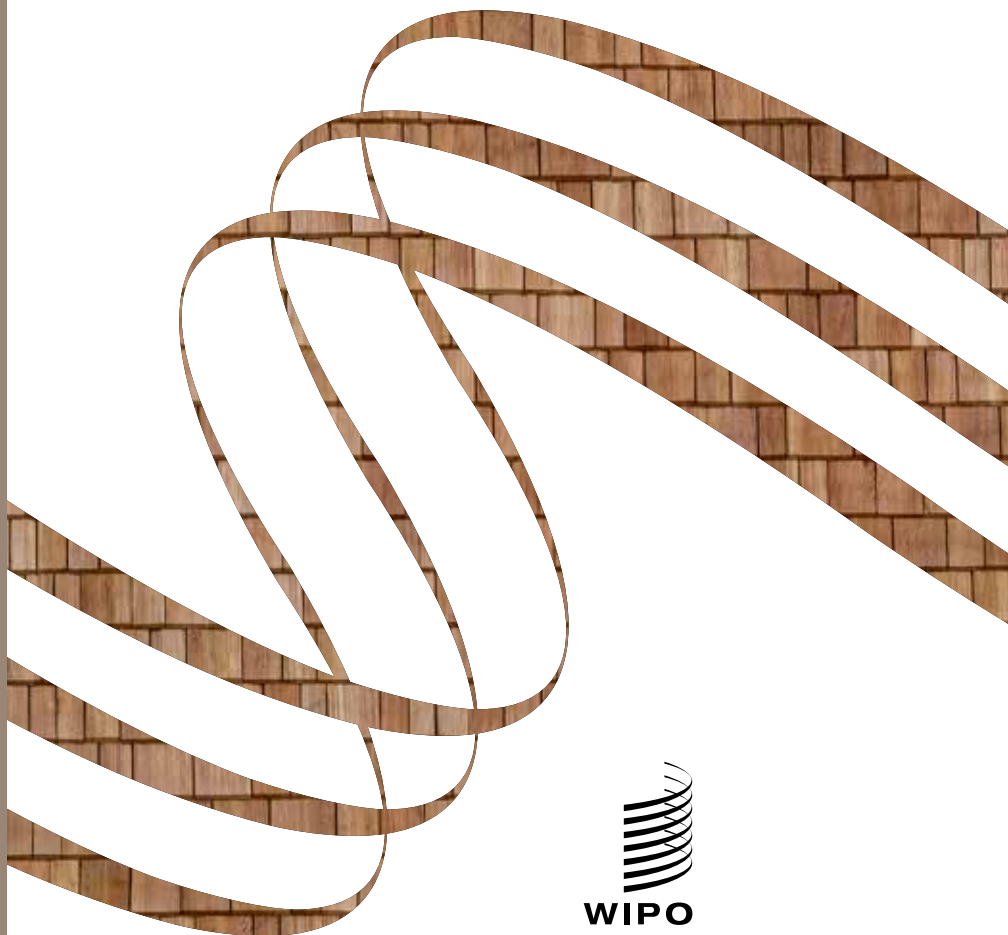


Practical Guide for Delegates

Assemblies
of the Member States
of WIPO – 2017

57th Series of Meetings



Introduction and Contact Details

The Fifty-Seventh Series of Meetings of the Assemblies of the Member States of the World Intellectual Property Organization (WIPO) (hereinafter “the Assemblies”) will take place from October 2 to 11, 2017, at the headquarters of WIPO, 34 *Chemin des Colombettes*, 1211 Geneva 20. The website of the Assemblies is:
www.wipo.int/about-wipo/en/assemblies/2017/a_57/index.html

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

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. Nicoletta Davi**
assemblies.registration@wipo.int
tel: +41 22 338 9862

Funding of PCT/Madrid delegates:

Ms. Marie-Antoine Rideau or
Ms. Maria Margarita Sanchez
assemblies.financing@wipo.int
tel: +41 22 338 8242 or +41 22 338 8471

Documentation:

Ms. Patience Häfliger or
Ms. Nicoletta Davi
assemblies@wipo.int
tel: +41 22 338 9593 or +41 22 338 9862

Premises and room bookings:

Ms. Janice Driscoll Donayre 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. Nicoletta Davi
assemblies@wipo.int
tel: +41 22 338 9862

Conduct of Sessions and Method of Work

Duration of Sessions

The Assemblies will take place at the headquarters of WIPO from October 2 to 11, 2017. Access to WIPO will be possible as from 7.45 a.m. on Monday, October 2, 2017, in order for badges to be collected in a timely manner (more information on badge collection is provided on page 7).

