

C.PCT 1299

April 8, 2011

Madam,  
Sir,

I refer to Note C.PCT 1294 dated February 4, 2011, inviting your organization to be represented as an observer at the fourth session of the *Patent Cooperation Treaty (PCT) Working Group*, which will be held in Geneva from June 6 to 10, 2011.

The World Intellectual Property Organization (WIPO) will cover the cost of travel by air in economy class and provide a daily subsistence allowance for one representative designated by your organization to participate in the session. Details of travel and other arrangements are set out in the Annex to this note.

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I should be grateful if the name and title of the designated representative could be communicated to WIPO by means of the enclosed participation form by April 29, 2011.

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Yours sincerely,



Francis Gurry  
Director General

Enclosures: Annex  
Participation Form

ANNEX

TRAVEL AND OTHER ARRANGEMENTS FOR THE  
PATENT COOPERATION TREATY (PCT) WORKING GROUP

FOURTH SESSION  
JUNE 6 TO 10, 2011

WIPO will provide the designated person with an air ticket in economy class from the location of his/her Office to Geneva and return. The price of any ticket bought by the designated person will not be reimbursed by WIPO.

WIPO will also provide the designated person with a daily subsistence allowance (“DSA” for hotel accommodation, meals and miscellaneous expenses) for the period of the meeting in Geneva at the applicable United Nations rate. The rate for Geneva is currently 389 Swiss francs. In addition, a lump sum of 160 Swiss francs (subject to change) will be paid in respect of “terminal expenses” (for taxis, porters and other incidental expenses) on departure and arrival.

An accident insurance (accident only, not sickness) provided by WIPO will cover the period of the travel and the meeting.

## Patent Cooperation Treaty (PCT) Working Group

**Fourth Session**  
**June 6 to 10, 2011, Geneva**

### Participation Form

(Request for payment of travel expenses)

1. Country/Organization: .....
2. Surname: ..... Mrs./Miss/Mr.  
(in block letters)  
First Name(s): .....
3. Present Official Title: .....
4. Full Address: Official: .....  
.....  
Private: .....
5. Telephone Numbers: Official: ..... Private: .....
6. Fax Numbers: Official: ..... Private: .....
7. E-mail: .....

I confirm that my organization will not cover the travel expenses related to my participation in the above-mentioned meeting.

Date: ..... Signature: .....

Note: WIPO will provide the round-trip air ticket (economy class); it will be delivered to the participant one to two weeks before the travel date. The daily subsistence allowance for the duration of the meeting, payable in Geneva, will be in accordance with the applicable United Nations rate (currently 389 Swiss francs, subject to change).

**Please send by facsimile to: (41-22) 338 71 50**

