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Assemblies of the Member States of WIPO

**Sixty-First Series of Meetings
Geneva, September 21 to 25, 2020**

PRACTICAL GUIDE FOR DELEGATES

Document¹ prepared by the Secretariat

PROVISO: In view of the current COVID-19 situation, the contents of this Guide are subject to change. Information on special arrangements relating to COVID-19, and any updates as necessary, will be published at https://www.wipo.int/about-wipo/en/assemblies/2020/a_61/index.html

¹ Comments and suggestions on this document are welcome and may be sent to assemblies@wipo.int

INTRODUCTION AND CONTACT DETAILS

The [Sixty-First Series of Meetings of the Assemblies of the Member States of the World Intellectual Property Organization](#) (WIPO) (hereinafter “the Assemblies”) will take place from September 21 to 25, 2020, at the headquarters of WIPO, 34 *Chemin des Colombettes*, 1211 Geneva 20.

This document includes practical information for delegates attending the Assemblies.

Organizational arrangements this year are mainly guided by COVID-19 restrictions. The health and safety of delegates is a priority for the Secretariat and special arrangements are being made to ensure that necessary medical protocols are respected.

We count on everyone present on the WIPO Campus to respect all the hygiene and safety measures put in place for the benefit of all.

Any questions or comments may be addressed to the following WIPO staff:

Registration of delegates:

Ms. Laurence Nicolo,
Mr. Abdelhak Chaieb
meetings@wipo.int;
Tel: +41 22 338 9949 or +41 22 338 9591
and Ms. Martha Dorthe
assemblies.registration@wipo.int;
Tel: +41 22 338 7237

Funding of PCT/Madrid delegates:

Ms. Martha Dorthe
assemblies.financing@wipo.int;
Tel: +41 22 338 7237

Documentation:

Ms. Patience Häfliger or
Ms. Nicola Lander
assemblies@wipo.int;
Tel: +41 22 338 9593 or +41 22 338 9629

Premises and meeting rooms:

Ms. Janice Driscoll Donayre
Ms. Antonella Russo
and the conference services team
meetings@wipo.int;
Tel: +41 22 338 7107 or +41 22 338 9581

Internet and IT matters:

Mr. Walter Muñoz
helpdesk@wipo.int;
Tel: +41 22 338 8574 or +41 79 615 6061

Other questions:

Ms. Nicola Lander
assemblies@wipo.int;
Tel: +41 22 338 9629

CONDUCT OF SESSIONS AND METHOD OF WORK

Duration of Sessions

The Assemblies will take place at the headquarters of WIPO from September 21 to 25, 2020.

Daily sessions will run precisely from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In the interest of efficiency, sessions will start on time and there will be no breaks and no night sessions.

Participation in the Assemblies

Member delegates will be able to attend the Assemblies physically or online. Representatives of accredited observer organizations may participate online only.

Physical Participation

Physical participation of Member delegates will be limited to two delegates per Member delegation at any time on the WIPO campus, in order to enable compliance with current health and safety measures.

In view of the stringent restrictions on travel to Switzerland, it is preferable that the delegates be based in Geneva.

It is further recommended that the two delegates be the same throughout the Assemblies. Nevertheless, it will be possible to change the composition of the delegation during the lunch break and from one day to the next, as long as no more than two delegates per delegation are on the WIPO campus at any time. For this purpose, each delegation will receive in advance two seat tickets per morning session and two per afternoon session for each day of the Assemblies (see section “Conference Badges for Physical Participants” for details). These will be required to enter WIPO premises, in addition to the personal badge. It will not be possible to switch places while sessions are ongoing.

At a briefing session for permanent missions on the organization of the Assemblies, held in September 2020, a letter of the alphabet was drawn (“Z”) in order to determine the seating order for delegations at WIPO meetings during the forthcoming year.

The precise seating arrangements for the Assemblies will be finalized on the basis of the registrations received and the letter drawn. A conference room attendant will provide seating details to on-site participants in the plenary room.

Owing to COVID-19 two-meter distance constraints, the seating capacity of the WIPO Conference Hall has been reduced to about 25 per cent of normal capacity. One seat per delegation will be allocated in the WIPO Conference Hall. The second seat per delegation will be allocated outside the WIPO Conference Hall in other areas on the WIPO campus.

Following recommendations of the United Nations (UN) Medical Directors network, all delegates and WIPO staff present on the WIPO campus must wear masks at all times, except when seated in the cafeterias and when taking the floor. Masks will be made available to delegates if needed. All delegates attending on site are requested to read and sign the [Health-Safety Form](#). The form may be completed and handed to a security guard at the entrance of the Access Center on arrival at WIPO. Access to WIPO premises will be conditional upon completion of the Health Safety Form.

