

---

**ORIGINAL: ENGLISH**  
**DATE: MARCH 24, 2014**

## **Assemblies of the Member States of WIPO**

**Fifty-Third Series of Meetings**  
**Geneva, May 8 and 9, 2014**

PRACTICAL GUIDE FOR DELEGATES\*

*Document prepared by the Secretariat*

---

\* Comments and suggestions on this document are welcome to [assemblies@wipo.int](mailto:assemblies@wipo.int).

## INTRODUCTION AND CONTACT DETAILS

The Fifty-Third Series of Meetings of the Assemblies of the Member States of the World Intellectual Property Organization (WIPO) (hereinafter “the May 2014 WIPO Assemblies”) will take place on May 8 and 9, 2014, at the headquarters of WIPO, 34 chemin des Colombettes, 1211 Geneva 20. The web site of the Assemblies is:  
[http://www.wipo.int/about-wipo/en/assemblies/2014/a\\_53/agenda.html](http://www.wipo.int/about-wipo/en/assemblies/2014/a_53/agenda.html)

The present document includes practical information for delegates attending the May 2014 WIPO Assemblies.

Any questions or comments may be addressed to the following WIPO staff:

- Registration of delegates: Ms. Janice Driscoll Donayre ([meetings@wipo.int](mailto:meetings@wipo.int); +41 22 338 9581) and Ms. Nathalie Danemark ([assemblies.registration@wipo.int](mailto:assemblies.registration@wipo.int); +41 22 338 9951)
- Documentation: Ms. Patience Häfliger ([assemblies@wipo.int](mailto:assemblies@wipo.int); +41 22 338 9593) and Ms. Nicoletta Marin-Cudraz ([assemblies@wipo.int](mailto:assemblies@wipo.int); +41 22 338 9862)
- Premises and room bookings: Ms. Janice Driscoll Donayre ([meetings@wipo.int](mailto:meetings@wipo.int); +41 22 338 9581)
- Internet and IT matters: Mr. Walter Muñoz ([helpdesk@wipo.int](mailto:helpdesk@wipo.int); +41 22 338 8574 or +41 79 615 6061)
- Other questions: Ms. Nicoletta Marin-Cudraz ([assemblies@wipo.int](mailto:assemblies@wipo.int); +41 22 338 9862)

In case of need/urgency in Geneva, delegates may use the following contacts:

- WIPO Reception: +41 22 338 9338 (24h)
- WIPO Safety and Security Coordination Service: +41 22 338 7478 (24h)
- Police: 117
- Ambulance service: 144
- Fire: 118
- Roadside assistance: 140
- Geneva lost & found: +41 22 546 0900

For Medical/Emergency consultations:

- WIPO Medical Unit: located at WIPO GB building 0.16, near the WIPO Lobby (Tel: +41 22 338 9584 or 9128. Open Monday to Friday, 8.30 a.m. to 6 p.m.)
- *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.)
- *Hôpital Cantonal*: 4 rue Gabrielle Perret-Gentil, 1205 Geneva (Tel: +41 22 372 3311. Open 24h every day)
- Emergency home doctor visits: +41 22 748 4950
- Ambulance and Emergency Rescue Service: 144
- Pharmacies close to WIPO: *Pharmacie Populaire*, 1 chemin des Colombettes, 1202 Geneva (Tel: +41 22 740 0160)

## 1. CONDUCT OF SESSIONS AND METHOD OF WORK

### (a) Duration of Sessions

The May 2014 WIPO Assemblies will take place at the headquarters of WIPO, on May 8 and 9, 2014. Access to WIPO will be possible as from 7.45 a.m. on Thursday, May 8, 2014, in order for badges to be collected in a timely manner (for badge collection times on May 7, please see page 5, "Conference badges"). The sessions will start at 10 a.m. sharp on May 8, 2014.

Each day, sessions will run precisely from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In the interest of efficiency, sessions will start on time and there will be no coffee breaks (complimentary coffee/tea will be available in the morning and in the afternoon. The WIPO cafeterias will be open for service the whole day). Delegates are urged to arrive in good time. If necessary, night sessions (from 7 p.m. onwards) will be organized.

### (b) Seating Order

At a briefing for Permanent Missions held on September 16, 2013, the letter "I" of the alphabet was drawn, which determined the seating order for delegations at WIPO meetings during the forthcoming year.

The precise seating arrangements for the May 2014 WIPO Assemblies will be finalized on the basis of the online registrations received and the drawn letter. A seating map will be made available at the entrance of Rooms A and B.

Delegates will be able to attend the plenary in Room A. Other delegates can follow the sessions from Room B, Salon Apollon (near the reception area) or by webcasting from the WIPO computers (see under Section 6(c)).

