

## **Seminar on the Hague System for the International Registration of Industrial Designs: Advantages and Functioning of an Ever Expanding System**

**Geneva, November 10, 2016**

### GENERAL INFORMATION

*Document prepared by the Secretariat*

### INTRODUCTION

1. The increasing globalization of trade is making it evermore necessary to acquire international protection for industrial designs in a timely and cost-effective manner.
2. The Hague System for the International Registration of Industrial Designs is simple, cost-effective and efficient, enabling users to obtain protection for their industrial designs in several territories by means of a single application made with the International Bureau of the World Intellectual Property Organization (WIPO). There are currently 65 members of the Hague System, including the European Union (EU) and the African Intellectual Property Organization (OAPI).
3. The objective of the Seminar is to introduce the Hague System and how it works, with an emphasis on the advantages and benefits of this expanding system. The present document includes practical information for participants attending the Seminar.

## CONDUCT AND VENUE OF THE SESSIONS

4. The Seminar will take place at the headquarters of the World Intellectual Property Organization (WIPO), 34 Chemin des Colombettes, 1211 Geneva 20, Switzerland, in Room A, on Thursday, November 10, 2016. Access to WIPO will be possible as from 8 a.m. in order for badges to be collected in a timely manner (more information on badge collection is provided on page 3). The sessions will start at 9 a.m. and will end at 5 p.m. The Seminar will be conducted in English.

## REGISTRATION OF PARTICIPANTS

### ONLINE REGISTRATION

In order to avoid delays, and in accordance with the note circular sent on October 12, 2016, to the participants from IP Offices, all participants, including those based in Geneva, are kindly requested to [register online](https://www3.wipo.int/eventregistration/hague.xhtml?lang=en) by November 3, 2016. The link for online registration is: <https://www3.wipo.int/eventregistration/hague.xhtml?lang=en>.

5. Registration fee: 300 Swiss francs, covering participation in the Seminar, documentation, luncheon and coffee breaks. Registration will be final upon receipt by WIPO of the registration fee. The competent authorities of the Contracting Parties of the Hague Union will be exempt from payment of this fee.

6. Online registration is very simple and consists of completing a short online form. This can be done in a few minutes by each participant or by a staff member on her/his behalf.

7. Once registered online, each participant receives by e-mail a registration number confirming the registration to the Seminar.

8. Deadline for registration: November 3, 2016. Please note that registration fees will not be reimbursed for any cancellation received after this date.

9. Any questions or comments on the online registration procedure may be addressed to [intregmail@wipo.int](mailto:intregmail@wipo.int)

### CONFERENCE BADGES

10. In order to obtain the official conference (admission) badge, it will be necessary to produce, on arrival at WIPO, the registration confirmation received by email, together with a photo identification document (ID).

11. Conference badges can be collected in the WIPO New Access Center, 34 Chemin des Colombettes (North side of the WIPO AB Building). The desk will be open on Thursday, November 10, 2016, at 8 a.m.

12. Please note that access to and presence on the WIPO premises will be restricted to persons wearing badges. Any lost badge should be reported without delay to the WIPO registration desk.

## LIST OF PARTICIPANTS

13. A provisional list of participants will be distributed on the day of the Seminar, updated on the basis of the attendance. A final list of participants will be distributed before the end of the Seminar.

## VISAS

14. Your attention is drawn to the strict provisions in force regarding entry into Switzerland, and particularly the requirement by the Swiss Authorities to provide biometric data (10 fingerprints and facial image). This implies the applicant's presence in person at a Swiss Representation to submit and register biometric data (this may even require traveling to a neighboring country). It is important to note that the Swiss authorities will not authorize entry in Switzerland without the required biometric visa and will not deliver entry visas on arrival. Delivery of the required visa (Schengen visa) may take up to 21 days. Therefore, any visa application should be filed by the traveler at the latest three weeks before departure.

## DOCUMENTATION

15. Information and documentation for the Seminar are available at:  
[http://www.wipo.int/meetings/en/details.jsp?meeting\\_id=39954](http://www.wipo.int/meetings/en/details.jsp?meeting_id=39954).

16. As a positive contribution to a carbon-free environment and as a cost-saving measure, Seminar documents are only being published on the WIPO website in English.

17. A document distribution service will be provided inside the Room A. Paper copies of documents will be limited and made available for the Seminar. Participants are strongly encouraged to come to the meetings with pre-printed copies of documents and/or to use portable computers/devices.

## PREMISES

### ACCESS TO WIPO

18. Access to and presence on the WIPO premises is strictly controlled. Participants will be subject to badge control at the entry points and badges should be worn in plain view at all times.