Remote Participation

Delegates not attending in person may follow the live transmission of the Assemblies proceedings online, either through the [live webcasting](#) or through the new online remote participation platform (“online platform”). The online platform [user-guide](#) for WIPO delegates, together with additional information, can be found on the [WIPO Virtual and Hybrid Meetings webpage](#).

Delegates who may need to take the floor remotely should connect *via* the online platform. Registered remote delegates will be individually contacted concerning technical arrangements. It is important to be acquainted with the platform before using it.

For any delegate who does not plan to take the floor, webcasting is the simplest way to follow the proceedings, since it is easy to access and does not require any pre-meeting authentication, training or connectivity testing processes. Webcasting is available in all UN languages.

Statements by Delegations

As usual, declaratory statements for all agenda items (in particular, General Statements under Item 5) may be delivered in writing as an alternative to a delegate taking the floor to deliver the statement orally. Written statements will be included in their entirety in the report of the meetings (send to assemblies@wipo.int). Written statements are encouraged this year, where possible.

Oral statements may be delivered by a physical on-site delegate present at WIPO, as per usual practice. Delegations wishing to take the floor on any agenda item are strongly encouraged to send their requests in advance (in particular for Agenda Item 5 – General Statements), preferably up to the day before the discussions on the Item. Requests should be sent to assemblies@wipo.int. Delegates may also request the floor during the discussions.

Exceptionally, oral statements may also be delivered remotely this year, either live *via* the online platform or in advance with a pre-recorded statement.

Pre-recorded statements are useful to remotely deliver oral statements on any agenda item while avoiding the additional technical steps required to participate remotely *via* the online platform, and minimizing the risk that an unstable connection or unexpected technical issue may interrupt or prevent the delivery of an oral statement. All pre-recorded statements will be broadcast live during the plenary sessions of the Assemblies, and will therefore become an integral part of the report of the meetings.

Pre-recorded statements should be sent in a widescreen format (16:9) (not a vertical “selfie portrait”) using MOV or MP4 files with at least 720p, or better 1080p, quality. The speaker should face and address the camera lens when speaking. The audio level should reach at least -6 dB and not go above 0 dB. The recorded files may be transferred by September 17, 2020, to av.support@wipo.int *via* Wetransfer.com together with a written copy of the statement in the original UN language and, if available, in English. Technical questions concerning pre-recorded statements may be addressed to av.support@wipo.int or +41 22 338 7777.

General Statements (Agenda Item 5)

General Statements (Agenda Item 5) are expected to take up the first day and part of the second day of the Assemblies. As with statements on any agenda item, General Statements may be provided in writing (to be incorporated in their entirety into the report of the Assemblies) or orally, either pre-recorded or live (on-site or *via* the online platform).

General Statements delivered orally should be made within three minutes if delivered by group coordinators on behalf of their members (approximately 390 to 480 words, read at a speed that allows for accurate interpretation); within two minutes if delivered by individual Member delegates (approximately 260 to 320 words); and within one minute (approximately 130 to 160 words) if delivered by Observers. The time limit will be strictly applied and a display system will assist delegates to adhere to it.

In the interests of efficiency, delegates wishing to take the floor are invited to reduce courtesies to a minimum, so as to enter into the substantive elements of their statement without delay. Furthermore, as group statements represent the position of all group members, individual delegates do not need to refer to them or restate positions already stated by the group coordinator.

If a statement cannot be delivered at a speed that allows for accurate interpretation within the prescribed time limit, it should be summarized orally and the full version submitted in writing to the Secretariat (assemblies@wipo.int). In the interests of time, delegations may also choose to submit their entire General Statement in writing and not take the floor.

Each General Statement submitted in writing or in the form of a pre-recorded video to the Secretariat will also be posted on a dedicated page of the WIPO website. All statements, including those not delivered orally, will be reproduced in their entirety in the report.

Interpretation

During the plenary meetings, simultaneous interpretation will be available in English, Arabic, Chinese, French, Russian and Spanish, as well as from Portuguese into the other six languages.

In order to ensure the highest quality of interpretation for the benefit of the speakers and of all delegations, interpreters should receive a copy of the written text of any oral statement that has been prepared in advance (even in draft form) ahead of oral delivery. This is particularly important for longer statements, such as General Statements under Agenda Item 5, as well as any other interventions that are read. This is even more important if the oral intervention is to be made remotely *via* the online platform. To ensure better sound quality of interventions to be interpreted, delegates should use wired headsets with an incorporated microphone. The written text of any oral statement that has been prepared in advance should be sent as early as possible (at the latest on the morning of delivery) to Ms. Christina Fertis, Chief Interpreter (christina.fertis@wipo.int). The written texts of oral statements will be made available to interpreters prior to delivery, in order to assist them in faithfully transmitting the messages of delegates. Any material for interpretation will be kept confidentially in the booths and will be checked against delivery.

If the written text of an oral statement can be posted on the WIPO website after delivery, it may also be sent to assemblies@wipo.int (the text should indicate "Check Against Delivery").

