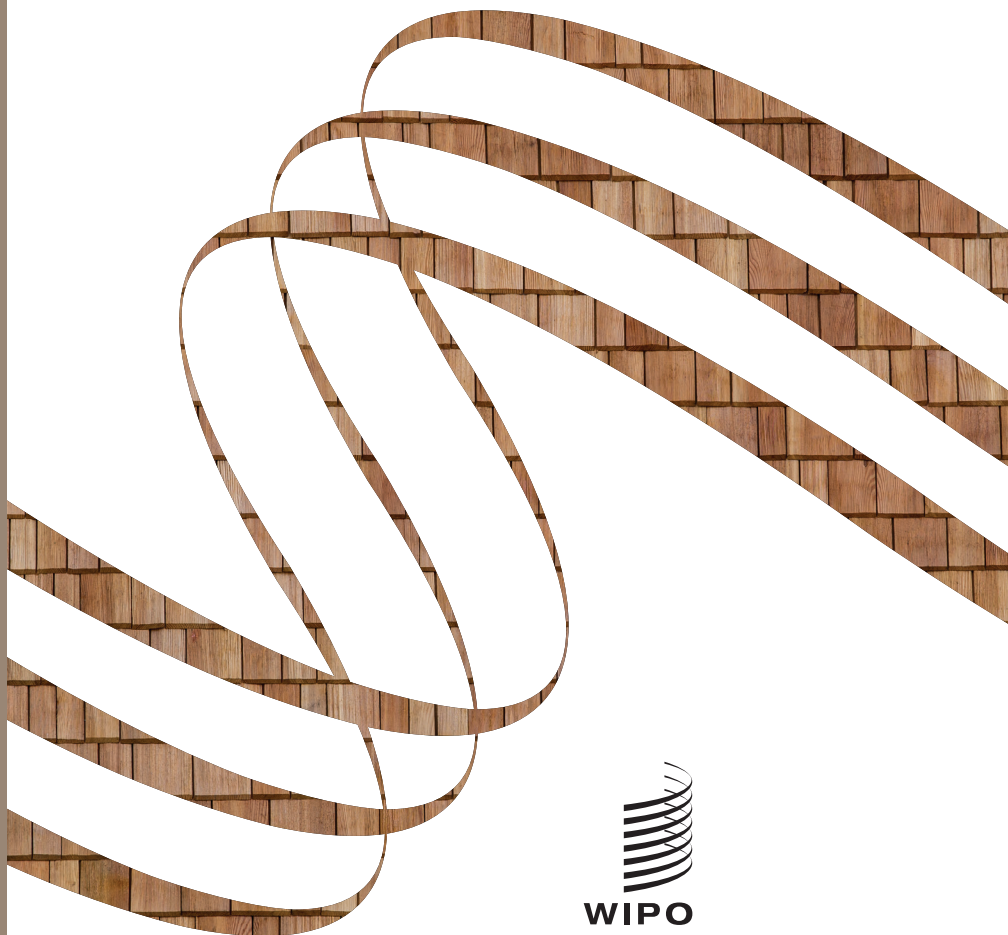


Practical Guide for Delegates

Assemblies
of the Member States
of WIPO

54th Series of Meetings



2014


WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

Introduction and Contact Details

The Fifty-Fourth Series of Meetings of the Assemblies of the Member States of the World Intellectual Property Organization (WIPO) (hereinafter “the September 2014 WIPO Assemblies”) will take place from September 22 to 30, 2014, at the headquarters of WIPO, 34 Chemin des Colombettes, 1211 Geneva 20. The web site of the Assemblies is:

www.wipo.int/about-wipo/en/assemblies/2014/a_54/agenda.html

The present document includes practical information for delegates attending the September 2014 WIPO Assemblies.

