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## INTERNATIONAL CONFERENCE

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WIPO/GDCM/GE/16/INF/3  
ORIGINAL: ENGLISH  
DATE: APRIL 6, 2016

### **The Global Digital Content Market**

organized by World Intellectual Property Organization (WIPO)

**Geneva, April 20 to 22, 2016**

#### GENERAL INFORMATION

*Document prepared by the International Bureau of WIPO*

## CONFERENCE DATE, VENUE AND ACCESS

1. The Conference will take place from April 20 to 22, 2016, in the WIPO Conference Hall, at the headquarters of the World Intellectual Property Organization (WIPO), 34 Chemin des Colombettes, 1211 Geneva 20, Switzerland.
2. Access to and presence at the WIPO premises is restricted to badge-holders. Delegates are requested to wear badges in plain view at all times. Lost badges should immediately be reported to the WIPO registration desk located in the WIPO Access Center +41 22 338 9350.
3. Access for persons with reduced mobility is available throughout WIPO premises. Requests for information or assistance may be submitted to: [meetings@wipo.int](mailto:meetings@wipo.int); +41 22 338 9581.

## REGISTRATION

4. Delegates (including Geneva-based delegates) are kindly requested to register online at: [https://www3.wipo.int/registration/en/form.jsp?meeting\\_id=38803](https://www3.wipo.int/registration/en/form.jsp?meeting_id=38803)
5. Online registration consists of completing a short form. Once registered online, each participant receives by e-mail a registration number confirming the registration to the Conference.
6. Conference badges will be issued to accredited delegates, at the registration desk (located in the WIPO Access Center), on presentation of the participant's online registration confirmation e-mail (or confirmation number), a copy of the credentials or nomination letter and a photo I.D. The registration desk will be open on Wednesday, April 20, 2016, from 2 p.m. to 6 p.m., on Thursday, April 21, 2016, from 8 a.m. to 5 p.m. and on Friday, April 22, 2016, from 8 a.m. to 4 p.m.

## ENTRY REQUIREMENTS FOR SWITZERLAND, VISAS AND TRAVEL COSTS

7. Delegates are advised to check visa requirements well in advance of travel to allow sufficient time to obtain a visa. Visa applicants are required to provide biometric data (10 fingerprints and facial image). This implies the applicant's presence at a Swiss Consulate to submit and register biometric data (this may even require traveling to a third country). Visas are not delivered 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 least three weeks before departure. Visa, travel and accommodation costs are the responsibility of the delegate.

For more information kindly consult the following link, selecting the tab "Representations and travel advice": <https://www.eda.admin.ch/eda/en/home.html>

## MEETING HOURS AND DAYS

8. Conference sessions will be held each day and the Program is available at: [http://www.wipo.int/edocs/mdocs/copyright/en/wipo\\_gdcm\\_ge\\_16/wipo\\_gdcm\\_ge\\_16\\_inf\\_1\\_pro v.pdf](http://www.wipo.int/edocs/mdocs/copyright/en/wipo_gdcm_ge_16/wipo_gdcm_ge_16_inf_1_pro v.pdf)

## INTERPRETATION

9. Simultaneous interpretation will be provided for the Conference in English, Arabic, Chinese, French, Russian and Spanish.

## DELEGATES' INTERVENTIONS AT THE CONFERENCE

10. No statements are possible in advance of the Conference. Delegates are encouraged to participate from the floor.

## WEBCASTING

11. Live webcasting will be available for sessions held in the WIPO Conference Hall on the WIPO website ([www.wipo.int](http://www.wipo.int)).

## DOCUMENTATION

12. Information and documentation for the Conference is available at:  
[http://www.wipo.int/meetings/en/2016/global\\_digital\\_conference.html](http://www.wipo.int/meetings/en/2016/global_digital_conference.html)

13. The Conference document counter is located outside the WIPO Conference Hall. Delegates are strongly encouraged to come to the Conference with pre-printed copies of documents and/or to use portable computers/devices.

## WI-FI INTERNET ACCESS

14. WIPO provides free Wi-Fi Internet access in the WIPO Conference Hall, in the foyer and on the ground floor of the WIPO AB building.

15. A number of computers with Internet access and a shared printer will be available to delegates in the Information Center in the foyer of the WIPO AB building and in the WIPO Library in the New Building (NB). There is also an Internet Room in AB 1.11 on the AB Building mezzanine.

## RESTAURANT AND COFFEE BAR FACILITIES

16. Tea and coffee will be available to delegates each day during the morning and afternoon breaks. Restaurants located in the WIPO PCT Building and the WIPO NB Building are open from 8 a.m. to 5 p.m. (lunch will be served from 11.30 a.m. to 2.45 p.m.). Also available is a coffee/tea lounge (with coin-operated machines) on the 13<sup>th</sup> and -1 floors of WIPO AB Building. Drinking water dispensers are available at different locations in the WIPO buildings, rooms and corridors.