Report of the Meeting

In order to facilitate the drafting of the report of the meeting with the fullest and most accurate record of all interventions, delegations are requested to submit a written version of all their prepared statements as soon as possible after delivery, preferably on the same day. Statements can be submitted by e-mail to assemblies@wipo.int.

REGISTRATION OF DELEGATES AND CREDENTIALS

Online Registration

Note: Organizations must enjoy observer status at WIPO before any individual(s) representing them can register for this meeting. Procedures for organizations [to request observer status](#) are available on the WIPO website.

As indicated in the invitation circular sent on March 20, 2020, to Members and Observers accredited to WIPO, all delegates are requested to [register online](#) by September 4, 2020, including those based in Geneva. Completing the online registration form is required, whether participating physically or remotely *via* the online platform. Delegations are kindly requested to adhere to the registration deadline in order to allow time for the necessary pre-meeting preparations, and for technical arrangements and coaching sessions for remote participants to be put in place. As usual, delegates planning to follow the proceedings *via* webcasting only do not need to register.

The secure code for online registration was provided in the circulars sent on March 20, 2020 and August 6, 2020, to Member States and Observer Organizations accredited to WIPO.

Online registration consists of completing a short online form. Since these Assemblies will be organized in hybrid format, the form also requests delegates to indicate whether they will be participating in person and/or remotely *via* the online platform; and whether they expect to have a speaking role.

The submission of credentials is a pre-requisite for the completion of the online registration form. The credential document should be a dated and signed/stamped note verbale, official letter or document, originating from a competent authority of a Member State or Observer Organization accredited to WIPO, nominating the delegate to attend the Assemblies on behalf of that Member State or Observer Organization. The invitation circular issued by WIPO or a credential for another WIPO meeting cannot be considered as a valid credential for the Assemblies and should not be uploaded as such.

Once registered online, each delegate receives by e-mail a registration number confirming their registration for the Assemblies. All registrations are subsequently verified by the Secretariat, which may individually contact a registered participant, if required (for instance, in case of questions regarding the credential document). Delegates who have indicated that they will be participating remotely will also receive additional guidance, joining instructions, and an invitation to a pre-meeting mini-coaching and connectivity test session with a technical assistance expert.

Any questions or comments on the online registration procedure may be addressed to assemblies.registration@wipo.int.

Conference Badges for Physical Participants

Personalized badges will only be provided to Member delegates who plan to attend physically. Participants are advised to arrive at the WIPO Access Center well in advance of the start of the conference in order to clear security screening prior to picking up their badges.

Access to WIPO will be possible as from 7.45 a.m. on Monday, September 21, 2020, in order for badges to be collected in a timely manner. However, it is strongly recommended and preferable, where possible, that delegates have their badges collected by an authorized representative of their permanent mission in Geneva subject to providing, in advance, the names and registration numbers of the delegates concerned and the approximate time of pick

up. Please contact Ms. Laurence Nicolo or Mr. Abdelhak Chaieb (meetings@wipo.int; Tel: +41 22 338 9949 or +41 22 338 9591).

Badges will be issued with delegates' photographs. Geneva-based permanent mission delegates who already have a valid UN photo badge may use that photo badge, together with the Assemblies conference badge (which will be provided without a photo). Other delegates will be provided with an Assemblies badge that will incorporate the delegates' photo. Those delegates should send JPEG-format photos of registered participants in advance, in order to accelerate on-site badge retrieval, particularly on the opening morning of the meeting. Delegates who have not sent a photo in advance may experience delays upon their arrival at the venue of the meeting while a photo badge is produced on-site.

Please send a passport-type photo in JPEG-format (size: 2 x 2 inches [51 x 51 mm], square digital image of at least 600 x 600 pixels, or scanned at a resolution of 300 pixels per inch). The photo should be taken in full-face view directly facing the camera with a white/off-white background. Photos taken using smartphones are acceptable. When sending the photo, please indicate the name and/or registration confirmation number of the participant and send it to the following address: security.conferencebadging@wipo.int.

In order to obtain the conference badge, it will be necessary to produce, upon arrival at WIPO, the registration confirmation received by e-mail, together with a photo identification document (ID) and the original of the credentials previously uploaded onto the online registration form.

No more than two delegates per delegation will be allowed on the entire WIPO campus (including lobbies, cafeteria, etc.) at any given time. To facilitate this, in addition to the personalized magnetic badges, two transferable non-personalized tickets per morning session and two per afternoon session will also be provided per Member delegation (i.e., 20 tickets per delegation for a five day meeting) to enable a delegation to change the composition of the delegation during the lunchtime break and from one day to the next. Pick up and use of the tickets is to be coordinated within each delegation. Once the maximum of two tickets has been distributed to a delegation for a given morning or afternoon, it will not be possible to issue further tickets to that same delegation.