Daily 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 outside the plenary room). Delegates are urged to arrive in good time. If necessary, night sessions (from 7 p.m. onwards) will be organized. Unless otherwise indicated, there will be no weekend meetings.

Seating Order

A briefing session for permanent missions on the organization of the Assemblies will be held on September 28, 2017. During this briefing, a letter of the alphabet will be drawn 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 online registrations received and the drawn letter. A seating map will be made available at the entrance to the plenary room.

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 before the discussions on the item. Requests can be sent to assemblies@wipo.int. Delegates may also request the floor during the discussions.

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 prepared statements (even 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 handed to the WIPO Conference staff. Prior to being delivered, the statements will be made available to interpreters, in order to assist them in faithfully transmitting the messages of delegates.

If a statement can be posted on the WIPO website after delivery, it may also be sent to *assemblies@wipo.int* (indicate “Check Against Delivery”).

General Statements

General Statements (Agenda Item 5) are expected to take up the first day and part of the second day of the Assemblies. As per previous practice, and in order to minimize the need for night

sessions, General Statements should be delivered orally, within five minutes, by group coordinators on behalf of their members (approximately 650 to 800 words, read at normal speed to allow accurate interpretation) or within three minutes by individual country delegates (approximately 390 to 480 words). 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 accommodate their statements to such time limit. Therefore, 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 restate positions already stated by the group coordinator.

If a statement cannot be delivered at a normal speaking pace 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 to the Secretariat will be posted on the WIPO website after delivery. All statements, including those not delivered orally, will be reproduced in their entirety in the report.

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 on 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 on requesting 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 March 23, 2017 to Member States and Observer Organizations accredited to WIPO, delegates from capitals and those based in Geneva are kindly requested to register online by September 15, 2017, at: <https://www3.wipo.int/registration/en/a>

The secure code to enable the online registration was provided in the invitation circular sent on March 23, 2017, 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 the delegate's 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 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 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

It is WIPO's goal to ensure a successful, safe and secure conference for all participants. Participants are advised to arrive at the WIPO Access Centre sufficiently in advance of the start of the conference, in order to clear security screening prior to picking up their badges.

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 photo badge that will incorporate the delegate's photo. Advance provision of JPEG-format photos of registered participants would be very much appreciated, in order to accelerate on-site badge retrieval, particularly on the opening morning of the conference. 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.

Kindly 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 photograph should be taken in full-face view directly facing the camera with a white/off-white background. Photographs 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 official conference (admission) 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.

Conference badges 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 29, 2017, from 1.30 p.m. to 6.30 p.m.;
- Sunday, October 1, 2017, from 2.30 p.m. to 5.30 p.m.; and
- Monday, October 2, 2017, from 7.45 a.m. onwards.

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. In order to avoid such delays, delegates are invited to collect their badges on Friday September 29, 2017 or Sunday, or October 1, 2017, in the afternoons, or as early as possible on Monday, October 2, 2017.

Delegates from Member States may 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 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).

Any lost badge should be reported without delay to the WIPO reception desk.

List of Participants

On the first day of the Assemblies, a provisional list of participants will be distributed. It will include the online registrations received by 5 p.m. on Friday, September 15, 2017.

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

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 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 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 (C. PCT 1509 and C. M 1656) sent on June 1, 2017, 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 will 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 September 1, 2017. The circulars referred to above contain all details and attachments necessary for the submission of requests for financing. As only one delegate from each member 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 DSAs

Concerning travel expenses, each financed delegate will be contacted individually after submission of the designation form, and provided with the appropriate arrangements therefor. 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 the payment order for their DSAs at the finance desk in the lobby of WIPO AB Building on Monday, October 2, 2017, from 8 a.m. to 4.30 p.m., and on Tuesday, October 3, 2017, 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 page 20 for additional information.

Unplanned early departure

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 8242). 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.

