

Seminar on the Hague System for the International Registration of Industrial Designs

Geneva, November 2, 2017

GENERAL INFORMATION

Document prepared by the Secretariat

INTRODUCTION

1. The Hague System for the International Registration of Industrial Designs is simple, cost-effective and efficient, enabling users to obtain protection for their industrial designs in several territories by means of a single application made with the International Bureau of the World Intellectual Property Organization (WIPO). There are currently 66 members of the Hague System, including the European Union (EU) and the African Intellectual Property Organization (OAPI).
2. The Seminar will be focused on the activities of The Hague Registry, with an introduction to the advantages of the Hague System for the International Registration of Industrial Designs, in particular, its geographical expansion, followed by presentations regarding the lifecycle of an international registration and e-tools. The afternoon session will be devoted to the designation of Japan, the Republic of Korea and the United States of America, as well as to the practitioner's point of view of the Hague System. Moreover, a Representative from the Federal Service for Intellectual Property (ROSPATENT) is expected to share practical information about the Russian Federation's imminent accession.
3. Moreover, the expectations of users who want to continue acquiring knowledge of the Hague System and learn about its functioning and how to use it in practice will be also taken into account. The present document includes practical information for participants attending the Seminar.

CONDUCT AND VENUE OF THE SESSIONS

4. The Seminar will take place at the headquarters of the World Intellectual Property Organization (WIPO), 34 chemin des Colombettes, 1211 Geneva 20, Switzerland, in Room B, on Thursday, November 2, 2017. Access to WIPO will be possible as from 8 a.m. in order for badges to be collected in a timely manner (more information on badge collection is provided on page 3). The sessions will start at 9 a.m. and will end at 4.45 p.m. The Seminar will be conducted in English.

REGISTRATION OF PARTICIPANTS

ONLINE REGISTRATION

5. In order to avoid delays, and in accordance with the Note Circular C.H 129 dated September 28, 2017, all participants, including those based in Geneva, are kindly requested to [register online](#) by October 27, 2017. The link for online registration is: <https://www3.wipo.int/eventregistration/hague.xhtml?lang=en>.

6. Registration fee: 300 Swiss francs, covering participation in the Seminar, documentation, luncheon and coffee breaks. Registration will be final upon receipt by WIPO of the registration fee. The competent authorities of the Contracting Parties of the Hague Union will be exempt from payment of this fee.

7. Online registration is very simple and consists of completing a short online form. This can be done in a few minutes by each participant or by a staff member on her/his behalf. Once registered online, each participant receives by email a registration number confirming the registration to the Seminar.

8. Deadline for registration: October 27, 2017. Please note that registration fees will not be reimbursed for any cancellation received after this date.

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

CONFERENCE BADGES

10. In order to obtain the official conference (admission) badge, it will be necessary to produce, on arrival at WIPO, the registration confirmation received by email, together with a photo identification document (ID).

11. Conference badges can be collected in the WIPO New Access Center, 34 chemin des Colombettes (North side of the WIPO AB Building). The desk will be open on Thursday, November 2, 2017, at 8 a.m.

12. 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

13. A provisional list of participants will be distributed on the day of the Seminar, which will include the online registration received by COB October 27, 2017. Online registrations submitted after that deadline will not be reflected on the provisional list of participants.

VISAS

14. 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.

15. Delivery of the required visa (Schengen visa) may take up to 21 days. Therefore, any visa application should be filed by the traveler at the latest three weeks before departure.

DOCUMENTATION

16. Information and documentation on the Seminar are available online as follows:
http://www.wipo.int/meetings/en/details.jsp?meeting_id=45550.

17. As a positive contribution to an environmentally-friendly meeting and as a cost-saving measure, Seminar documents are posted on the WIPO website for downloading. All documents are available in English only.

18. Working documents will be available at the WIPO documents counter located in front of Room B during the Seminar. Paper copies of documents will be limited and made available for the Seminar. Participants are strongly encouraged to come to the meetings with pre-printed copies of documents and/or to use portable computers/devices.

PREMISES

ACCESS TO WIPO

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

20. 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](#) at: https://www3.wipo.int/contact/images/map_acces_center.jpg).

21. Participants arriving at WIPO by car can be dropped-off/picked-up at the WIPO Access Center. Otherwise, a public parking area at Place des Nations is very close to WIPO. More information on the parking fee is available at: <https://www.ge.ch/parkings/parkings/nations.asp>.

22. 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 by email to: meetings@wipo.int, or by telephone: +41-22-338-9581.

INTERNET AND IT MATTERS

WIRELESS INTERNET (WI-FI)

23. 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 participants at the WIPO registration desk. In the Room B, every participant's desk has an electrical plug that can be used for portable computers and similar equipment. In the interests of all delegates, users are invited to limit heavy downloading.

COMPUTERS WITH INTERNET ACCESS

24. A number of computers with Internet access and a shared printer are available to participants, on a first-come-first-served basis, in the Internet room situated on the mezzanine level of the WIPO AB Building (Room AB 1.11). In the WIPO Library (first floor of the NB Building) and behind the WIPO Information Center (ground floor of the WIPO AB Building), there are also several PCs with Internet access.

TELEPHONE

25. 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, near the main lifts. Participants should switch their mobile phones to silent mode during the Seminar.

PRACTICAL INFORMATION ON GENEVA

HOTELS

26. Accommodation in Geneva is often in high demand and participants are recommended to make hotel reservations well in advance. WIPO does not have a hotel reservation service and participants should book hotels directly. Information and hotel reservations are available at: <http://www.geneve-tourisme.ch/en/accommodation>.

27. A list of negotiated hotel rates issued by the United Nations Office at Geneva (UNOG) is available at: http://www.wipo.int/export/sites/www/meetings/en/docs/hotel_list_geneva_2016-2017.pdf.

PUBLIC TRANSPORT AND TAXI SERVICES

28. Participants 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 distributor 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), within walking distance from WIPO. The train takes only six minutes from the airport to the Cornavin Geneva Central Station.

29. Participants 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.

30. The following bus and tram stops are within walking distance of 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.

31. Further information on Geneva public transportation can be found at:
<http://www.tpg.ch/en/web/site-international>.

32. The nearest taxi stand is located just outside the Centre International de Conférences Genève (CICG) on 9, rue de Varembeé. Taxis may be called by dialing +41-22-320-20-20/22 02 or +41-22-331-41-33. Requests for a taxi may also be made at the WIPO Access Center.

BANK AND POST OFFICE

33. The closest bank office to WIPO is the UBS Vermont-Nations Branch, located on 17*bis*, 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’s 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.

34. The nearest Post Office is located at the CICG, 17, rue de Varembeé. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

[End of document]