Conference badges and tickets may be collected at the registration desk in the WIPO Access Center at 34 *Chemin des Colombettes* (north side of the WIPO AB Building: Tel: +41 22 338 7942), as follows:

- Friday, September 18, 2020, from 1.30 p.m. to 6.30 p.m.;
- Sunday, September 20, 2020, from 2.30 p.m. to 5.30 p.m.; and
- Monday, September 21, 2020, from 7.45 a.m. onwards.

For delegates who have not pre-collected badges, the registration counters in the WIPO Access Center will be open each day during the Assemblies. Although registration counter coverage will be increased on the morning of the opening day, delays may be experienced between 9 a.m. and 10 a.m.

Any lost badge should be reported without delay to the WIPO reception desk. Tickets will not be replaced.

List of Participants

A provisional list of participants will be posted before the first day of the Assemblies. It will include the online registrations received up to 5 p.m. on Friday, September 4, 2020.

Online registrations submitted after that deadline may not be reflected in the provisional list of participants.

Travel, Visas and Entry Restrictions

Due to the current COVID-19 stringent entry restrictions into Switzerland, the rules of access to the Swiss territory are closely linked to the evolution of the health situation and may be updated. The principal of "refusal of entry" applies to travelers from most countries, unless designated on a published [list](#)². Entry restrictions continue to apply to persons entering Switzerland from all other countries³.

Furthermore, a 10-day quarantine applies upon arrival to Switzerland for any authorized travelers who may have recently visited a country considered to have a high risk of infection⁴. Delegates may wish to carefully consider the current public health situation and abstain from travelling this year, and participate in the Assemblies online instead, with in-person representation from Geneva-based delegates only.

Delegates who nonetheless decided to travel will be solely responsible for ascertaining their personal situation in relation to policies from their home country, Switzerland and any in-transit country regarding quarantine and other COVID-19 measures in place and immigration regulations in light of the current health crisis. Furthermore, they should consider that these measures may change at any time, including during the period of travel. As travel arrangements will be contingent upon the public health situation, each delegate planning to travel to Geneva to attend the Assemblies should nonetheless prepare for online participation (online platform or webcast) in case travel becomes impracticable.

In addition to the COVID-19 restrictions, attention is drawn to the accustomed strict visa provisions regarding entry into Switzerland, particularly the requirement by the Swiss authorities to provide biometric data (10 fingerprints and facial image). This implies that applicants must be present in person at a Swiss Representation in order 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 into Switzerland without the required Schengen visa and will not deliver entry visas on arrival. Delivery of the required visa (Schengen visa, type C) may take up to 21 days or longer, depending on the time of the year or visa requirements. Therefore, potential travelers should file their visa applications between three months and, at the latest, three weeks before departure. The documents, which must be submitted along with the visa application, and procedure differ depending on the applicant's country of residence. To find out which documents you need to submit, click on the link below to view the visa application conditions for your country: <https://www.eda.admin.ch/eda/en/dfa/entry-switzerland-residence/visa-requirements-application-form.html>.

Delegates requiring a visa to enter Switzerland, or with questions concerning COVID-19 entry restrictions, are invited to contact WIPO at e-mail address: tms@wipo.int and copy assemblies@wipo.int for assistance.

² As this is an evolving list, please refer directly to the following site:

<https://www.sem.admin.ch/sem/en/home/aktuell/aktuell/einreisebeschraenkungen-drittstaaten.html>

³ See in particular the website Corona: Questions and answers on entry and stay in Switzerland, the exceptions and suspension of visas: <https://www.sem.admin.ch/sem/en/home/aktuell/aktuell/faq-einreiseverweigerung.html>

⁴ As this is an evolving list, please refer directly to the following site:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html#1918240392>

FUNDING OF PCT AND MADRID DELEGATES

Requests for Funding

In accordance with the circulars (C. PCT 1594 and C. M 1507) sent on August 7, 2020, to WIPO Member States, the travel expenses and daily subsistence allowance (DSA) of one delegate from each member of the Patent Cooperation Treaty (PCT) Union and/or the Madrid Union can be financed by WIPO at the express request of any concerned member, provided that the required designation form is completed and returned to WIPO by 5 p.m. on August 28, 2020, and in full respect of the stringent travel restrictions that are applied by all countries (outbound, in transit, and inbound), and, in the case of travel to WIPO headquarters, mainly by the Swiss authorities.

The availability of such funding is made in accordance with legal provisions that require that it remain available for sessions of the PCT and Madrid Union Assemblies. Nevertheless, as indicated above, delegates may wish to carefully consider the current public health situation and abstain from travelling this year, and participate in the Assemblies online instead, with in-person representation from Geneva-based delegates only. In particular, the current rules of entry for delegates into Switzerland indicate that "the principle of refusal of entry remains in force" for most points of travel departure.