Documentation

Information and documentation on the 2017 WIPO Assemblies are available online as follows:

Information on the Assemblies:

www.wipo.int/about-wipo/en/assemblies/2017/a_57/index.html

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

www.wipo.int/about-wipo/en/assemblies/2017/a_57/agenda.html

As a positive contribution to an environmentally-friendly meeting and as a cost saving measure, Assemblies documents are posted on the WIPO website for downloading. Hard copies

of documents will not be sent in advance unless specifically requested. All documents are available in English, Arabic, Chinese, French, Russian and Spanish.

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

Delegations wishing to circulate any paper may inquire with the document counter.

Access, Room Bookings and Certain Dedicated Facilities

Access to WIPO

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

The 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). Delegates arriving at WIPO by car can be dropped-off/picked-up from the WIPO 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: tel: +41 22 338 8261; Mr. James Neale: tel: +41 22 338 8025 or Ms. Tina Andrianjafy: tel: +41 22 338 9388) 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 car park in WIPO, with their magnetic WIPO access badges. Access to the WIPO car park 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 car park at *Place des Nations* is very close to WIPO. More information on the parking fee is available at:

www.ge.ch/parkings/parkings/nations.asp

Access for persons with reduced mobility is available throughout WIPO premises. Guide-dogs for the visually-impaired are allowed. Requests for information or assistance may be submitted to: meetings@wipo.int or tel: +41 22 338 9581.

Room Bookings

Meeting rooms will be assigned 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 inform 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*). Rooms will be allocated according to overall availability during the week beginning August 21, 2017. We regret that, in the interests of all delegations and in view of the limited facilities available, block bookings for a specific room over a long duration of time cannot be arranged.

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

Meeting rooms and business lounges within walking distance of WIPO can also be booked with:

The Delegates Welcome Service (CAGI), which offers free of charge a meeting room with a capacity of 20 people. Booking is required. (www.cagi.ch/en/delegates-welcome/working-and-meeting-rooms.php; e-mail: delegates.cagi@etat.ge.ch); and

The John Knox Conference Center (CIRJK) (tel: +41 22 747 0000; www.johnknox.ch/en; 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 (9.30 a.m. to 11.15 a.m. and 2.45 p.m. to 5 p.m.) at the foyer of the Conference Hall. Soft drinks and snacks will also be available at the Delegates' Lounge next to the plenary room (against payment) all day long (9 a.m. to 7 p.m.).

Cafeterias located in the WIPO PCT Building and the WIPO NB Building will be open from 8 a.m. to 5 p.m. (lunch will be served from 11.45 a.m. to 2.30 p.m.). Each day, both cafeterias offer a large variety of food options, including dishes prepared from locally produced ingredients and vegetarian dishes, as well as take-out options. Also available are coin operated vending machines on the 13th floor of the WIPO AB Building. Vending machines are also placed on the first basement floor (-1) of the WIPO AB Building. Drinking water dispensers are available at different locations in the WIPO buildings, rooms and corridors.

The neighboring Nations Business Centre, the 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 located within walking distance.

Meditation Room

A meditation room accessible to all delegates is located on the ground floor of the WIPO GBI Building (Room GBI 0.4), near the WIPO AB Building lobby.

Miscellaneous

Self-service cloakrooms are located outside the plenary room at the WIPO Conference Hall and outside Room A in the WIPO AB Building. These areas are unattended, and WIPO will assume no responsibility for any loss or theft of property. Delegates are encouraged

not to bring their luggage to WIPO and to secure their personal property at all times. A number of lockers are available for delegates at the reception of the NB Building. All inquiries concerning lost and found items should be addressed to the WIPO Access Center (tel: +41 22 338 7942 or +41 22 338 7944 – 24/7).

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

Internet and IT Matters

Website and Webcasting

The Assemblies pages on the WIPO website can be found at the address indicated on page 10. The sessions will be publicly webcasted 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 (identified as: WIPOwifi4CONF) is available in the WIPO Conference Hall and in WIPO public areas (lobbies/foyer, cafeterias/lounge, 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.