### (c) Requests to Take the Floor

Delegations wishing to take the floor on any agenda item are strongly encouraged to send their requests in advance, preferably up to the day preceding the discussions on the item. They may send their requests to [assemblies@wipo.int](mailto:assemblies@wipo.int) or complete a Speaking Request Form available from the WIPO Conference staff during the Assemblies. Delegates may also request the floor by raising their flag during the discussions.

### (d) Interpretation

Simultaneous interpretation will be available to and from English, Arabic, Chinese, French, Russian and Spanish, as well as from Portuguese (passive).

In order to facilitate the highest quality of the interpretation for the benefit of the speaker and of all delegations, interpreters should receive prepared statements (even if in draft form) ahead of their oral delivery. Prepared statements can be sent as early as possible, at the latest on the morning of their delivery, to [assemblies@wipo.int](mailto:assemblies@wipo.int) or given by hand to the WIPO Conference staff. The statements will only be made available before delivery to interpreters, in order to assist them in faithfully transmitting the message of delegates.

(e) General Statements

No specific agenda item is dedicated to the delivery of General Statements.

(f) Report of the Meeting

In order to facilitate the drafting of the report of the meeting with the most accurate and full record of all interventions, delegations are requested to submit a written version of all their prepared statements as soon as possible after delivery, preferably on the same day. Statements can be submitted in paper on the spot to any WIPO Conference staff or by e-mail to [assemblies@wipo.int](mailto:assemblies@wipo.int).

## 2. REGISTRATION OF DELEGATES AND CREDENTIALS

(a) Online Registration

*Preliminary note: Registrations originating from individuals or organizations NOT accredited to WIPO cannot be processed. Information to request permanent observer status is available on:*

<http://www.wipo.int/members/en/admission/observers.html>

In order to avoid delays on the first day of the Assemblies, and in accordance with the invitation circular sent on March 7, 2014, to Member States and Observer Organizations accredited to WIPO, delegates from capitals as well as those based in Geneva, are kindly requested to register online by April 30, 2014.

The link for online registration is:

[http://www.wipo.int/meetings/en/registration/form.jsp?meeting\\_id=32088](http://www.wipo.int/meetings/en/registration/form.jsp?meeting_id=32088)

The secure code to enable the online registration was provided in the invitation circular sent on March 7, 2014, to Member States and Observer Organizations accredited to WIPO.

Online registration is very simple and consists of completing a short online form. This can be done in a few minutes by each delegate or by a staff member on his/her behalf. The submission of credentials is required for completion of the online registration form. The credential document should be a dated and signed/stamped *Note Verbale*, official letter or document, originating from a competent authority of a Member State or Observer Organization accredited to WIPO, nominating the delegate to attend the May 2014 WIPO Assemblies on behalf of that Member State or Observer Organization. The Invitation Circular issued by WIPO or a Credential for another WIPO meeting cannot be considered as a valid credential for the May 2014 WIPO Assemblies and should not be uploaded as such.

Once registered online, each delegate receives by e-mail a registration number confirming the registration to the Assemblies. All registrations are subsequently verified by the Secretariat, who may individually contact a registered participant if required (for instance, in case of questions on the credential document).

Any questions or comments on the online registration procedure may be addressed to [assemblies.registration@wipo.int](mailto:assemblies.registration@wipo.int).

(b) Conference Badges

In order to obtain the official conference (admission) badge, it will be necessary to produce, on arrival to WIPO, the registration confirmation received by e-mail, together with a photo identification document (ID) and the original of the credentials previously uploaded on the online registration form.

The official badges may be collected as follows:

- Wednesday, May 7: from 9 a.m. to 12 noon and from 1.30 p.m. to 6 p.m. at the registration desk in the WIPO AB main building (lobby).
- Thursday, May 8, 2014, from 7.45 a.m. onwards at WIPO AB (ld.).

The registration desk at WIPO will also be open all day on Friday, May 9, starting at 8 a.m.

Although the registration desk will be reinforced on the morning of the opening day, delays may be experienced between 9 a.m. and 10 a.m. In order to avoid such delays, delegates are invited to collect their badges on Wednesday, May 7, 2014, or as early as possible on Thursday, May 8, 2014.

Delegates from Member States may have their badges collected by an authorized representative of their Permanent Mission in Geneva, subject to providing, in advance, the names and registration numbers of delegates concerned and approximate time of pick up ([meetings@wipo.int](mailto:meetings@wipo.int); Tel: +41 22 338 9949 or +41 22 338 9591).