## ACCOMMODATION

17. Accommodation in Geneva is often in high demand and delegates are recommended to make hotel reservations well in advance. WIPO does not have a hotel reservation service and delegates should book hotels directly. Information and hotel reservations are available at:

[www.geneve-tourisme.ch/en/accommodation/](http://www.geneve-tourisme.ch/en/accommodation/)  
[www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php](http://www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php)

## MEDIA

18. The Conference is open to journalists. Journalists, who are not accredited to the United Nations, are requested to fill out the WIPO Media Accreditation Form that is located at: [http://www.wipo.int/pressroom/en/documents/wipo\\_media\\_accreditation.doc](http://www.wipo.int/pressroom/en/documents/wipo_media_accreditation.doc). Journalists, who are accredited to the United Nations, are invited to register: [https://www3.wipo.int/registration/en/form.jsp?meeting\\_id=38803](https://www3.wipo.int/registration/en/form.jsp?meeting_id=38803). For any media related questions, please contact the News and Media Section at [Publicinf@wipo.int](mailto:Publicinf@wipo.int) or +41 22 338 8161 or +41 22 338 7224. A press room is available inside the WIPO Conference Hall.

## TAXI SERVICES, PUBLIC TRANSPORTS AND PARKING

19. The nearest taxi stand is located just outside the Centre International de Conférences Genève (CICG) on *rue de Varembé*. 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 the WIPO registration desk.

20. Delegates arriving at Geneva airport can obtain a free public transport ticket valid for a 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. Buses 5 and 28 stop at Place des Nations (UN flag entrance and “Broken Chair” monument) which is within walking distance from WIPO. The train takes only six minutes from the airport to the *Cornavin* Geneva train station.

21. Delegates staying in a Geneva hotel can obtain a local transport card from the hotel reception free of charge, valid for the duration of their stay. The personal and non-transferable card allows free access to trams, buses, trains and yellow taxi-boats on Geneva’s territory.

22. 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.

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

24. A public paid car park is available underneath the Place des Nations, accessible either from Avenue Giuseppe Motta (at the foot of the WIPO AB Building) or opposite WIPO, near the ITU building entrance on Rue de Varembé.

## POST OFFICE AND BANK

25. A Post Office is located on the ground floor of the CICG building at 17 rue de Varembé. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

26. The closest bank to WIPO is UBS, located 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 WIPO AB Building). Both ATMs can deliver Swiss Francs (CHF) and Euros (€) using internationally-recognized credit cards.

27. Geneva’s local currency is the Swiss Franc (CHF), which is divided into 100 centimes. There are currency exchange counters in the arrival area of the international airports and in the hotels.

## SAFETY, SECURITY AND EMERGENCY

28. WIPO Medical Unit: located in the WIPO GBI Building, Room GBI 0.16, near the WIPO AB Building lobby (Tel: +41 22 338 9584 or +41 22 338 9128. Open Monday to Friday, 8.30 a.m. to 6 p.m.).
29. *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.).
30. *Hôpital Cantonal*: 4 rue Gabrielle Perret-Gentil, 1205 Geneva (Tel: +41 22 372 3311. Open 24/7).
31. *Emergency home doctor visits*: +41 22 748 4950.
32. *Ambulance and Emergency Rescue Service*: 144.
33. *Pharmacy close to WIPO: Pharmacie Populaire*, 42A Rue Moillebeau, 1202 Geneva (Tel: +41 22 740 0160).
34. For the duration of the Conference, all delegates will be covered by illness and accident insurance schemes. If an illness requiring urgent care or an accident occurs during the Conference (even if outside the premises), delegates should contact the WIPO Medical Unit (see details above). Medical care at the *Centre Médical du Léman* will be covered by the insurance subject to showing a photo ID and the Conference badge. Outside working hours, and only in case of emergency, delegates may contact the *Hôpital Cantonal*. In case of accident and in order to reimburse any medical costs as quickly as possible, delegates should contact the Human Resources Pension and Insurance Unit and fill a declaration form ([hrpi@wipo.int](mailto:hrpi@wipo.int); tel: +41 22 338 8166 or 9733).
35. Although Switzerland (Geneva) is rated as “low risk” regarding personal safety and security, delegates 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.
36. WIPO Safety and Security Coordination Service (SSCS) recommends that delegates make copies of their passports and other identification, carrying the copies on your person. Secure your original, important documents/identification in the hotels’ or your room safe.
37. 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 (bus/train/taxi). These 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.

38. Please report all security (crime/attempts) incidents to the Police (Tel: 117) and to WIPO’s Safety Security Coordination Service (SSCS) (Tel: +41 22 338 9999, [security.coordination@wipo.int](mailto:security.coordination@wipo.int)). SSCS is available 24/7 to provide delegates with assistance if a police report is required and to provide liaison with the Geneva Diplomatic Police Group.

39. WIPO’s onsite security force is available to assist you should a safety/security incident occur on the WIPO campus or in close proximity to it and if immediate assistance is required. They can be reached via the emergency number 9999 from WIPO internal phones and via +41 22 338 9999 on external phone lines.

## CLIMATE

40. April weather is likely to be mild in Geneva, with average temperatures of 15°C/59°F to 20°C/68°F during daytime and 5°C/41°F to 10 C/50°F during nighttime, based on meteorological averages. More information can be found on [www.meteo-geneve.ch](http://www.meteo-geneve.ch).

## LOCAL TIME AND ELECTRICITY

41. The local time for Geneva is UTC + 1 hour. Electricity in Switzerland uses 220V.

## CONTACTS

42. For general issues: [gdcn@wipo.int](mailto:gdcn@wipo.int)

43. For media relations: [publicinf@wipo.int](mailto:publicinf@wipo.int)

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