The Secretariat will **not** be able to provide funding if the delegate cannot travel to Geneva in normal conditions without risk of "refusal of entry"; or for expenses related to quarantine in transit, in Switzerland or returning to their capital, either before, during or after the Assemblies.

Travel Expenses and DSAs

A Daily Subsistence Allowance (DSA) and Terminal Expenses will be paid in accordance with the applicable UN rate. Each delegate whose travel is funded will be contacted individually after submission of the designation form and provided with the appropriate arrangements for travel expenses. The travel procedures are in accordance with the decisions of the Member States aiming at simplifying administrative procedures, reducing travel costs and ensuring that resources are used efficiently.

Delegates whose travel is funded may request payment of their DSAs by bank transfer or, alternatively, collect a payment order for their DSAs at the finance desk in the lobby of WIPO AB Building on Monday, September 21, 2020, from 8 a.m. to 4.30 p.m., and on Tuesday, September 22, 2020, from 8 a.m. to 4.30 p.m. Thereafter, the following WIPO staff may be contacted: Ms. Isabel Rincon Hercules (Tel: +41 22 338 88 99), Ms. Sylvia Moita (Tel: +41 22 338 9730), Ms. Eve Duperthuy (Tel: +41 22 338 9747) or Ms. Elvira Roka (Tel: +41 22 338 7245). Please refer to the section "Bank and Post Office" for additional information.

Unplanned Early Departure

In the case of an unplanned early departure, a delegate whose travel is funded should immediately inform the WIPO Secretariat travel and finance services by e-mail (assemblies.financing@wipo.int) or by phone (Tel: +41 22 338 7237). Arrangements will be made at the delegate's convenience so that any overpaid DSAs can be reimbursed before departure, thus avoiding the administrative burden imposed by a reimbursement from home by bank transfer.

In case of early departure or other reasons, ticket changes can be made provided the tickets have been purchased/issued by WIPO through WIPO's travel agency (Carlson Wagonlit Travel (CWT)). Travelers are invited to call +41 22 338 7800 or send an e-mail to

wipo.ch@contactcwt.com. Any difference in fare shall be borne by the traveler and by providing a personal credit card number to CWT. Travelers can also contact Ms. Martha Dorthe (assemblies.financing@wipo.int; Tel: +41 22 338 7237) or the Travel Team (tms@wipo.int; Tel.: +41 22 338 9050) for assistance.

DOCUMENTATION

Information and documentation on the Assemblies are available online as follows:

- [information on the Assemblies](#)
- [agenda of the Assemblies and links to the documents of each agenda item](#)

Assemblies documents are posted on the WIPO website for downloading. All documents are available on the WIPO website in English, Arabic, Chinese, French, Russian and Spanish, and in accessible format for those delegates with print disabilities.

In line with COVID-19 health and safety measures, the Conference Services distribution counter will be closed, and there will be no distribution of documents in meeting rooms. Delegates are requested to bring pre-printed copies and/or to use portable computers/devices.

ACCESS, ROOM BOOKINGS AND CERTAIN DEDICATED FACILITIES

Access to WIPO

Access to and presence on the WIPO campus will be restricted to badge-holders and also to a maximum of two delegates per delegation at any time, as detailed in previous sections of this document. Delegates will be subject to badge control at the entry points and, as access will be strictly controlled during the Assemblies, badges should be worn in plain sight at all times.

Following recommendations of the UN Medical Directors network, all delegates and WIPO staff present on the WIPO campus will have to wear masks at all times, except when seated at the cafeterias and when taking the floor. Masks will be made available to delegates if needed.

Pedestrian entrance to the WIPO campus will be *via* the WIPO Access Center at 34 *Chemin des Colombettes* (north side of the WIPO AB Building) ([see map](#)). For entrance by vehicle, see below section under "Parking".

Access for persons with reduced mobility is available throughout WIPO premises. Guide dogs for the visually impaired are allowed. The WIPO Conference Hall is wheelchair accessible and is equipped with audio-induction loop technology.

Requests for information or assistance may be submitted to: meetings@wipo.int or Tel: +41 22 338 7107.

Parking

The WIPO car park at 34 *Chemin des Colombettes* is accessible for pre-accredited vehicles from permanent missions with a magnetic WIPO access badge. Delegates can park their cars on a first-come-first-served basis in the delegates parking area, marked in yellow (levels -2 and -3). Delegates will be asked to produce the relevant morning or afternoon ticket prior to accessing the WIPO car park.

Vehicles which are not pre-accredited may park at the public car park *Place des Nations*, very close to WIPO (more information on the [parking fee](#)).

Delegates can be dropped off and picked up at the designated area outside the WIPO Access Center or at the WIPO car park, level -2.

Delegates meeting the Director General in his office are requested to contact the Protocol and Event Management Division in advance (Mr. Omar Katbi: Tel: +41 22 338 8261 or Ms. Tina Dohou: Tel: +41 22 338 9388) and will be escorted from the parking area or from the WIPO AB Building lobby.