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 Internet room situated on the ground floor level of the WIPO Conference Hall and on the mezzanine level of the WIPO AB Building (Room AB 1.11). In addition, several PCs with Internet access are available in the WIPO Library (first floor of the NB Building) and behind the WIPO Information Center (ground floor of the WIPO AB Building). In the interests of other delegates, users are encouraged to reduce their access time in case of high demand. The software for visually impaired users installed on these computers allows for web pages to be read aloud.

The Delegates Welcome Service (CAGI) also offers free access to computers at a reasonable walking distance from WIPO (5 mins), available from 9 a.m. till 5 p.m. on working days and, subject to registration, from 6 a.m. to midnight, including public holidays and week-ends.

(www.cagi.ch/en/delegates-welcome/working-and-meeting-rooms.php; e-mail: delegates.cagi@etat.ge.ch).

Telephone

When making local phone calls in Geneva, replace “+41 22” by “022” or “+41 79” by “079” etc.

Local and international calls can be made from the three public booths on the ground floor of the WIPO AB Building, near the main lifts. Credit cards are accepted, as well as phone cards, which may be purchased at the Post Office (see page 20). Incoming calls can be made to the WIPO switchboard (tel: +41 22 338 9111).

Mobile phones should be switched to silent mode during meetings.

Other Matters Related to the Assemblies

Assemblies Reception and Side-Events

All delegates are cordially invited to attend a reception hosted by WIPO on October 2, 2017, at the end of the daily session of the Assemblies.

Various workshops/seminars, exhibitions and receptions will be organized by WIPO and by delegations on the margins of the Assemblies. Information about these events will be posted on the website and provided at the briefing session for delegates on September 25, 2017, and during the Assemblies.

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 22, 2017. 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 Customer Service Center

The Customer Service Center will operate a desk at the foyer of the WIPO 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 8787; customer.service@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: www.wipo.int/library/en

All delegates are welcome to visit the WIPO Library during their stay in Geneva. They can enter the library with their official conference (admission) badge. The Library is located on the first floor of the WIPO NB Building. Opening hours: Monday to Friday, from 9 a.m. to 5 p.m. (*library@wipo.int*; tel: +41 22 338 8573).

The Library and Publication Distribution Section will also be present in the lobby of the WIPO AB Building where delegates can find information on WIPO publications and copies of the latest available titles. Further information can be obtained by contacting: *publications.mail@wipo.int*.

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 (*www.flickr.com/photos/wipo/collections/72157631643277710*). 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*.

WIPO Medical Emergencies and Insurance for Delegates

WIPO Medical Unit:
located in the WIPO GBI Building, Room GBI 0.6, near the WIPO AB Building lobby (tel: +41 22 338 9128. Open from Monday to Friday, 8.30 a.m. to 6 p.m.)

If the Medical Unit is closed:
Groupe Médical d'Onex
3 Route de Loëx
1213 Onex
(tel: +41 22 879 5050. Emergency room, 7 days a week – 7 a.m. to 11 p.m.)

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

Ambulance and Medical Emergency:
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Pharmacy close to WIPO:
Pharmacie Populaire
42A Rue de Moillebeau
1202 Geneva
(tel: +41 22 740 0160)

For the duration of the 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 outside the premises), delegates should contact the WIPO Medical Unit (see details above). Outside working hours, and only in case of emergency, delegates may contact the *Groupe Médical d'Onex*

or the *Hôpital Cantonal* (see details on the Group and Hospital above). In case of accident, and in order to reimburse any medical costs as quickly as possible, delegates should contact the Pension and Insurance Unit and fill a declaration form (*hrpi@wipo.int*; tel: +41 22 338 8166, 8566, 9733 or 8575).

For further details, please refer to the document entitled “Important notice for delegates – Urgent illness and accident insurance schemes,” available from the document counter.

Delegates Information Desk (DID/CAGI)

The Delegates Information Desk (DID) welcomes, guides and informs visiting delegates when they attend major international conferences. Its function is to:

- provide information about the main services offered by international organizations within the framework of their conference;
- facilitate access to relevant information with regard to the conferences in several languages;
- redirect delegates towards qualified interlocutors;
- provide practical, cultural and tourist information about Geneva; and
- promote CAGI services.