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

Registration of delegates:

Ms. Janice Driscoll Donayre or

Ms. Anne-Eve Adam

meetings@wipo.int

+41 22 338 95 81 or +41 22 338 82 15

and **Ms. Nathalie Danemark**

assemblies.registration@wipo.int

+41 22 338 99 51

Funding of PCT/Madrid delegates:

Ms. Nathalie Danemark or

Ms. Margarita Sanchez

assemblies.financing@wipo.int

+41 22 338 99 51 or +41 22 338 96 02

Documentation:

Ms. Patience Häfliger

assemblies@wipo.int

+41 22 338 95 93

and **Ms. Nicoletta Davi**

assemblies@wipo.int

+41 22 338 98 62

Premises and room bookings:

Ms. Janice Driscoll Donayre or

Ms. Anne-Eve Adam

meetings@wipo.int

+41 22 338 95 81 or +41 22 338 82 15

Internet and IT matters:

Mr. Walter Muñoz

helpdesk@wipo.int

+41 22 338 85 74 or +41 79 615 60 61

Other questions:

Ms. Nicoletta Davi

assemblies@wipo.int

+41 22 338 98 62

**In case of need/emergency
in Geneva, delegates may use the
following contacts:**

- WIPO New Access Center:
+41 22 338 79 41 or +41 22 338 79 44
- WIPO Safety and Security
Coordination Service (SSCS):
+41 22 338 98 74 (24/7)
- Police: **117**
- Medical emergency: **144**
- Fire Brigade: **118**
- Roadside assistance: **140**
- Geneva lost & found:
+41 22 546 09 00

**For medical emergency/
consultations:**

WIPO Medical Unit:

located in the WIPO GBI Building,
Room GBI 0.16,

near the WIPO AB Building lobby

Tel: +41 22 338 95 84 or

+41 22 338 91 28.

Open Monday to Friday,

8.30 a.m. to 6 p.m.

Centre Médical du Léman:

17 rue Alfred-Vincent,

1201 Geneva

Tel: +41 22 716 06 60.

Open Monday to Friday,

8 a.m. to 6 p.m.

Hôpital Cantonal:

4 rue Gabrielle Perret-Gentil,

1205 Geneva

Tel: +41 22 372 33 11.

Open 24/7

Emergency home doctor visits:

+41 22 748 49 50

Ambulance and Emergency

Rescue Service: **144**

Pharmacy close to WIPO:

Pharmacie Populaire,

1 Chemin des Colombettes,

1202 Geneva

Tel: +41 22 740 01 60

Conduct of Sessions and Method of Work

Duration of Sessions

The September 2014 WIPO Assemblies will take place at the headquarters of WIPO from September 22 to 30, 2014. Access to WIPO will be possible as from 7.45 a.m. on Monday, September 22, 2014, in order for badges to be collected in a timely manner (more information on badge collection is provided on page 8).

Each day, sessions will run precisely from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In the interests of efficiency, sessions will start on time and there will be no coffee breaks (complimentary coffee/tea will be available in the morning and in the afternoon). Delegates are urged to arrive in good time. If necessary, night sessions (from 7 p.m. onwards) will be organized. Unless indicated otherwise, meetings will in principle not take place over the weekend.

Seating Order

At a briefing for Permanent Missions on the organization of the Assemblies, which will be held on September 15, 2014, a letter of the alphabet will be drawn which will determine the seating order for delegations at WIPO meetings during the forthcoming year.

The precise seating arrangements for the September 2014 WIPO Assemblies will be finalized on the basis of the online registrations received and the drawn letter. A seating map will be made available at the entrance of the plenary room.

Should the number of registered delegates exceed the capacity of the plenary room, retransmission of plenary sessions will be arranged in a designated room(s).

Requests to Take the Floor

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 preceding the discussions on the item. They may send their requests to *assemblies@wipo.int* or complete a Speaking Request Form which they may obtain from the WIPO Conference staff during the Assemblies. Delegates may also request the floor during the discussions.

Interpretation

Simultaneous interpretation will be available during plenary meetings to and from English, Arabic, Chinese, French, Russian and Spanish, as well as from Portuguese (passive).

