

## **CWS Standards Workshop on Name Standardization**

**Geneva, May 2 to 3, 2019**

### **PRACTICAL INFORMATION**



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The WIPO Headquarters in Geneva, Switzerland, comprises the PCT Building (left), the George Bodenhausen building (center), the Main (AB) Building (right), and the New Building and WIPO Conference Hall (right of center).

## WORKSHOP VENUE AND ACCESS

The workshop will take place in Room NB 0.107 at the headquarters of the World Intellectual Property Organization (WIPO), 34 chemin des Colombettes, 1202 Geneva.

Access for persons with reduced mobility is available throughout WIPO premises. Requests for related information or assistance may be submitted to: [meetings@wipo.int](mailto:meetings@wipo.int); +41 22 338 7107.

## CONFERENCE BADGES

The point of entry to the WIPO premises for workshop participants is the Access Center (on the chemin des Colombettes), where the badge-collection counter is located (please see the map on the last page of this document and at [http://www.wipo.int/export/sites/www/contact/images/map\\_acces\\_center.jpg](http://www.wipo.int/export/sites/www/contact/images/map_acces_center.jpg)). Participants are requested to present a photo identification document (ID) at the counter, which is open as from 8:00 a.m.

Please note that access to and presence on the WIPO premises will be restricted to persons wearing badges. Any loss of a conference badge should be reported without delay to the WIPO Access Center desk.



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The WIPO Access Center on the right in the foreground, with the New Conference Hall to the left and the Main (AB) building in the background

## INTERNET AND IT MATTERS

WIPO provides free wireless Internet connection (Wi-Fi) in the conference and meeting rooms. The access code and instructions will be provided by conference-room assistants. Wi-Fi is also available in WIPO public areas (lobbies/foyer, cafeterias/lounge, library). In the interest of all participants, users are invited to limit heavy downloading.

In Room NB 0.107 Swiss power outlets are available at the meeting table. Presenters and participants may need to foresee bringing power adapters, if they so require.

A number of computers with Internet access, as well as shared printers, are available to participants on the premises, in the Internet Room on the first floor of the WIPO AB (main) Building. Please note that the software for the visually impaired installed on these computers allows web pages to be read aloud to users (in the WIPO library, a computer is equipped with both JAWS and MAGic screen readers).

## TELEPHONES

When phoning locally in Geneva from a fixed phone, replace "+41 22" by "022" or "+41 79" by "079" and so on. Three public phone booths may be found on the ground floor of the WIPO AB Building for making local and international calls. Incoming calls should be made to the WIPO switchboard (Tel: +41 22 338 9111).

## CAFETERIA, COFFEE BAR AND LUNCH FACILITIES

A refreshment lounge, with coin-operated machines, may be found on the 13<sup>th</sup> floor of the WIPO AB Building. Cafeterias are located in the WIPO NB and PCT Buildings and are open from 8 a.m. to 5 p.m. Lunch-time service in the cafeterias is from 11.45 a.m. to 2.15 p.m.

The neighboring International Telecommunications Union (ITU) and the Office of the United Nations High Commissioner for Refugees (UNHCR) buildings also have corporate cafeterias (conference badge and photo ID are required for entry). There are also several cafés and restaurants located in the vicinity of WIPO.

Kindly note that consumption of food and beverages is not permitted in meeting rooms (except water) and that smoking is prohibited inside WIPO buildings. Designated smoking areas are located outside of WIPO buildings.

## WIPO LIBRARY

With its holdings of some 35,000 monographs and over 300 periodicals and journals, the WIPO Library collection covers all aspects of intellectual property. These materials may be consulted in the Reading Room. An online catalogue lists the titles available in the print collection: <http://www.wipo.int/library/en/>

A computer in the Library is equipped with both JAWS and MAGic screen readers. The WIPO Library, located on the first floor of the NB Building is open Monday to Friday, from 8.30 a.m. to 5.30 p.m. ([library@wipo.int](mailto:library@wipo.int); Tel: +41 22 338 8573).

## PERMISSION TO VIDEOTAPE/PHOTOGRAPH

Please note that we will videotape/photograph the workshop presentations and panels to increase exposure of these topics and allow later viewing (we will not videotape roundtable discussions). The videotapes/photographs will be posted on the WIPO website after the workshop and subsequently reproduced and/or distributed in other related materials.

Participants may advise WIPO should they not wish to be photographed or videoed, either during the workshop or in advance by e-mail to: [photos@wipo.int](mailto:photos@wipo.int). Photos may also be immediately removed by notifying the photographer or sending an e-mail to [photos@wipo.int](mailto:photos@wipo.int).

If we do not hear from you as described above, that indicates your consent for WIPO to reproduce and use these materials. Please note that by consenting, you agree not to make any claims against WIPO or its personnel in connection with above-mentioned activities, including but not limited to copyright or royalty claims.



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View of the WIPO Main Building from the Place des Nations in spring. On the right is the WIPO Conference Hall, which was inaugurated in September 2014.