Please note that access to and presence at WIPO premises will be restricted to persons wearing badges. Any lost badge should be reported without delay to the WIPO registration desk.

(c) List of Participants

A provisional list of participants will be distributed on the first day of the Assemblies, updated on the basis of the online registrations received by 5 p.m. on Wednesday, April 30, 2014.

(d) Visas

Your attention is drawn to the strict provisions in force regarding entry into Switzerland, and particularly the introduction of a new 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. 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. Delegates requiring a visa to enter Switzerland are invited to contact WIPO at [visa@wipo.int](mailto:visa@wipo.int) in order to obtain assistance.

### 3. FUNDING OF PCT AND MADRID DELEGATES

The May 2014 WIPO Assemblies are NOT eligible for the funding of delegates from the Patent Cooperation Treaty (PCT) and Madrid Contracting Parties, as the PCT Union and the Madrid Union (the statutory sources of that funding) will not be in session at that time.

WIPO will finance the attendance of PCT and Madrid delegates at the WIPO Assemblies in September 2014 as per the usual practice.

### 4. DOCUMENTATION

Information and documentation for the May 2014 WIPO Assemblies are available online as follows:

– Information on the Assemblies:

[http://www.wipo.int/about-wipo/en/assemblies/2014/a\\_53/index.html](http://www.wipo.int/about-wipo/en/assemblies/2014/a_53/index.html)

– Agenda of the Assemblies and links to the documents of each agenda item:

[http://www.wipo.int/about-wipo/en/assemblies/2014/a\\_53/agenda.html](http://www.wipo.int/about-wipo/en/assemblies/2014/a_53/agenda.html)

As a positive contribution to a carbon-free environment and as a cost-saving measure, Assemblies documents are being published on the WIPO web site only. They are posted in all official languages as they become available. Hard copies of documents will not be transmitted in advance unless specifically requested.

A document distribution service will be provided outside the WIPO plenary room. Paper copies of documents will be limited and made available on a daily basis for items scheduled for discussion that day. Delegates are strongly encouraged to come to the meetings with pre-printed copies of documents and/or to use portable computers/devices.

### 5. PREMISES AND ROOM BOOKINGS

#### (a) Access to the WIPO Building

Access to and presence at the WIPO premises will be strictly controlled during the Assemblies. Delegates will be subject to badge control at the entry points and badges should be worn in plain view at all times.

During the construction of the WIPO Conference Hall, the main entrance to the main WIPO AB main building in *Chemin des Colombettes* is closed. Access is available *via* the WIPO gardens or *via* the WIPO PCT building (see Map). Delegates arriving at WIPO by car can be dropped-off/picked-up at *Chemin des Colombettes* and access any of the entrances by foot. Pre-accredited official vehicles from Permanent Missions can access WIPO's parking as indicated below and drop-off/pick-up delegates. Delegates meeting the Director General in his office are requested to contact the Protocol Section in advance (Mr. Omar Katbi: +41 22 338 8261; James Neale: +41 22 338 8025 or Ms. Tina Andrianjafy: +41 22 338 9388) and will be duly escorted from the parking or from the lobby.

Pre-accredited official vehicles from Permanent Missions can access the reserved diplomatic underground parking area in WIPO, with their usual magnetic WIPO access badges, on a first-come-first-served basis. Otherwise, a public parking at *Place des Nations* is very close to WIPO and the parking fee is 2 Swiss francs/hour.

The WIPO premises are fully accessible to persons with a disability. Requests for information or assistance may be submitted by e-mail: [meetings@wipo.int](mailto:meetings@wipo.int), or by phone: +41 22 338 9581.

(b) Room Bookings

A meeting room will be available for each Regional Group at WIPO during the Assemblies, as follows:

- African Group: Room U. Uchtenhagen
- Asian Group: Room AB 1.4
- CACEEC Group: Bilger Room
- CEBS Group: Baeumer Room
- China: Room GBI.1.17
- Group B: Room B
- GRULAC: Room AB 13.1

To facilitate planning and service arrangements, Group Coordinators are kindly requested to advise the WIPO Conference Section on a daily basis (or more often, if changes arise), of the anticipated schedule of meetings of each Group ([janice.driscoll@wipo.int](mailto:janice.driscoll@wipo.int) or [meetings@wipo.int](mailto:meetings@wipo.int)). Interpretation requirements should be received by 4 p.m., at the latest, each afternoon for the following day.

Group meetings confirmed to the conference staff will be announced accordingly on the WIPO electronic display panels.