In order to ensure the highest quality of interpretation for the benefit of the speakers and of all delegations, interpreters should receive prepared statements (even if in draft form) ahead of their oral delivery. This is particularly important for longer statements, such as General Statements under Agenda Item 5. Prepared statements can be sent as early as possible, at the latest on the morning of their delivery, to Ms. Christina Fertis, Chief Interpreter (*christina.fertis@wipo.int*) or given by hand to the WIPO Conference staff. Prior to being delivered, the statements will be made available only to interpreters, in order to assist them in faithfully transmitting the message of delegates.

If a General Statement under Agenda Item 5 can be posted after delivery in the WIPO web site (possibly with the indication “Check Against Delivery”), the statement may also be sent to *assemblies@wipo.int*.

General Statements

General Statements (Agenda Item 5) are expected to occupy the first two days of the Assemblies. As per previous practice and in order to minimize the need for night sessions, General Statements should be orally delivered within five minutes by group coordinators on behalf of their members (approximately 500 to 650 words at normal pace) or within three minutes by individual country delegates (approximately 300 to 390 words). A display system will assist delegates to adhere to the time limitation.

In the interests of efficiency, delegates wishing to take the floor are invited to accommodate their statements to such time limits. In this respect, delegates 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 reiterate positions already stated by the group coordinator.

If a statement cannot be delivered at a normal speaking pace within the indicated time limits, it should be orally summarized and the full version may be submitted in writing to the Secretariat (*assemblies@wipo.int*). In the interests of time, delegations may also opt for submitting their entire General Statement in writing and not taking the floor.

Each General Statement submitted in writing to the Secretariat will be posted on the WIPO web site after delivery and will be reproduced in its entirety in the report circulated on the last day of the Assemblies, which will include General Statements not delivered orally.

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 in paper on the spot to any WIPO Conference staff or by e mail to *assemblies@wipo.int*.

Registration of Delegates and Credentials

Online Registration

Preliminary note: Registrations originating from individuals or organizations NOT accredited to WIPO cannot be processed. Information to request permanent observer status is available at:

www.wipo.int/members/en/admission/observers.html

In order to avoid delays on the first day of the Assemblies, and in accordance with the invitation circular sent on April 15, 2014, to Member States and Observer Organizations accredited to WIPO, delegates from capitals as well as those based in Geneva are kindly requested to register online by September 5, 2014.

The link for online registration is:

www.wipo.int/meetings/en/registration/form.jsp?meeting_id=32482

The secure code to enable the online registration was provided in the invitation circular sent on April 15, 2014, to Member States and Observer Organizations accredited to WIPO.

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

The submission of credentials is required for 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 September 2014 WIPO 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 September 2014 WIPO Assemblies and should not be uploaded as such.

Once registered online, each delegate receives by e-mail a registration number confirming the registration to 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).

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

Conference Badges

In order to obtain the official conference (admission) badge, it will be necessary to produce, on 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 on the online registration form.

Conference badges can be collected in the WIPO New Access Center on 34 Chemin des Colombettes (North side of the WIPO AB Building), as follows:

- Friday, September 19, 2014, from 1.30 p.m. to 6.30 p.m.;
- Sunday, September 21, 2014, from 3 p.m. to 6 p.m.; and
- Monday, September 22, 2014, from 7.45 a.m. onwards.

The registration counters in the WIPO New Access Center will be open every day during the Assemblies. Although registration counter coverage will be reinforced on the morning of the opening day, delays may be experienced between 9 a.m. and 10 a.m. In order to avoid such delays, delegates are invited to collect their badges on Friday or Sunday afternoon, September 19 or 21, 2014, or as early as possible on Monday, September 22, 2014.

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

A provisional list of participants will be distributed on the first day of the Assemblies and updated on the basis of the online registrations received by 5 p.m. on Friday, September 5, 2014.

