

**WIPO INTERGOVERNMENTAL COMMITTEE ON  
INTELLECTUAL PROPERTY AND GENETIC RESOURCES,  
TRADITIONAL KNOWLEDGE AND FOLKLORE**

**PRACTICAL INFORMATION FOR DELEGATES**

**LOCATION**

The formal meetings of the WIPO Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (the "IGC"), as well as side events and many related consultations, take place at the WIPO headquarters at:

34 chemin des Colombettes  
1211 Geneva 20  
Switzerland

adjacent to the Place des Nations.

**YOUR SAFETY AND SECURITY**

Please take note of the following security policies based on best security practices when attending conferences or meetings at WIPO in Geneva:

- (i) Delegates arriving for the start of their conference or meetings will need to register and receive an official non-photo badge at the WIPO Arpad Bogsch Building, main registration site, located at 34 chemin des Colombettes, in Geneva;
- (ii) All persons including staff, delegates and visitors, while in WIPO premises, are required to wear their ID badges in plain view at all times. The WIPO Safety & Security Coordination Service (SSCS) personnel will access-control all persons for these badges when entering the WIPO premises;
- (iii) Delegates are reminded to safeguard their personal belongings at all times while in the WIPO premises;
- (iv) In case of any emergency, the WIPO SSCS can be contacted night or day at the following number, AB Reception, Tel: 9338.

## **REGISTERING & PARTICIPATING**

### **Information and Registration**

The registration desk is situated in the main entrance lobby of WIPO. The registration desk will open from the appointed date of commencement of the IGC at 9:00 a.m.

### **Admission Badges**

Admission badges are issued to participants at the time of registration, at the registration desk. Participants are requested to wear their badges when they are in the WIPO buildings.

### **Interpretation**

Simultaneous interpretation is provided in Arabic, Chinese, English, French, Russian and Spanish.

### **Documents**

The WIPO documents counter, located next to Room A, will be open for the duration of the meeting.

A document that provides a brief summary of all the working documents, and offers a simple starting point to become familiar with the current work of the Committee, may be found at the documents counter.

### **Program**

Formal meetings generally run from 10am to 1pm, then 3pm to 6pm. A document that sets out a suggested program for the meeting, indicating when agenda items and other activities may take place (the actual program may differ considerably – this is illustrative only), may be found at the documents counter.

## **GROUP MEETINGS**

For meeting room reservations and reconfirmations, Group Coordinators are kindly requested to contact the Conference Officer, Mrs. Janice Driscoll-Donayre (ext. 9581 or mobile phone 079 248 0145) or the Conference Service staff at the documents counter or the Registration counter, well in advance. Rooms will be allocated on a "first-come, first-served" basis. Group meetings will be announced on the electronic display boards.

## **PRACTICAL ORIENTATION**

### **Lost and Found Property**

All inquiries concerning lost and found items can be addressed to the WIPO SSCS at the main WIPO Reception.

### **WIPO Information Center**

The Information Center, which sells WIPO publications and other souvenirs, is open from 9 a.m. to 12.30 p.m. and from 2 p.m. to 5.30 p.m.

## COMMUNICATIONS

### Telephone

Calls can be made from the telephone cabins that can be found in the WIPO lobby. The telephones can be operated with credit cards or telephone cards. Telephone cards are available for purchase from the Information Center located in the lobby of the main WIPO building.

All incoming calls should be made to the Central WIPO Switchboard, on the following number:  
(+41 22) 791 91 11.

### Internet Café

The WIPO Internet Café, open all day, is located at the end of the mezzanine. There are nine PCs (8 Windows XP and 1 Linux) with USB connections on the front of each CPU, as well as the standard and most useful applications and tools, as well as a shared printer. All PCs have permanent access to the Internet. Ten more Internet PCs and a printer are also available in the WIPO Information Center.

In its "Accessibility Initiative", on the 8 Windows XP PCs on the mezzanine and the ten Internet PCs in the WIPO Information Center, WIPO has installed a Dolphin interceptor which will allow a delegate to use his own personal Dolphin product (screen reader or screen magnifier). One JAWS screen reader has also been installed on the mezzanine. A headphone set is available for this purpose at the Reception desk.