Practical Information on Geneva

Hotels

Accommodation in Geneva is often in high demand and it is recommended that delegates 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

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/2017/a_57/index.html

The Delegates Welcome Service (CAGI) offers logistical support for delegate accommodation and may grant financial assistance to delegates from least developed countries (LDCs) and from non-governmental organizations (NGOs) based on analysis of individual cases. Further information is available at:

www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php

Public Transports and Taxi Services

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 automatic ticket distributor located in the baggage claim area, just before passing customs. From the airport, buses 5 and 28 stop at Place des Nations (UN flag entrance and “Broken Chair” monument), within walking distance of 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 transportation card from the hotel reception free of charge, valid for the entire duration of their stay. This personal and non-transferable card allows free access to trams, buses, trains and yellow taxi-boats around Geneva.

The following bus and tram stops are within walking distance of 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/en/web/site-international and www.unireso.ch

The nearest taxi stand is located just outside the *Centre International de Conférences Genève* (CICG) 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 the WIPO Access Center.

Bank and Post Office

Geneva's local currency is the Swiss franc (CHF), whose exchange rate is currently similar to the Euro (EUR or €) and the United States dollar (USD or \$) (almost equal in parity in March 2017). There are currency exchange counters in the arrival area of the international airport, in hotels and bank offices.

The closest bank branch to WIPO is the UBS Vermont-Nations Branch, located on 17bis *Chemin Louis Dunant*. Opening hours: 8.30 a.m. to 4.30 p.m. (Cash dispenser ATM 24/7).

Please note that there are only two cash desks at UBS Vermont Nations Branch. As a result, delegates may experience delays in cashing their DSA payment orders, especially during the first two days of the Assemblies. If so, delegates may wish to consider cashing their orders from Wednesday onwards.

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

The nearest Post Office is located at the CICG Conference Center, 17 *Rue de Varembe*. Opening hours: 8 a.m. to noon and 2 p.m. to 6 p.m.

Safety and Security

WIPO Safety and Security Coordination Service (SSCS) (24/7): Security Operation Center (SOC) 9999 or + 41 22 338 9999

Police: 117
Fire Brigade: 118
Roadside assistance: 140
Geneva Lost & Found: +41 22 546 0900

Although Switzerland (Geneva) is rated as "low risk" regarding personal safety and security, delegates should remain vigilant with regard to their personal safety and the security of their property. Petty crime and crimes involving methods of distraction are common in a number of areas in the city (train/bus terminals) and can include pickpocketing and 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 personal safety is paramount.

The WIPO Safety and Security Coordination Service (SSCS) recommends that delegates should make copies of passports and other identification, and carry copies on their person. Delegates should secure their original, important documents/means of identification in their hotel or the safe of their room.

General Safety and Security Recommendations (non-exhaustive):

- Be aware of your surroundings and exercise a degree of personal vigilance at all times.
- Take note of fire-safety instructions both on WIPO premises and in your hotel (i.e. emergency exits and instructions).
- Take care of and secure your personal property (i.e., luggage, briefcase, electronics, etc.).
- Do not carry large amounts of cash with you and do not wear expensive jewelry in public.
- Where possible, avoid walking alone, especially in the evening; try to use well-populated routes and keep to well-lit areas.
- Use means of public transport (bus/tram/train/taxi) that are considered to be a safe way of moving around 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 them, attract the attention of others and if possible call the police emergency number (117).
- Be particularly vigilant with respect to pickpockets and other security concerns 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.
- Exercise the same degree of caution, as you would in any major city, when using cash machines in Geneva (i.e., ATMs) and pay attention to anyone lingering in the vicinity or behaving in a suspicious manner. If you feel uncomfortable, find another ATM or ask a colleague to accompany you. Note that there is a secure UBS ATM located in the WIPO GBII building.
- Carry your hotel information with you: phone number, address, and taxi service number(s).

Please report all security incidents (crime/attempts) to the Police (tel: 117) and to WIPO’s Safety and Security Coordination Service (SSCS) (Security Operation Center 9999 or + 41 22 338 9999, 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, Protectas, is available to assist delegates should a safety/security incident occur on the WIPO campus or in the immediate vicinity 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.

In the unlikely case of an evacuation, please follow safety guidance as posted and the directions indicated by WIPO's security team.