Visas

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 between three months and at the latest three weeks before departure. Delegates requiring a visa to enter Switzerland are invited to contact WIPO at visa@wipo.int in order to obtain assistance.

Funding of PCT and Madrid Delegates

Requests for Funding

In accordance with the circulars sent on May 23, 2014, to Member States, the travel expenses and daily subsistence allowance of one delegate from each Member State of the Patent Cooperation Treaty (PCT) Union and/or the Madrid Union will be financed by WIPO at the express request of any concerned Member State, provided that the required designation form is completed and returned to WIPO by August 22, 2014. The circulars referred above include all the information and forms to submit those requests. As only one delegate from each Member State of each Union (PCT and/or Madrid) can be financed, members are invited to return only one designation form for each Union.

Travel Expenses and Daily Subsistence Allowances (DSAs)

Concerning travel expenses, each financed delegate is being individually contacted after the submission of the designation form and provided with the appropriate arrangements. 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.

Financed delegates may collect their DSAs at the finance desk in the lobby of WIPO New Access Center on Monday, September 22, 2014, from 8 a.m. to 4.30 p.m., and on Tuesday, September 23, 2014, from 8 a.m. to 4.30 p.m. Thereafter, the following WIPO staff may be contacted: Ms. Elsbeth Leicht (Tel: +41 22 338 99 62) or Ms. Sylvia Moita (Tel: +41 22 338 97 30).

Unplanned early departure

Kindly note that in the case of an unplanned early departure, a financed delegate should immediately inform the WIPO Secretariat travel and finance services by e-mail (assemblies.financing@wipo.int) or by phone (Tel: +41 22 338 99 51 or +41 79 728 82 03). 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 transfer reimbursement from home.

Documentation

Information and documentation for the September 2014 WIPO Assemblies are available online as follows:

Information on the Assemblies:

www.wipo.int/about-wipo/en/assemblies/2014/a_54/index.html

Agenda of the Assemblies and links to the documents of each agenda item:

www.wipo.int/about-wipo/en/assemblies/2014/a_54/agenda.html

As a positive contribution to a carbon-free environment and as a cost-saving measure, Assemblies documents are being published on the WIPO web site only. They are posted in all official languages as they become available. Hard copies of documents will not be transmitted in advance unless specifically requested.

A document distribution service will be provided outside the plenary room. Paper copies of documents will be limited and made available on a daily basis for items scheduled for discussion that day. Delegates are strongly encouraged to come to the meetings with pre printed copies of documents and/or to use portable computers/devices.

Premises and Room Bookings

Access to WIPO

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

The entrance to the WIPO Campus will be *via* the WIPO New Access Center on 34 Chemin des Colombettes (North side of the WIPO AB Building) (see Map). Delegates arriving at WIPO by car can be dropped-off/picked-up at the WIPO New Access Center. Pre-accredited official vehicles from Permanent Missions can access WIPO's parking area as indicated below and drop off or pick up delegates. Delegates meeting the Director General in his office are requested to contact the Protocol and Event Management Section in advance (Mr. Omar Katbi: +41 22 338 82 61; Mr. James Neale: +41 22 338 80 25 or Ms. Tina Andrianjafy: +41 22 338 93 88) and will be duly escorted from the parking area or from the WIPO AB Building lobby.

As usual, pre-accredited official vehicles from Permanent Missions can access the reserved diplomatic underground parking area in WIPO, with their magnetic WIPO access badges. Access to the WIPO parking is possible *via* the entrance at

34 Chemin des Colombettes. Delegates can park their cars on a first-come-first-served basis for the duration of the meetings. Otherwise, a public parking area at Place des Nations is very close to WIPO and the parking fee is approximately 2 Swiss francs/hour.

The WIPO premises are fully accessible to persons with disabilities. Requests for information or assistance may be submitted by e-mail to: meetings@wipo.int, or by phone to: +41 22 338 95 81.

Room Bookings

Meeting rooms will be assigned at WIPO for regional group meetings during the Assemblies. Group Coordinators will be advised in advance of the room assignments.