There is very limited availability of rooms for bilateral meetings. Requests for reservations at WIPO should be addressed to the Conference Section ([janice.driscoll@wipo.int](mailto:janice.driscoll@wipo.int) or [meetings@wipo.int](mailto:meetings@wipo.int)) well in advance. Staff on site at WIPO documents or registration desks may also be contacted for last-minute room reservations. Rooms will be allocated on a first-come-first-served basis. We regret that, in the interest of all delegations and in view of the limited facilities, block bookings for a specific room over a long duration of time cannot be arranged.

(c) Restaurant and Coffee Bar Facilities

Participants may use the WIPO restaurants located in the nearby PCT building and the NB building which 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 13<sup>th</sup> floor of WIPO AB main building.

The close-by International Telecommunications Union (ITU) and the Office of the United Nations High Commissioner for Refugees (UNHCR) buildings also have corporate restaurants (Assemblies badge and photo ID will be required). A number of *cafés* and restaurants are available in the vicinity of WIPO.

(d) Other

A self-service cloakroom is located outside Room A. This area is unattended, and WIPO can take no responsibility for any loss or theft of property left there. Delegates are encouraged not to bring their luggage to WIPO nor leave valuable items unattended in conference rooms. All inquiries concerning lost and found items can be addressed to WIPO reception (Tel: +41 22 338 9338 – 24h).

Kindly note that smoking is not allowed inside WIPO buildings. Food and beverages are not allowed in meeting rooms, except water.

## 6. INTERNET AND IT MATTERS

### (a) Web Site and Webcasting

The Assemblies page on the WIPO web site is operational at the address indicated under Section 4 above. The sessions will be webcasted at the following address:  
<http://www.wipo.int/webcasting/en/>

After the Assemblies, the webcasting will remain available as video-on-demand (VOD) at the same address.

### (b) Wireless Internet (Wi-Fi)

A wireless Internet connection (Wi-Fi) will be available in Room A. The access code and instructions will be provided at the WIPO registration desk. Every delegate's table has one electrical plug that can be used for portable computers and similar equipment. WIPO also provides free Wi-Fi Internet access on the ground floor of the WIPO AB main building, as well as the mezzanine, AB 13<sup>th</sup> floor, NB ground floor and NB library.

### (c) Computers with Internet Access

A number of computers with Internet access and a shared printer are available to delegates, on a first-come-first-served basis, in the mezzanine-level Internet Café and in the Information Center on the ground floor of the WIPO AB main building. Additional PCs are available in the WIPO Library, located on the first floor of the NB building. The software for the visually impaired installed on these computers allows web pages to be read aloud to users.

### (d) Telephone

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 Post Office (see below), where phone cards may be purchased. Incoming calls can be made to the WIPO switchboard (Tel: +41 22 338 9111).

Delegates should switch their mobile phones into silent mode during meetings.

## 7. OTHER MATTERS RELATED TO THE ASSEMBLIES

### (a) Press

WIPO press officers will be available throughout the Assemblies to assist with any press requests ([publicinf@wipo.int](mailto:publicinf@wipo.int); Tel: +41 22 338 8161 and +41 22 338 7224). Delegations wishing to distribute their statements to the press can provide them to the WIPO press officers, the WIPO Conference staff or the Document distribution service.



(b) WIPO Customer Service Center

The Customer Service Center will have a desk at the WIPO lobby from 9 a.m. to 6 p.m. and will be available to help delegates with their requests, *i.e.*, provide responses to general queries, facilitate meetings with WIPO staff members (Tel: +41 22 338 8787).

(c) WIPO Library

The WIPO Library's collection covers all aspects of intellectual property with its holdings of some 35,000 monographs and over 300 periodicals and journals. These materials can be consulted in the Library's Reading Room. An online catalogue lists the titles available in the print collection:

<http://www.wipo.int/library/en/>

All delegates are welcome to visit the WIPO Library during their stay in Geneva. They can enter with their Assemblies badge (a photo ID may be requested). The Library is located on the 1<sup>st</sup> floor of the WIPO NB building. Opening hours: Monday to Friday, from 8.30 a.m. to 5.30 p.m. ([library@wipo.int](mailto:library@wipo.int); Tel: +41 22 338 8573).

The Library's Publications Unit will have a presence in the lobby of WIPO where delegates can obtain information on WIPO publications and copies of the latest available titles; further information can be obtained by contacting [publications.mail@wipo.int](mailto:publications.mail@wipo.int).

(d) WIPO Information Center

Located in the reception area of the WIPO AB main building, the WIPO Information Center offers a selection of WIPO publications and souvenirs.

(e) WIPO Photographer

WIPO's official photographer will be present at the opening of the WIPO Assemblies. A selection of photographs from the opening will be made available at WIPO's Flickr site:

<http://www.flickr.com/photos/wipo/sets/>

Delegates can download Assemblies photos free of charge directly from the Flickr site.