Important Note: Parking outside the WIPO Access Center is strictly prohibited. Official cars should not remain by the street outside WIPO awaiting delegates but only come to the pick-up points when delegates are ready for pick-up. Delegates and/or their drivers are encouraged to use the WIPO car park and not park in the vicinity of WIPO to avoid traffic jams and as a courtesy to the neighborhood residents. Pre-accredited vehicles picking up delegates should wait for the delegates at the WIPO car park level -2, and not in the street.

Room Bookings

If required, meeting rooms for Regional Group coordinators will be provided. Nevertheless, the same two-meter social distancing rule will apply and the capacity is, therefore, considerably reduced. Group coordinators should contact meetings@wipo.int to book a meeting room and will be advised of the room assignments in advance.

To facilitate planning and service arrangements, group coordinators are kindly requested to inform the WIPO Conference Section on a daily basis (or more often, if changes arise), of the anticipated schedule of their group meetings (Ms. Antonella Russo: +41 22 338 7107; meetings@wipo.int). Interpretation requirements should be received as soon as possible and no later than 10.30 a.m. for afternoon meetings and 4 p.m. for meetings on the following morning (christina.fertis@wipo.int). Confirmed group meetings will be announced on the WIPO electronic display panels.

The NGO Service at the [International Geneva Welcome Centre \(CAGI\)](#) offers two meeting rooms within walking distance of WIPO, with a capacity of six and 15 people respectively (COVID-19 restrictions). The rooms are free of charge and advance booking is required at ong.cagi@etat.ge.ch

Meeting rooms within walking distance of WIPO are also available for a fee at the [John Knox Conference Center \(CIRJK\)](#) (Tel: +41 22 747 00 00; e-mail: welcome@johnknox.ch).

Cafeterias, Coffee Bar and Lunch Facilities

Tea and coffee will be available free of charge to delegates each day during the morning and afternoon sessions in the Conference Hall foyer. Coin-operated vending machines are located on the 13th floor and on the first basement floor (-1) of the WIPO AB Building, and drinking water dispensers are available at different locations in the WIPO buildings, rooms and corridors. The WIPO cafeteria service will be open, with a variety of meal options, including vegetarian dishes and take-out options. A number of cafés and restaurants are also located within walking distance of WIPO.

Miscellaneous

Delegates are discouraged from bringing their luggage to WIPO and to secure their personal property at all times. All inquiries concerning lost and found items should be addressed to the WIPO Access Center (Tel: +41 22 338 9338 or +41 22 338 7219 – 24/7).

A meditation room accessible to all delegates is located in the corridor on the ground floor of the WIPO GBI Building (Room GBI 0.4) (right side of the lobby of the WIPO AB Building). Due to COVID-19 restrictions, the use of this room is limited to one person at any time.

Consumption of food and beverages (other than water) is not permitted in meeting rooms and smoking is prohibited inside WIPO buildings. Designated smoking areas are located immediately outside WIPO buildings and are accessible from the foyer of the WIPO Conference Hall.

INTERNET AND IT MATTERS

Information on the [online platform](#) to participate remotely can be found on the WIPO website.

Website and Webcasting

All information related to the Assemblies and documentation is available on the [Assemblies homepage](#). The sessions will be publicly [webcasted](#) in English, Arabic, Chinese, French, Russian and Spanish. After the Assemblies, the webcasting will remain available as [video on demand \(VOD\)](#) for a maximum of 12 months, after which the content will be archived.

WIPO Delegate Mobile App

The [WIPO Delegate mobile app](#) is available in English, Arabic, Chinese, French, Russian and Spanish.

WIPO Delegate is available as a free download at the [Google Play](#) and [Apple App](#) stores. Access to the app requires log-in with a WIPO Account. Additional information is available at the WIPO Delegate mobile app page.

The app offers on-the-go access to information on WIPO:

Meetings – access to calendar, registration, webcasts, documents and other information on WIPO meetings;

Alerts – notifications on schedule changes for select meetings and new documents;

News – WIPO press releases, newsletters, social media posts and other news resources; and

Contacts – contact information for senior staff at WIPO.

Wireless Internet (Wi-Fi)

A free wireless Internet connection (identified as: WIPOwifi4CONF) is available in the WIPO Conference Hall and in WIPO public areas (lobbies/foyer, cafeterias/lounge and Library). The access code will be provided to delegates at the WIPO registration desk. In the plenary room, all delegates' desks have two electrical plugs (a Swiss plug and a European plug), that can be used for portable computers and similar equipment. In the interests of all delegates, users are invited to limit heavy downloading of information.

Telephone

When making local phone calls in Geneva, replace "+41 22" by "022" or "+41 79" by "079", etc. Incoming calls to delegates can be made through the WIPO switchboard (Tel: +41 22 338 9111).