To facilitate planning and service arrangements, Group Coordinators are kindly requested to advise the WIPO Conference Section on a daily basis (or more often, if changes arise), of the anticipated schedule of their group meetings (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 accordingly on the WIPO electronic display panels.

There is very limited availability of rooms at WIPO for bilateral meetings. Requests for room reservations at WIPO should be addressed to the Conference Section (meetings@wipo.int). Staff on site at the documents or registration desks may also be contacted for last-minute room reservations. Room allocation will be done according to overall availability and will commence during the week beginning on August 11, 2014. We regret that, in the interests of all delegations and in view of the limited facilities, block bookings for a specific room over a long duration of time cannot be arranged.

Staff on site at the documents counter or conference room attendants may also be contacted for last-minute room reservations.

Restaurant and Coffee Bar Facilities

Participants may use the restaurants located in the WIPO PCT Building and the WIPO NB Building which 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 13th floor of WIPO AB Building.

The neighboring International Telecommunications Union (ITU) and the Office of the United Nations High Commissioner for Refugees (UNHCR) buildings also have corporate restaurants (Assemblies badge and photo ID will be required). A number of cafés and restaurants are available in the vicinity of WIPO.

Meditation Room

A meditation room accessible to delegates is located on the ground floor of the WIPO GBI Building (Room GBI 0.6), near the WIPO AB Building lobby.

Other

Self-service cloakrooms are located outside the plenary room at the WIPO New Conference Hall and outside Room A at the WIPO AB Building. These areas are unattended, and WIPO can take no responsibility for any loss or theft of property left there. Delegates are encouraged not to bring their luggage to WIPO or leave valuable items unattended in conference rooms. All inquiries concerning lost and found items should be addressed to the WIPO New Access Center (Tel: +41 22 338 79 41 or +41 22 338 79 44–24/7).

Kindly note that smoking is not allowed inside WIPO buildings. With the exception of water, food and beverages are not allowed in meeting rooms.

Internet and IT Matters

Web Site and Webcasting

The Assemblies page on the WIPO web site is operational at the address indicated on page 10. The sessions will be webcasted outside WIPO at the following address: www.wipo.int/webcasting/en/

After the Assemblies, the webcasting will remain available as video-on-demand (VOD) at the same address.

Wireless Internet (Wi-Fi)

A free wireless Internet connection (Wi-Fi) will be available in the WIPO New Conference Hall. The access code and instructions will be provided at the WIPO registration desk. In the plenary room, every delegate's table has two electrical plugs (a Swiss plug and a European plug), that can be used for portable computers and similar equipment. Wi-Fi is also available in WIPO public areas (lobbies/foyer, cafeterias/lounge, library). In the interests of all delegates, users are invited to limit heavy downloading.

Computers with Internet Access

A number of computers with Internet access and a shared printer are available to delegates, 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 Room in AB 1.11 on the mezzanine), and in the WIPO NB Building (WIPO Library, located on the first floor). In the interests of other delegates, users are encouraged to reduce their access time in case of high demand. The software for the visually impaired installed on these computers allows web pages to be read aloud to users.

Telephone

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. Phone cards may be purchased at the Post Office (see page 14). Incoming calls can be made to the WIPO switchboard (Tel: +41 22 338 91 11).

Delegates should switch their mobile phones to silent mode during meetings.

Other Matters Related to the Assemblies

Inauguration of the WIPO New Conference Hall and Reception

All delegates are cordially invited to attend the inauguration of the WIPO New Conference Hall and a reception hosted by WIPO on September 22, 2014, following the conclusion of the Assemblies daily session.

Side-Events

Various workshops/seminars, exhibitions and receptions will be organized by WIPO or by delegations on the margins of the Assemblies. Information on these events will be provided at the briefing for delegates on September 15, 2014 and during the Assemblies.