Delegates can signal to the photographer that they do not wish to be photographed, either during the Assemblies or in advance to [photos@wipo.int](mailto:photos@wipo.int). Photos can also be promptly withdrawn from the Flickr site by notifying the photographer at WIPO or sending an e-mail to [photos@wipo.int](mailto:photos@wipo.int).

(f) WIPO Insurance for Delegates

For the duration of the Assemblies, all delegates will be covered by sickness and accident insurance schemes. If an illness requiring urgent care or an accident occurs during the Assemblies (even if outside the premises), delegates should contact the WIPO Medical Unit (see details on page 2). The medical care at the *Centre Médical du Léman* will be covered by the insurance subject to showing a photo ID and the Assemblies badge.

Outside working hours, and only in case of emergency, delegates may contact the *Hôpital Cantonal* (see details on the Centre and Hospital on page 2). 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](mailto:hrpi@wipo.int); Tel: +41 22 338 8166 or 9733).

## 8. PRACTICAL INFORMATION ON GENEVA

### (a) Hotels

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 or through their Permanent Missions.

Information and hotel reservations are available on:  
<http://www.geneve-tourisme.ch/en/accommodation>  
<http://www.genevashotels.com>

A list of negotiated hotel rates issued by the United Nations Office at Geneva (UNOG) is available at: [http://www.wipo.int/about-wipo/en/assemblies/2014/a\\_53/index.html](http://www.wipo.int/about-wipo/en/assemblies/2014/a_53/index.html)

The Geneva Delegates Welcome Service can organize and contribute to the financing of a budget accommodation for short stays. This service is offered to delegates coming from developing countries, or delegates of NGOs with limited financial resources. Further information may be found at:

<http://www.cagi.ch/en/accueil-delegues/hebergement-delegues.php>

### (b) Public Transportation

Delegates 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 machine 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), at walking distance from WIPO. The train takes only six minutes from the airport to the *Cornavin* Geneva Central Station.

Delegates 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 on Geneva’s territory.

The following bus and tram stops are at walking distance from WIPO (see Map):

- Bus stop: “Vermont”, bus line 5 (this line also goes to and from the airport)
- Bus stop: “UIT”, bus lines 8, 11 and 22
- Bus/Tram stop: “Nations”, bus lines 8, 11, 22, 28, F, V, Z; tram line 15

Further information on Geneva public transportation: <http://www.tpg.ch> and <http://www.unireso.ch>

### (c) Taxis

The nearest taxi stand is located 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 WIPO reception desk.

## (d) Post Office and Bank

The nearest Post Office is located at 17 *rue de Varembe*. Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

The *Union des Banques Suisses* (UBS) has the closest bank office to WIPO, 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 main lobby of the AB building). Both ATMs can deliver Swiss francs and Euros using internationally-recognized credit cards.

## (e) Security Information

Although 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, 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.

WIPO's Safety 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.

## General Safety/Security Advice:

- Be aware of your surroundings at all times.
- Take note of fire safety instructions in your hotel (emergency exits).
- Take care/secure your personal property (luggage/briefcase/electronics etc.).
- Do not carry large amounts of cash or expose expensive jewelry in public.
- Try to avoid walking alone at night and if so keep to well-lit areas.
- Be aware of individuals posing as police officers and always ask for proper identification before complying with any requests.
- 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.

Please report all security (criminality/attempts) incidents to the police (Tel: 117) and to SSCS (Tel: +41 22 338 7478, [security.coordination@wipo.int](mailto:security.coordination@wipo.int)). The SSCS is available 24h to provide delegates with assistance, to help in completing any official report and, as required, to provide liaison with the Geneva *Diplomatique Groupe* of the Police

Further information and advice on security matters in Geneva can be found on the site of Geneva Police:

<http://www.geneve.ch/police/communiqués/divers/welcome.asp?comId=120>

(f) Other

Further information on Geneva can be found on:

– Specific information for delegates:  
<http://www.cagi.ch/en/accueil-delegues.php>

– Practical information:  
<http://www.cagi.ch/en/vie-pratique.php>

– Touristic information:  
<http://www.geneve-tourisme.ch/en/home>

Touristic visits over the weekend can be arranged with the Geneva Tourist Office  
(information on guided tours on:

<http://www.geneve-tourisme.ch/en/seeing-doing/guided-tours>)

or with WIPO's travel agency American Express ([ax.wipo@aexp.com](mailto:ax.wipo@aexp.com);  
Tel: +41 22 338 7800).