

Diplomatic Conference for the Adoption of a New Act of the Lisbon Agreement for the Protection of Appellations of Origin and Their International Registration

Geneva, May 11 to 21, 2015

GENERAL INFORMATION

prepared by the International Bureau

CONFERENCE DATE, VENUE AND ACCESS

1. The Diplomatic Conference for the Adoption of a New Act of the Lisbon Agreement for the Protection of Appellations of Origin and Their International Registration (hereinafter Diplomatic Conference) will take place at the headquarters of the World Intellectual Property Organization (WIPO), 34 chemin des Colombettes, 1211 Geneva 20, Switzerland, from Monday, May 11, 2015, to Thursday, May 21, 2015.
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.
3. Access for persons with reduced mobility is available throughout WIPO premises. Requests for information or assistance may be submitted to: meetings@wipo.int; +41 22 338 9581.

REGISTRATION

4. In order to avoid delays, and in accordance with the invitation letters sent on December 15, 2014, delegates (including Geneva-based delegates) are kindly requested to register online by April 11, 2015, at:
http://www.wipo.int/meetings/en/registration/form.jsp?meeting_id=35202.
5. Online registration consists of completing a short form. This can be done in a few minutes by each participant or by a staff member on the participant's behalf. Once registered online, each participant receives by e-mail a registration number confirming the registration to the Diplomatic 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 on-line registration, e-mail (or confirmation number), a copy of the credentials or nomination letter, and a photo I.D. Should the credentials (or letter of appointment for IGO and NGO representatives) not have been transmitted to WIPO in advance, please present the original of the document/letter to the WIPO Secretariat at the Diplomatic Conference venue on the first day of the conference. **The registration desk will be open on Friday, May 8, 2015, from 8 a.m. to 6 p.m., on Sunday, May 10, 2015, from 2 p.m. to 5 p.m. as well as on Monday, May 11, 2015, from 8 a.m.**

ENTRY REQUIREMENTS FOR SWITZERLAND

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 between three months and at the latest three weeks before departure. Any visa cost is the responsibility of the traveler.

MEETING HOURS AND DAYS

8. Conference meetings will be held each day from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., unless otherwise indicated. The substantive work of the Diplomatic Conference will begin on Monday, May 11, 2015, and will continue through May 21, 2015 (including weekend days).

INTERPRETATION

9. Simultaneous interpretation will be provided for the official sessions of the Diplomatic Conference in Arabic, Chinese, English, French, Russian and Spanish, and from Portuguese into the other six languages.

DELEGATES' INTERVENTIONS AT THE DIPLOMATIC CONFERENCE

10. The work of the Secretariat and interpreters would be greatly facilitated if speakers could kindly send a copy of their statement(s) to the Secretariat prior to the Conference to the following e-mail address: lisbon.system@wipo.int. If not transmitted electronically, copies of statements (handwritten, typed or on e-support) should be handed to the Conference officers as early as possible during the Diplomatic Conference.

WEBCASTING

11. Live webcasting will be available for sessions held in the WIPO New Conference Hall on the WIPO web site (www.wipo.int).

DOCUMENTATION

12. Information and documentation for the Diplomatic Conference are available at: http://www.wipo.int/meetings/diplomatic_conferences/2015/en/.

13. As a positive contribution to a carbon-free environment and as a cost-saving measure, documents are available on the WIPO web site in Arabic, Chinese, English, French, Russian and Spanish.

14. The Conference document counter is located outside the plenary session meeting room. 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

15. WIPO provides free Wi-Fi Internet access in the WIPO New Conference Hall and on the ground floor of the WIPO main building.

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

TRAVEL AGENT CARLSON WAGONLIT TRAVEL (CWT)

17. WIPO travel agency partner, CWT, is open from 9 a.m. to 5 p.m. The agency is located on the ground floor of WIPO's GBI building (right-hand side of the main lobby of the building), next to the cash dispenser ATM on the ground floor.

RESTAURANT AND COFFEE BAR FACILITIES

18. 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 13th and -1 floors of WIPO AB Building. Drinking water dispensers are available at different locations in the WIPO buildings, rooms and corridors.

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

ACCOMMODATION

20. 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/
www.cagi.ch/en/delegates-welcome/accommodation-for-delegates.php
www.genevashotels.com

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

www.wipo.int/export/sites/www/meetings/en/docs/hotel_list_geneva_2015-2016.pdf.

MEDIA

22. Journalists wishing to cover the Diplomatic Conference are invited to apply for media accreditation. Journalists accredited to the United Nations do not need to submit a separate accreditation request. 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's organization's letterhead by email at publicinf@wipo.int by May 1, 2015. To facilitate coverage, a press room is available inside the WIPO Conference Hall.

TAXI SERVICES, PUBLIC TRANSPORTS AND PARKING

23. The nearest taxi stand is located just outside the 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 reception desk.

24. 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), at walking distance from WIPO. The train takes only six minutes from the airport to the *Cornavin* Geneva train station.

25. 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.
26. The following bus and tram stops are at 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.
27. Further information on Geneva public transportation: www.tpg.ch and www.unireso.ch.
28. A public paid parking is available at the Place des Nations lot adjacent to the ITU building that is across the street from WIPO.

TELEPHONE, POST OFFICE AND BANK

29. A Post Office is located on the ground floor of the CICG building at 17 rue de Varembeé. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.
30. 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 main building). Both ATMs can deliver Swiss Francs and Euros using internationally-recognized credit cards.
31. Geneva's local currency is the Swiss Franc (Sfr.), 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

32. 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.).
33. *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.).
34. *Hôpital Cantonal*: 4 rue Gabrielle Perret-Gentil, 1205 Geneva (Tel: +41 22 372 3311. Open 24/7).
35. Emergency home doctor visits: +41 22 748 4950.
36. Ambulance and Emergency Rescue Service: 144.
37. Pharmacy close to WIPO: *Pharmacie Populaire*, 1 Chemin des Colombettes, 1202 Geneva (Tel: +41 22 740 0160).

38. For the duration of the Diplomatic Conference, all delegates will be covered by illness and accident insurance schemes. If an illness requiring urgent care or an accident occurs during the Diplomatic 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; Tel: +41 22 338 8166 or 9733).

39. 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.

40. 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.

41. 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 lie. 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.

42. 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 7478, 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.

43. 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 9999 on external phone lines.

CLIMATE

44. May is a mild pleasant season 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.

LOCAL TIME AND ELECTRICITY

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

CONTACTS

46. For general issues and overall coordination of the Diplomatic Conference: lisbon.system@wipo.int

47. For on-line registration: meetings@wipo.int

48. For questions relating to the list of delegates, credentials and full powers: Office of the Legal Counsel: legal.dipconf@wipo.int

49. For media relations: publicinf@wipo.int

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