Press

WIPO press officers will be available throughout the Assemblies to assist with any press requests (publicinf@wipo.int; Tel: +41 22 338 81 61 and +41 22 338 72 24). Delegations wishing to distribute their statements to the press can provide them to the WIPO press officers, the WIPO Conference staff or the document distribution service.

WIPO Customer Service Center

The Customer Service Center will operate a desk at the foyer of the WIPO New Conference Hall from 9 a.m. to 6 p.m. and will be available to help delegates with their requests, i.e., provide responses to general queries and facilitate meetings with WIPO staff members (Tel: +41 22 338 87 87).

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 can be consulted in the Library's Reading Room. An online catalogue lists the titles available in the print collection: www.wipo.int/library/en/

All delegates are welcome to visit the WIPO Library during their stay in Geneva. They can enter with their Assemblies badge (a photo ID may be requested). The Library is located on the first floor of the WIPO NB Building. Opening hours: Monday to Friday, from 8.30 a.m. to 5.30 p.m. (library@wipo.int; Tel: +41 22 338 85 73).

The Library's Publications Unit will have a presence in the lobby of WIPO where delegates can obtain information on WIPO publications and copies of the latest available titles; further information can be obtained by contacting *publications.mail@wipo.int*.

The WIPO Shop

Located in the lobby of the WIPO AB Building, the WIPO Shop offers a selection of WIPO publications and souvenirs, as well as reference books in the field of intellectual property. It also houses a number of computers with Internet access.

WIPO Photographer

As with last year, WIPO's official photographer will be present during the Assemblies to take photographs of delegates and make them available at WIPO's Flickr site (www.flickr.com/wipo/collections/assemblies). Delegates can download Assemblies photos free of charge directly from the Flickr site. Delegates can signal to the photographer that they do not wish to be photographed, either during the Assemblies or in advance to *photos@wipo.int*. Photos can also be immediately withdrawn from the Flickr site by notifying the photographer or sending an e-mail to *photos@wipo.int*.

WIPO Insurance for Delegates

For the duration of the September 2014 WIPO Assemblies, all delegates will be covered by illness and accident insurance schemes. If an illness requiring urgent care or an accident occurs during the Assemblies (even if outside the premises), delegates should contact the WIPO Medical Unit (see details on page 3). Medical care at the Centre Médical du Léman will be covered by the insurance subject to showing a photo ID and the Assemblies badge. Outside working hours, and only in case of emergency, delegates may contact the Hôpital Cantonal (see details on the Centre and Hospital on page 3). 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*; Tel: +41 22 338 81 66 or 97 33).

For more details, please refer to the document entitled "Important notice for delegates – Urgent illness and accident insurance schemes", distributed at the conference.

Practical Information on Geneva

Hotels

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 or through their Permanent Missions.

Information and hotel reservations are available at:

www.geneve-tourisme.ch/en/accommodation

www.genevashotels.com.

A list of negotiated hotel rates issued by the United Nations Office at Geneva (UNOG) is available at:

www.wipo.int/about-wipo/en/assemblies/2014/a_54/index.html

The Geneva Delegates Welcome Service can organize and contribute to the financing of a budget accommodation for short stays. This service is offered to delegates coming from developing countries, or delegates of NGOs with limited financial resources. Further information may be found at:

www.cagi.ch/en/accueil-delegues/hebergement-delegues.php

Public Transportation

Delegates 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 machine 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.

Delegates 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.

The following bus and tram stops are within walking distance from WIPO (see Map):

- 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.

Further information on Geneva public transportation can be found at: www.tpg.ch and www.unireso.ch

Taxis

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

Post Office and Bank

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

The Union des Banques Suisses (UBS) has the closest bank office to WIPO, on 17bis Chemin Louis Dunant. Opening hours: 8.30 a.m. to 4.30 p.m. (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 ATMs can deliver Swiss francs and Euros using internationally-recognized credit cards.

Security Information

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.

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.

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) (Tel: +41 22 338 74 78, 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.

