Either of these can be bought at the large Migros shown on the map in the guidebook (the one on rue Dancet) at the "service clients" located in the basement of the Migros mall. Bring your passport.

Swiss phone numbers may be given in several variations, anticipating that you could be calling from outside or inside Switzerland. For example, calling the Hotel les Nations from outside Switzerland, you would dial:

1. Whatever international access code is required. From US land lines, the code is 011;
2. The Swiss country code, 41;
3. The Geneva city code, 22; and
4. The telephone number, 748-0808.
Thus, 011-41-22-748-0808.

When calling from a Swiss phone, however, you would drop the international access and country codes and add a zero in front of the city code. Thus, 022-748-0808 from a Swiss phone.

Cell phone access codes and dialing instructions may vary; check with your carrier for instructions.

Laptops & Computer Access

The Law Faculty building is wireless, as is the hotel, though the hotel charges a substantial fee for use of the wireless network. Some recommend using a “Boingo” account in the hotel. Computer terminals are available in several locations in the Law Faculty building, which is open during weekdays. An Internet café is at the train station, about 10 minutes from the hotel. Computers may not be used for writing exams. This includes accessing software, such as an English dictionary. The Institute will establish a wikil-page for sharing information and will communicate information via e-mail.
Credit Cards and Cashing of Checks

In most stores and restaurants, a well-known credit card can be used. ATM machines are located in the law faculty building and other locations throughout the city. Travelers checks can be exchanged at most banks for a fee. Please do not plan to cash other checks in Switzerland. Any financial aid checks should be cashed BEFORE you leave your home country.

Weather and Clothing

The weather in Geneva can vary substantially over the course of a month. You should be prepared for cool, rainy weather, as well as hot, sunny weather. In recent years, hot weather has been more common. The Law Faculty building, though modern, is a “Green” building, un-airconditioned except for its library and one large classroom. The hotel is airconditioned.

Most days, students dress casually. Some visits to international organizations require slightly more formal dress (banning shorts, for example). For the welcome dinner and farewell cruise, students enjoy dressing up: for women, a dress/skirt or pants with a nice top; for men, a jacket and tie and slacks. You may also want to bring clothing for outdoor activities, such as hiking, swimming or sports.

French Phrases for Travelers: The Basics

You’ll find that many words in French are familiar. French, like Spanish, has Latin as its base, and many English words are also derived from Latin.

Many letters are pronounced the same in French as they are in English. A few exceptions are:

Ch is pronounced like sh in shut.
G, when before e, i, y is pronounced like g in manger.
G, when before a, o, u is pronounced like g in go.
H is always silent in French.
J is pronounced like s in pleasure.
Qu is pronounced like k in kiss.
The French r is rolled slightly.
In French-speaking countries, it’s considered good manners to greet shopkeepers when entering a store and to thank them when leaving. It’s also polite to greet the hotel front desk personnel and the hostess in the breakfast room (or any restaurant) when you arrive. Use the following:

Bonjour (bawnzhoo) – Good morning, Good day, Good afternoon
Bonsoir (bawnsswahr) – Good evening
S’il vous plaît (seel voo pleh) – Please
Merci (mehrsee) – Thanks
Au revoir (ov rervwahr) – Good bye
Bonne journée (bawn zhoornay) – Have a nice day

At a Restaurant:

La carte (cart) – the menu (in France, “menu” refers to a pre-set chef’s menu.)
Le verre (vehr) – glass
Le couteau (kootoe) – knife
La serviette (sehrvyeht) – napkin
La cuillère (kweeyay) – spoon
La fourchette (forshette) – fork

Beverages:

Une bière (byehr) – beer
Du vin (dew van) - wine
De l’eau (der low) – water
Du café (kahfay) – coffee
Du café au lait (kahfay o lay) – coffee with half warm milk
Du thé (tay) – tea

Food:

Du fromage (frommazh) – cheese
Du poisson (pwahtssawng) – fish
Du poulet (poolay) - chicken
De la viande (vyahngd) – meat
Des légumes (laygewm) – vegetables
Des fruits de mer (frwee der mehr) – seafood
Du pain (pan) – bread
De la salade (sahlahd) – salad

Note: Tartare is uncooked meat, ground very fine and often served with a raw egg. Cheval is horse meat, considered a delicacy and sometimes served at the University cafeteria.
Condiments:

Du beurre (byuhr) – butter  
Du sel (sell) – salt  
Du poivre (pwahvr) – pepper  
Du sucre (sewkr) – sugar  
Du vinaigre (veenehgr) - vinegar  
Du citron (seetrawng) – lemon

Reading the Signs - French phrases you may see posted in Geneva:

Défense de Fumer – No Smoking  
Entrée – Entrance  
Sortie – Exit  
Renseignements – Information  
Arrêt – Stop (as in bus stop or stop sign)  
Soldes - Sales (as in stores with price reductions)  
Tirez - Pull  
Poussez – Push  
Hommes - Gentlemen  
Dames – Ladies  
Attention – Caution

Laundry and Cleaning

There are no laundry facilities at the hotel, although there are dry cleaners and laundry facilities in the area. Bringing detergent to handwash your clothes and a clothes line to string up in the shower can save some laundromat time and money. The hotel has an iron, but it is in great demand. Rooms will be cleaned every day. Fresh bed linens, towels, and bath soap will be supplied every two days.
Program Site

Students and some faculty will reside at the Hotel les Nations – [http://www.hotel-les-nations.com/p/en/index.php](http://www.hotel-les-nations.com/p/en/index.php). Rooms have hair dryers, but they are not very powerful. Bringing extra hangers (especially skirt hangers) may be useful. Rooms do not have clocks. Although the front desk will make wake-up calls, you might also want to bring an alarm clock. Any electric appliance you bring will need to operate on 230 V/50 Hz plus have an adaptor plug to fit Swiss electrical outlets.