Mobile phones should be switched to silent mode during meetings.

OTHER MATTERS RELATED TO THE ASSEMBLIES

Reception and Side-Events

No reception and no side-events will take place this year.

WIPO Contact Center

The WIPO Contact Center will be available to help delegates with their requests, i.e., provide responses to general queries and facilitate meetings with WIPO staff members by telephone (Tel: +41 22 338 9111 from 8 a.m. to 6 p.m. non-stop) and by e-mail at contact.center@wipo.int.

WIPO Library

With its holdings of monographs and journals in paper and electronic format, the [WIPO Library](#) collection covers all aspects of intellectual property. These materials can be consulted in the Library's Reading Room. An [online catalogue](#) lists the titles available in the collection. A virtual library exhibition will be available to visit online.

All delegates are welcome to visit the WIPO Library during their stay in Geneva. The Library is located on the first floor of the WIPO NB Building. Due to current COVID-19 restrictions, visits will be by appointment only (library@wipo.int; Tel: +41 22 338 8573).

The Library and Publication Distribution Section will also make available copies of the latest WIPO publications at the Library's entrance. Further information can be obtained by contacting publications.mail@wipo.int; Tel: +41 22 338 8573).

WIPO Medical Emergencies and Insurance for Delegates

COVID-19 Special Hygiene Measures

The health and safety of delegates is a priority. The WIPO Medical Unit will be reinforced on site and will be available for delegates physically attending the Assemblies.

Information on special hygiene measures for WIPO delegates during the COVID-19 pandemic is attached as an Annex to this document.

Information on the COVID-19 situation in Switzerland is available on the website of the [Swiss Federal Office of Public Health](#).

WIPO Medical Unit, Emergency Procedures, Pharmacies and Insurance

The WIPO Medical Unit provides medical assistance to delegates. The Unit is accessible from the corridor on the ground floor of the WIPO GBI Building (right side of the lobby of the WIPO AB Building) (Tel: +41 22 338 9128. Open from Monday to Friday, 8.30 a.m. to 6 p.m.)

For emergency assistance required at WIPO's Headquarters outside of the Medical Unit opening hours, dial 9999 from any WIPO telephone or +41 22 338 9999 from a mobile phone (available 24/7).

For emergency assistance required while outside of WIPO's Headquarters, delegates may go to:

Centre Médical Servette: Avenue de Luserna 17, 1203 Geneva

(Tel: +41 22 795 2525. Open from Monday to Friday 8.30 a.m. to 6 p.m. and Saturday 9 a.m. to 1 p.m.) or

Hôpital Cantonal: 24 rue Micheli-du-Crest, 1205 Geneva (Tel: +41 22 372 3311. Open 24/7)

Or

Call Ambulance and Medical Emergency: 144

Pharmacies close to WIPO:

Pharmacie Populaire, 42A rue de Moillebeau, 1202 Geneva (Tel: +41 22 740 0160)

Pharmacie Populaire Nations, 67 rue de Montbrillant, 1202 Geneva (Tel: +41 22 318 6912)

For the duration of the Assemblies, all delegates will be covered by insurance schemes for accidents and for urgent medical care following an illness. For further details, please refer to the document entitled "Important notice for delegates – Urgent illness and accident insurance schemes", available at the document counter at WIPO Headquarters. For an improved coverage of medical expenses, delegates are advised to subscribe to their own medical insurance for the duration of their stay in Geneva.

Media

Journalists wishing to cover the Assemblies, and who are not UN-accredited, are invited to apply for media accreditation to WIPO. All journalists applying for accreditation must submit proof that they represent a *bona fide* media organization according to [the standards defined by the United Nations](#). Journalists must submit their [request for accreditation](#) to the News and Media Section on their media organization's letterhead by e-mail at publicinf@wipo.int by September 16, 2020. To facilitate coverage, a press room will be available in the foyer of the WIPO Conference Hall.

WIPO press officers will be available throughout the Assemblies to assist with any press requests (publicinf@wipo.int; Tel: +41 22 338 8161 and +41 22 338 7224). Delegations wishing to distribute their statements to the press can provide them to the WIPO press officers, the WIPO Conference staff or the document counter outside the plenary room.

WIPO Photographer

As in previous years, WIPO's official photographer will be present during the Assemblies to take photographs of delegates and make them available on [WIPO's Flickr site](#). Delegates can download photos from the Assemblies free of charge and directly from the Flickr site. Delegates can let the photographer know if they do not wish to be photographed, either during the

Assemblies or in advance by writing to photos@wipo.int. Photos can also be withdrawn immediately from the Flickr site by notifying the photographer or sending an e-mail to photos@wipo.int.

PRACTICAL INFORMATION ON GENEVA

As indicated in this document and in earlier communications, delegates may wish to carefully consider the current public health situation and abstain from travelling to Geneva this year, and participate in the Assemblies online instead, with in-person representation from Geneva-based delegates only.