19. The entrance to the WIPO Campus will be *via* the WIPO New Access Center, 34 Chemin des Colombettes (North side of the WIPO AB Building) (see [Map](http://www.wipo.int/export/sites/www/about-wipo/en/assemblies/pdf/map_2014.pdf) at: [http://www.wipo.int/export/sites/www/about-wipo/en/assemblies/pdf/map\\_2014.pdf](http://www.wipo.int/export/sites/www/about-wipo/en/assemblies/pdf/map_2014.pdf)).

20. Participants arriving at WIPO by car can be dropped-off/picked-up at the WIPO New Access Center.

21. The WIPO premises are fully accessible to persons with disabilities. Requests for information or assistance may be submitted by email to: [meetings@wipo.int](mailto:meetings@wipo.int), or by phone: +41-22-338-9581.

22. A public car park is situated at *Place des Nations*, in close proximity to the WIPO headquarters. The fee is two Swiss francs/hour.

## **INTERNET**

### **WIRELESS INTERNET (WI-FI)**

23. For participants with laptops and Wi-Fi access cards, a free wireless Internet connection (Wi-Fi) is available in WIPO public areas, in the conference room and in the lobby. Please note that WIPO does not provide participants with AC adapters for laptop.

### **COMPUTERS WITH INTERNET ACCESS**

24. A number of computers with Internet access and a shared printer are available to participants, on a first-come-first-served basis, in the WIPO New Conference Hall Foyer; in the WIPO AB Building (WIPO Shop on the ground floor and new Internet Café Room in AB 1.11 on the mezzanine); as well as in the WIPO NB Building (WIPO Library, located on the first floor).

### **TELEPHONE**

25. When phoning locally in Geneva, replace “+41 22” by “022” or “+41 79” by “079” and so on. Local and international calls can be made from the three public booths on the ground floor of the WIPO AB Building. Participants should switch their mobile phones to silent mode during meetings.

## **PRACTICAL INFORMATION ON GENEVA**

### **HOTELS**

26. Accommodation in Geneva is often in high demand and participants are recommended to make hotel reservations well in advance. WIPO does not have a hotel reservation service and participants should book hotels directly. Information and hotel reservations are available at: <http://www.geneve-tourisme.ch/en/accommodation>.

27. A list of negotiated hotel rates issued by the United Nations Office at Geneva (UNOG) is available at: [http://www.wipo.int/export/sites/www/meetings/en/docs/hotel\\_list\\_geneva\\_2016-2017.pdf](http://www.wipo.int/export/sites/www/meetings/en/docs/hotel_list_geneva_2016-2017.pdf).

### **PUBLIC TRANSPORTATION**

28. Participants arriving at Geneva airport can obtain a free public transport ticket valid for an 80-minute journey around the Geneva area. The free ticket can be obtained at the automatic distributor located in the luggage claim area, just before going through customs. From the airport, buses 5 and 28 stop at Place des Nations (UN flag entrance and “Broken Chair” monument), at walking distance from WIPO. The train takes only six minutes from the airport to the Cornavin Geneva Central Station.

29. Participants staying in a Geneva hotel can obtain a local transport card from the hotel reception free of charge, valid for the entire duration of their stay. The personal and non-transferable card allows free access to trams, buses, trains and yellow taxi-boats in the Geneva area.

30. The following bus and tram stops are within walking distance from WIPO:

- Bus stop: "Vermont", bus line 5 (this line also goes to and from the airport);
- Bus stop: "UIT", bus lines 8, 11 and 22; and
- Bus/Tram stop: "Nations", bus lines 8, 11, 22, 28, F, V, Z; tram line 15.

31. Further information on Geneva public transportation can be found at:  
<http://www.tpg.ch/> and <http://www.unireso.ch/>.

#### TAXIS

32. The nearest taxi stand is located on 9 Rue de Varembé. Taxis may be called by dialing +41-22-320-20-20/22 02 or +41-22-331-41-33. Requests for a taxi may also be made at the WIPO New Access Center.

#### POST OFFICE AND BANK

33. The Post Office is located at 17 Rue de Varembé. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

34. The Union des Banques Suisses (UBS) has the closest bank office to WIPO, on 17 *bis* Chemin Louis Dunant. Opening hours: 8.30 a.m. to 4.30 p.m. (Cash dispenser ATM 24h). A cash dispenser ATM is also available on the ground floor of WIPO's GBI building (right-hand side of the lobby of the WIPO AB building). Both ATMs can deliver Swiss francs and Euros using internationally-recognized credit cards.

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