### Wireless Internet

The WIPO Wireless Local Area Network (WLAN) is available on the mezzanine, in the lobby and on the 13<sup>th</sup> floor of the Arpad Bogsch building, as well as in the cafeteria, PCT building. This allows delegates to access the Internet on their own laptops or personal digital assistants equipped with a Wi-Fi card, free of charge. This service is operational every day of the week, from Monday to Friday, from 7.00 a.m. to 10 p.m. and on weekends, from 7 a.m. to 6 p.m.

## TRANSPORTATION

### Public Transport

Buses to and from Geneva city center (and the railway station) stop at avenue Giuseppe Motta outside the ITU tower (bus lines 8, 11 and 22 stop at "UIT") and Place des Nations (bus lines 5, 28, F, V, Z and tram lines 13 and 15 stop at "Nations"). For more information see <http://www.tpg.ch>.

### Taxis

Please contact the main WIPO Reception Desk.

### PARKING

Participants may be dropped off by car near to the roundabout in front of the main entrance to the WIPO Headquarters building, but no parking is allowed there. Chauffeur-driven official cars should not remain parked in the vicinity of the entrance, but should leave the area and, if necessary, return to pick up participants just before the expected end of the meeting.

### OTHER FACILITIES

**Postal service:** There is a Post Office on the ground floor of the International Conference Center Geneva (CICG) located across the street at 17, rue de Varembeé. Hours: 8 a.m. to noon and 2 to 6 p.m. Postage stamps may also be purchased from the Information Center located in the lobby of the main WIPO building.

**Cloak stand:** Self-service cloak stands, situated in front of Room A, are available for the use of the participants. This area is unattended, and WIPO can take no responsibility for loss or theft.

**Cafeteria:** A self-service cafeteria is located at the ground floor of the PCT Building Annex (ex OMM building) and can be accessed by elevator near the ATM on the right-hand side of the main lobby. It is open from 8 a.m. to 5 p.m.

**Bank:** An office of the Union de Banques Suisses (UBS) is situated across the street at chemin Louis-Dunant. Hours: 8.30 a.m. to 4.30 p.m. (Monday to Friday). An Automated Teller Machine (ATM) is also available on the right-hand side of the main lobby.

**Restaurants:** There are a number of restaurants in the vicinity offering a wide range of cuisine:

- Chinese: New Shanghai (88, rue de Montbrillant, 022/734 00 81)
- Japanese: Sagano (86, rue de Montbrillant, 022/733 11 50)
- Thai : Thai Phucket (33, avenue de France, 022/734 41 00)
- Italian : La Romana (37, rue de Vermont, 022/734 82 86) ; Pizzeria des Nations (87, rue de Montbrillant, 022/734 35 45)
- French/Italian : La Colombe (11, chemin des Colombettes, 022/734 58 00).

## NGO PARTICIPATION

### Who can participate in the IGC?

To participate in the work of the IGC, an NGO needs to be accredited. The Committee itself needs to give accreditation on the basis of a formal request – the WIPO Secretariat is not empowered to give accreditation.

Around 200 NGOs have been especially accredited to the IGC. For further information regarding accreditation, please visit <http://www.wipo.int/tk/en/igc/accreditation.html>.

or contact a member of the Secretariat.

### NGO Consultations

For meetings and informal consultations, the open space on the 13th floor can be used at any time during the session. It has space for more extended gatherings as well as drinks and snacks vending machines. Other meeting rooms may be available but need to be booked through the Secretariat or the Documents Desk (these rooms can be in considerable demand).

### NGO position papers

Position papers of accredited NGOs are available on the following website: <http://www.wipo.int/tk/en/igc/ngo/ngopapers.html>. Accredited NGOs who wish to post their documents on this website are encouraged to email them to [grtkf@wipo.int](mailto:grtkf@wipo.int). NGOs which are not yet accredited can refer to the same web page for further information on how to obtain accreditation.