## DOCUMENTATION

Information and documentation on the workshop is available online as follows:

- [Workshop information and documentation](#)
- [Workshop program](#)

## PUBLIC TRANSPORT AND TAXI SERVICES

Free public transportation tickets, valid for 80 minutes within Geneva, are available to passengers arriving at the Geneva airport. The complimentary ticket may be obtained at the automatic distributor located in the luggage claim area, just before going through customs. Buses 5 and 28 stop at Place des Nations (UN flag entrance and “Broken Chair” monument), at walking distance from WIPO. Train service is also available from the airport to the main Geneva train station (*Gare Cornavin*) taking only six minutes.

Participants staying in a Geneva hotel may obtain a local public transportation pass from the hotel reception free of charge, valid for the duration of their stay. The personal and non-transferable pass allows free access to trams, buses, trains and yellow taxi-boats within the Geneva zone. Several bus and tram stops are at walking distance from WIPO (please refer to the area map at the end of this document).

- 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, 20; tram line 15.

Further information on Geneva public transportation: [www.tpg.ch](http://www.tpg.ch) and [www.unireso.ch](http://www.unireso.ch).

The nearest taxi stand is located on *9 Rue de Varembe*. Taxis may be called by dialing: +41 22 320 2020, +41 22 320 2202 or +41 22 331 4133. Requests for a taxi may also be made at WIPO New Access Center.

## PARKING

Paid public parking is available at the underground, *Parking des Nations*, Place des Nations (adjacent to the ITU building that is across the street from WIPO).

## TOURISTIC INFORMATION:

Fee-based touristic visits over the weekend can be arranged with the Geneva Tourist Office (information on guided tours) at:

- <http://www.geneve-tourisme.ch/en/seeing-doing/guided-tours>).

## POST OFFICE AND BANK

The nearest post office is located at *17 rue de Varembe*. Opening hours are from 8 a.m. to 12 noon and from 2 p.m. to 6 p.m.

The closest bank branch is the *Union des Banques Suisses (UBS)*, located at *17bis Chemin Louis-Dunant*. Opening hours are from 10 a.m. to 5.30 p.m. on Mondays and from 9 a.m. to 5.30 p.m. Tuesday to Friday (Cash dispenser ATM 24/7).

A cash dispenser (ATM) is also available on the ground floor of WIPO GBI Building (right-hand side of the lobby of the WIPO AB Building). Both Swiss francs and Euros may be withdrawn at these ATMs, using internationally-recognized cards.

## SECURITY INFORMATION

Regarding personal safety and security, participants should remain vigilant regarding their safety and the security of their property. Petty crime and crimes using distraction methods are common in a number of areas in the city (train/bus terminals) and involve pickpocketing as well as purse and/or cell-phone snatching. Robbery and/or threats of robbery are uncommon, but not unheard of. If accosted, do not resist and comply with demands to turn over personal property. Remember that your personal safety is of paramount concern.

WIPO Safety and Security Coordination Service (SSCS) recommend that participants make copies of their passports and other identification, carrying the copies on their person. It is advisable to secure original, important documents/identification in hotel safes.

### General Safety/Security Recommendations:

- Be aware of your surroundings at all times.
- Take note of fire safety instructions in your hotel (emergency exits).
- Take care and secure your personal property (luggage/briefcase/electronics, etc.).
- Do not carry large amounts of cash with you and do not expose expensive jewelry in public.
- When possible, avoid walking alone especially in the evening, try to use crowded routes and keep to well-lit areas.
- Use public transport modes (bus/train/taxi) that are considered safe modes of moving about the city.
- Be aware of individuals presenting themselves as police officers and always ask for formal police identification. Police identity cards feature a photo of the officer, their name and rank and are inscribed with the Republic and Canton of Geneva, as well as the word "Police" crossed with a yellow and red line. If there is uncertainty regarding the authenticity of a police officer, challenge him, attract the attention of others and if possible call the police emergency number (117).
- Be particularly vigilant at the airport, the train station and when checking into your hotel.
- Never leave valuables on car seats – doing so attracts the attention of thieves.

- Be careful when using bank machines and note if anyone is lingering about. If you feel uncomfortable, find another ATM.
- Carry your hotel information with you: phone number, address, hotel taxi service.

Please report all security (crime/attempts) incidents to the Police (Tel: 117) and to WIPO's Safety Security Coordination Service (SSCS - Security Operation Center 9999 or + 41 22 338 9999, [security.coordination@wipo.int](mailto:security.coordination@wipo.int)). Further information and advice on security matters in Geneva can be found on the web site of Geneva Police at: <http://www.geneve.ch/police/communiqués/divers/welcome.asp?comId=120>.