All classes will take place at the University of Geneva Law Faculty, about a 20-minute bus ride from the hotel.

Keeping the Peace

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

Hotel les Nations
62 rue du Grand-Pré
1202 Geneva
Switzerland
Tel. +41-22-748-0808
Fax. +41-22-734-3884
calling from a U.S. phone, dial 011-41-22-748-0808;
calling from a Swiss phone, dial 022-748-0808

Photographs and E-Mail Addresses

At your earliest convenience, please e-mail Tonya Jacobs a passport-size photograph if you did not include one with your application. The Institute will use the photograph for a handbook to be distributed at orientation and for class lists requested by faculty members. Also, if you have not already done so, please give Tonya Jacobs the e-mail address you will use at the Institute so that an e-mail distribution list can be created.
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. Students on financial aid will have funds disbursed ten days prior to the start of the Institute and must send final payment before June 30. Questions about outstanding balances should be addressed to Tonya Jacobs.

Cancellation

Should you find that you are unable to attend the program (or must arrive late), please notify Tonya Jacobs by phone or by e-mail at once.

Outstanding Fees

The balance of outstanding charges must be paid before the start of the Institute. Checks must be drawn on a U.S. bank and made payable in U.S. dollars to “Duke University - Duke-Geneva Institute.” Alternatively, outstanding balances may be paid by wire transfer (note: this involves a wiring fee charge). Contact Tonya Jacobs for wiring instructions. If you are unsure about the amount you still owe, please contact Tonya Jacobs at j Jacobs@law.duke.edu.
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 AND TIME OF ARRIVAL: ________________________

DATE OF DEPARTURE:

I intend to take final exams, and will depart on or before August 2, 2011

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

I will need housing at the Hotel les Nations for these days

I have made other housing arrangements for these days

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: ________________________________
Getting to Hôtel les Nations from the airport: Hôtel les Nations, 62 Rue du Grand-Pré

1. **Taxi.** The fare will be approximately 30 Swiss francs plus a small charge for each bag. Tips are calculated in the fare and are not necessary except for outstanding service and never more than 5-10 percent. **French instructions for tax drivers:** Je voudrais aller à l’Hôtel les Nations, s’il-vous-plaît, au 62 rue du Grand-Pré. L’hôtel se trouve juste avant la Rue Antoine Carteret.

2. **Public bus, using bus 5.** Bus 5 stops at the departure (upper) level of the airport, to the left as you exit the building. Bus tickets must be purchased from a machine at the bus stop. The one-way fare is 3 Swiss francs, and no change is given, so make sure you get 1 or 2 franc coins before leaving the airport. Buying a bus ticket involves three steps: select the button “Tout Genève” under “Tarif plein” (“All Geneva, full price”); insert the exact change in the slot; take the ticket. You do not have to give or show your ticket to driver or validate it, and you will rarely be asked to show a ticket. If you cannot show a ticket when the transportation police check, however, you will be liable for a substantial fine. **Get off Bus 5 at “Vidollet” stop.** Walk slightly back in the direction the bus came to the Rue de Vermont. Turn left and go one block to the Rue de Grand-Pre, turn right, and the hotel will be one block on the right.

Getting to the Law Faculty from Hotel les Nations: Uni-Mail, 40 boulevard du Pont d’Arve

1. **Bus 8 to Tram 15.** Exit the hotel turning left on Rue de Grand-Pre and crossing Rue de Vermont. Cross Rue de Grand-Pre to the bus stop for Route 8, called “Cannoniere,” in the direction of Veyrier. **Take Bus 8 two stops to Gare du Cornavin.** Exit the bus and cross the wide street for taxis in front of the train station to the tram tracks. Take the number 15 tram in the direction of Palettes, and get off at the fifth stop, Uni-Mail. The building right in front of you is the law faculty building “Uni-Mail.”

2. **Tram 14.** Exit the hotel slightly to the left and cross the Rue de Grand-Pre to the Rue des Asters. Take the Rue des Asters to the Rue de Servette. Cross the tram tracks to the Tram 14 stop called “Servette”, direction Bachet-de-Pesay. **Get off at the 7th stop, Plainpalais.** The tram will have turned left. Walk back in the direction the tram came, cross the street it was travelling on to a wide, paved park. Turn left and walk to where the park ends in a point. Cross to street to the right to a church on the corner. Cross the street past the church, and the law faculty building “Uni-Mail” will be on the right.
COURSE SCHEDULE:

TERM ONE: July 4 to July 15

Monday through Thursday

8:30 to 9:40 - Structured Finance and Securitization
9:45 to 10:45 - Introduction to American Law
10:50 to 12:20 - Separation of Powers
12:35 to 1:40 – Taxation of Cross-Border Transactions
1:45 to 2:50 – Comparative Regulation of Lawyers
2:55 to 4:00 - Corporate Criminal Law

Friday

8:30 to 9:40 - Structured Finance and Securitization
9:45 to 10:45 – Introduction to American Law
10:50 to 12:20 – Taxation of Cross-Border Transactions
12:35 to 2:05 – Comparative Regulation of Lawyers
2:10 to 3:40 - Corporate Criminal Law

TERM TWO: July 18 to July 29

Monday through Friday

8:30 to 9:40 – Taxation of Cross-Border Transactions
9:45 to 10:55 – Comparative Regulation of Lawyers
11:00 to 12:10 - Separation of Powers
12:25 to 1:25 – Introduction to American Law
1:30 to 2:40 - Corporate Criminal Law
2:45 to 3:55 - Structured Finance and Securitization