Therefore, the usual section with Geneva information for travelling participants has been removed from the Guide. The information for last year remains available in the [2019 Guide](#).

USEFUL WEBSITES

WIPO Assemblies 2020

https://www.wipo.int/about-wipo/en/assemblies/2020/a_61/index.html
https://www3.wipo.int/contact/images/map_acces_center.jpg

WIPO Delegates app

<https://www.wipo.int/wipodelegate/en/index.html>
https://play.google.com/store/apps/details?id=int_wipo_delegates_android
<https://itunes.apple.com/ch/app/wipo-delegate/id127783843?l=en&mt=8>

Registration

<https://www3.wipo.int/registration/en/a61/>

Observers

<https://www.wipo.int/about-wipo/en/observers/index.html>

Parking

<https://www.geneve-parking.ch/fr/parkings/place-des-nations>

Media accreditation

[https://www.unog.ch/80256EDD006B9C2E/\(httpPages\)/70991F6887C73B2280256EE700379C58?OpenDocument](https://www.unog.ch/80256EDD006B9C2E/(httpPages)/70991F6887C73B2280256EE700379C58?OpenDocument)
<https://www.wipo.int/pressroom/en/>

WIPO Library

<https://www.wipo.int/library/en/>

Geneva information

<https://www.cagi.ch/en/home.php>
<http://www.johnknox.ch/en/>
<https://www.geneve.com/>

Accommodation

https://www.wipo.int/export/sites/www/about-wipo/en/assemblies/pdf/hotels_un_preferential_rates_2019_2020.pdf
<https://www.geneve.com/>
<https://www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php>

Transport

<http://www.tpg.ch/en/web/site-international>

<https://www.unireso.ch/>

Safety and Security

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/situation-schweiz-und-international.html>

Weather

<https://www.meteo-geneve.ch/.>

[Annex follows]

INFORMATION FOR MEETING PARTICIPANTS ON WIPO PREMISES DURING THE COVID-19 PANDEMIC

The top priority of the WIPO Secretariat is the safety and well-being of meeting participants and its personnel. As such, and in accordance with the recommendations of the World Health Organization (WHO), the Swiss Federal Office of Public Health (FOPH) and the UN Medical Directors, all necessary measures have been taken to minimize the risk of exposure to COVID-19.

As part of our duty of care, all participants to physical meetings on WIPO premises must leave their contact information (e-mail and mobile phone number) for contact tracing, in case of need. This information will be preserved for three weeks for participants' safety and subsequently discarded.

SPECIAL HYGIENE MEASURES

- Meeting areas and the WIPO Campus are thoroughly and regularly cleaned and sanitized.
- Physical distancing of 2 meters is mandatory.
- Hand sanitizers are extensively available throughout the buildings.
- Mandatory use of masks for all participants.

PREVENTION AND PERSONAL PRECAUTIONS

- Ensure you keep a safe physical distance of at least 2 meters from other participants.
- Clean your hands frequently with soap and water (40-60 seconds) or an alcohol-based hand sanitizer (20-30 seconds).
- Avoid touching your nose, eyes and mouth if your hands are not thoroughly washed or sanitized.
- Cover your mouth and nose with a flexed elbow or a disposable tissue when coughing or sneezing.
- Follow the instructions and recommendations you will be given upon arrival and through signage on site.

IF YOU BECOME UNWELL DURING A MEETING

- Avoid contact with others by isolating yourself immediately.
- Keep a distance of at least 2 meters from other individuals.
- Ask to be accompanied to the WIPO Medical Unit which is located in GBII – organizers or security guards can guide you to the Medical Unit.

IF YOU BECOME UNWELL BEFORE THE MEETING

- Avoid unnecessary contact with others, including public places.
- Refrain from coming to WIPO premises if unwell with the following symptoms – even if mild:
 - Fever
 - Cough (wet or dry)
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Headaches
 - Fatigue
 - Muscle pain

- Diarrhea
- Conjunctivitis
- Loss of smell and/or taste

PRE-EXISTING MEDICAL CONDITIONS MAY PUT YOU AT GREATER RISK IF YOU DEVELOP COVID-19

- The following conditions may put you at greater risk of serious complications if infected with COVID-19:
 - Hypertension
 - Obesity (BMI equal or greater than 30)¹
 - Chronic lung diseases (including, but not limited to, severe asthma)
 - Diabetes, type 1 and 2
 - Cardiovascular diseases
 - Cancer or history of cancer, even if in remission
 - Severe liver or kidney disease
 - Pregnancy
 - Conditions or treatments that may affect immunity
 - Age, 60 years old and above
 - Other conditions or treatments as recommended by your treating physician

[End of Annex and of document]

¹ Body Mass Index calculated as a person's weight (in kilograms) divided by the square of his or her height (in meters).