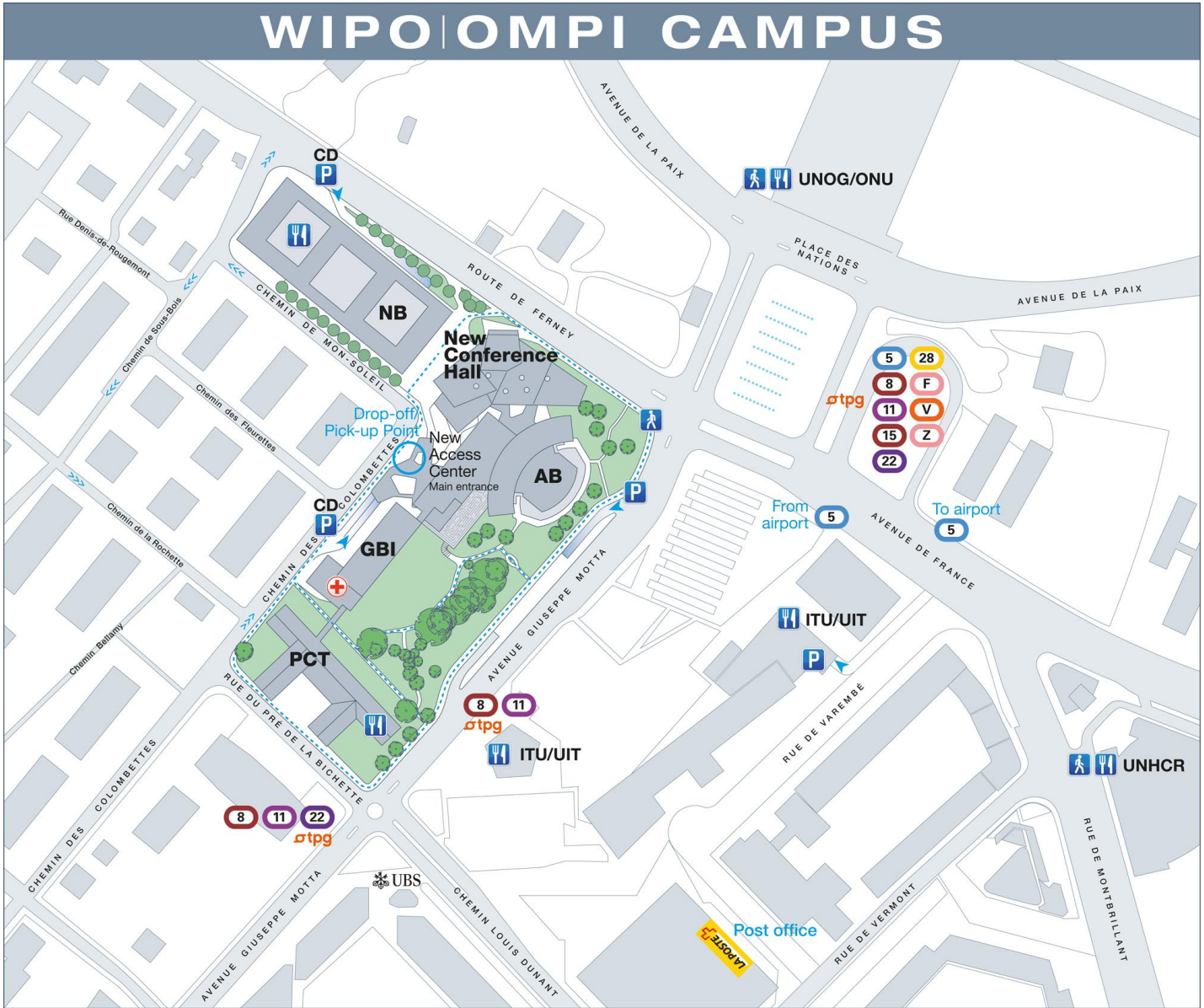
## OTHER CONTACTS AND PRACTICAL INFORMATION

While on the WIPO premises and during their stay in Geneva, participants may find the following contacts useful:

- WIPO Safety and Security Coordination Service (SSCS): + 41 22 338 9999 (24/7)
- Police: 117
- Medical emergency: 144
- Fire Brigade: 118
- Roadside assistance: 140
- Geneva lost & found: +41 22 546 0900

For medical emergency/consultations:

- WIPO Medical Unit: located in the Ground floor of GB1, Office No. GB I 0.10, GB I 0.11, GB I 0.12, near the WIPO AB Building lobby (Tel: +41 22 338 9128- open each morning Monday through Friday from 9 a.m. to 11.30 a.m. and on Monday, Wednesday and Friday afternoon from 2 p.m. to 4 p.m.)
- *Centre Médical du Léman*: 17 rue Alfred-Vincent, 1201 Geneva (Tel: +41 22 716 0660. Open Monday to Friday, 8 a.m. to 6 p.m.)
- *Hôpital Cantonal*: 4 rue Gabrielle Perret-Gentil, 1205 Geneva (Tel: +41 22 372 3311. Open 24/7)
- Emergency home doctor visits: +41 22 748 4950
- Pharmacy close to WIPO: *Pharmacie Populaire, rue de Montbrillant 67*, 1202 Geneva (Tel: +41 22318 69 12)



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