Some practical tips for when you speak in the Committee’s sessions. Following these steps should help ensure that what you say is clearly heard by all participants and is accurately reported.

Interpretation is available to and from Arabic, Chinese, English, French, Russian and Spanish during formal sessions of the Committee. You can speak in any one of these languages.

Please signal that you wish to speak on the current agenda item by raising your name plate. During breaks, you can also approach the podium and advise the Secretariat.

When invited by the Chair to make your intervention, please speak clearly, at a normal speaking pace, speaking into the microphone but not too close to it.
When reading a prepared text, please read at a normal speaking pace. Please don’t forget that interpreters are simultaneously interpreting your statement into five other languages.

Wherever possible, please provide any written text *in advance* to the interpreters.

Please provide the Secretariat with copies of any written statement, either in hard copy or electronic format. This will ensure that your intervention is fully and accurately covered in the report.

It is *especially* helpful if you can provide your statement in electronic form - on a disc or through a USB memory key (both are available from the Secretariat).

You can also send texts to the Secretariat email account: grtkf@wipo.int

Thank you for your cooperation.

We hope your participation in the meeting is productive for you. Please don’t hesitate to ask the Secretariat if you have any questions or concerns.