WIPO’s onsite security guard force, Arndt, 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 99 99 on external phone lines. Further information and advice on security matters in Geneva can be found on the web site of Geneva Police at: www.geneve.ch/police/communiqués/divers/welcome.asp?comId=120

Other

Further information on Geneva can be found here:

Specific information for delegates:
www.cagi.ch/en/accueil-delegates.php

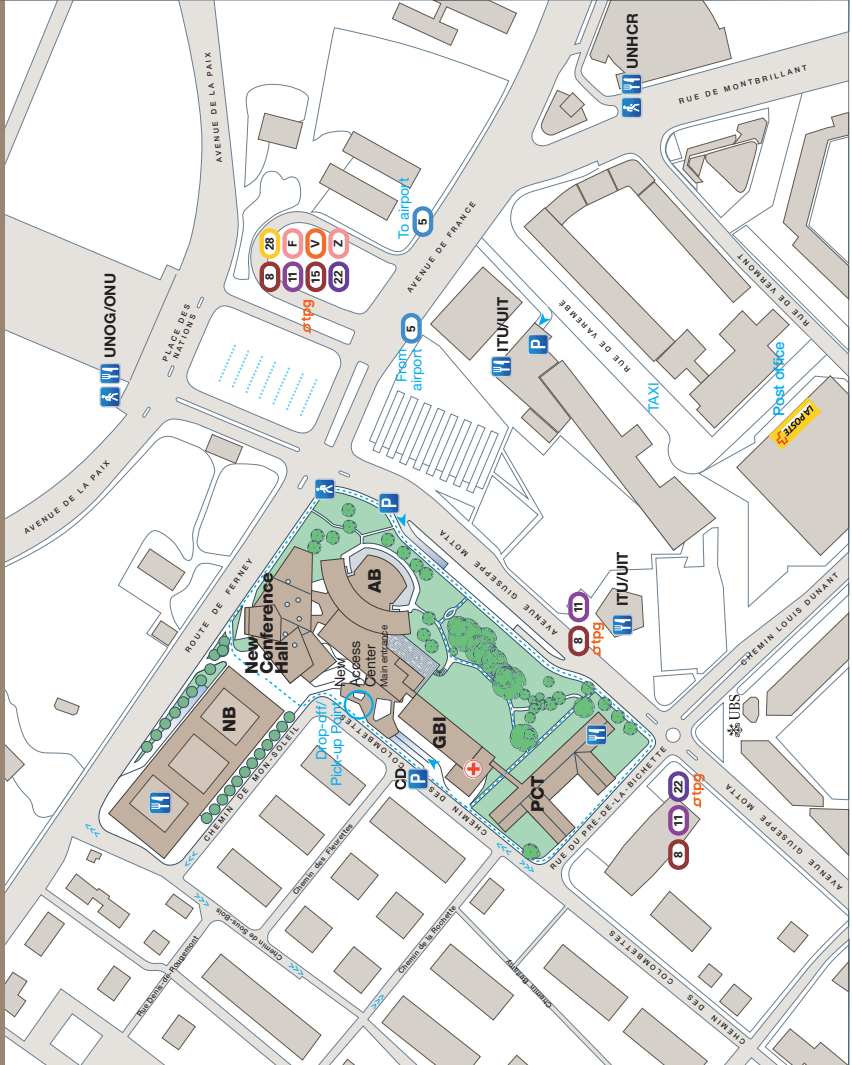
Practical information:
www.cagi.ch/en/vie-pratique.php

Touristic information:
www.geneve-tourisme.ch/en/home

Fee-based touristic visits over the weekend can be arranged with the Geneva Tourist Office (information on guided tours on: www.geneve-tourisme.ch/en/seeing-doing/guided-tours)

or with WIPO’s travel agency Carlson Wagonlit Travel (CWT) (+41 58 322 26 30, tourismenyon@carlsonwagonlit.ch).

WIPO | OMPI | CAMPUS



For more information
contact **WIPO** at www.wipo.int

World Intellectual Property Organization
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