Further information and advice on security matters in Geneva can be found on the website of Geneva Police at:
www.ge.ch/police/communiqués

Local Conditions

October in Geneva is a mildly cold but pleasant season, with average maximum temperatures of 15°C/59°F. However, temperatures may drop to around 10°C/50°F in the mornings and evenings. Geneva can also be rainy in October. More information can be found at:
www.meteo-geneve.ch

The local time for Geneva is UTC +1 hour.

Electricity in Switzerland uses 220V.

Miscellaneous

Further information on Geneva can be found here:

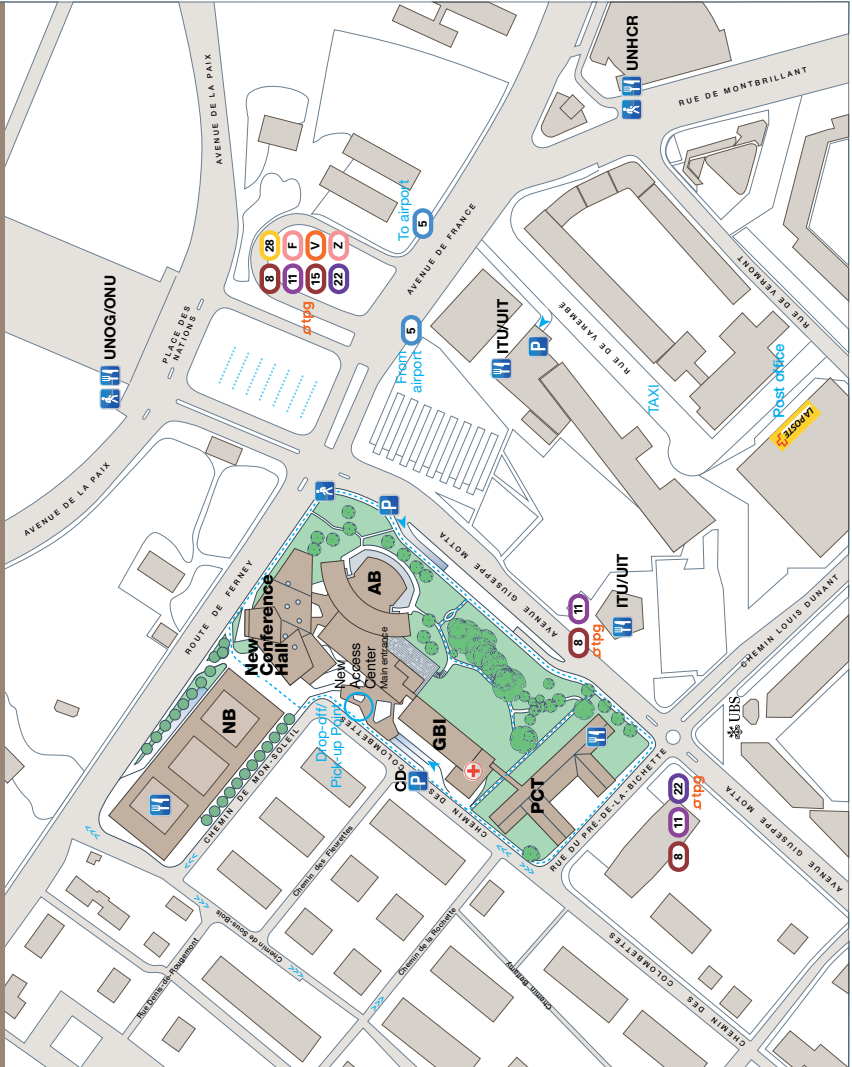
Specific information for delegates:
www.cagi.ch/en/delegates-welcome.php

Practical information:
www.cagi.ch/en/practical-info.php

Tourist 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) at:
www.geneve-tourisme.ch/en/seeing-doing/guided-tours
or with WIPO's travel agency partner, Carlson Wagonlit Travel (CWT) (tel: +41 58 322 2630; tourismenyon@carlsonwagonlit.ch). CWT is open from 9 a.m. to 12.30 p.m. and from 1.30 p.m. to 5 p.m. and is located on the ground floor of WIPO's GBI building (right-hand side of the main lobby of the WIPO AB Building), next to the ATM on the ground floor.

WIPO|OMPI CAMPUS



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