

**ANNUAL 2008 SESSION OF THE
PARLIAMENTARY CONFERENCE ON THE WTO**

**PRACTICAL
INFORMATION**

Geneva, 11 - 12 September 2008

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Annex: International Conference Centre of Geneva, map of the area

Date and venue

1. The annual 2008 session of the Parliamentary Conference on the WTO will be held on Thursday, 11 September, and Friday, 12 September, at the International Conference Centre of Geneva (CICG), located in close proximity to the Palais des Nations in Geneva (see map in the Annex).

2. An inaugural ceremony will be held in the morning of 11 September, followed by working sessions. The closing session will take place in the afternoon of 12 September. In order to allow sufficient time for deliberations, morning sessions will start at 9.30 a.m. and finish at 1 p.m., whereas afternoon sessions will start at 2.30 p.m. and finish at 6.30 p.m. on 11 September and at 5 p.m. on 12 September.

Participation and registration

3. Participation in the annual 2008 session of the Parliamentary Conference on the WTO will be guided by the general principles set out in Article 2 of the Rules of Procedure of the Conference.

4. As a rule, the number of MPs in each national delegation should not exceed four. Observer delegations should be in principle limited to two persons.

5. In order to ensure the success of the session, it is of paramount importance that each parliament nominate MPs who are directly involved in parliamentary activities dealing with international trade and especially WTO negotiations.

6. All delegates are kindly requested to complete and submit the enclosed registration form which is also available on the IPU website at <http://www.ipu.org/splz-e/trade08/registration.pdf>. The form should be returned to the Secretariat of the Inter-Parliamentary Union by **1 September 2008 at the latest**. Any modifications concerning the composition of the delegation should likewise be communicated to the IPU.

7. Attention is drawn to the fact that, on Wednesday 10 September, the Registration Desk will be located at the IPU Headquarters (see address on paragraph 27) and will be open from 10 a.m. to 7 p.m. On Thursday 11 and Friday 12 September, this service will be available on the ground floor of the CICG and will be open from 8 a.m. to 6.30 p.m.

8. For identification and security reasons, all delegates are requested to wear their identification badges at all times during the session and at social functions.

List of Delegates

9. A provisional List of Delegates will be distributed at the beginning of the session. This list will be issued on the basis of confirmations received by the IPU Secretariat up to 6 p.m. on Monday, 8 September. Delegations are kindly requested to report any changes in the provisional list to the Registration Desk. A revised list will be published on the IPU website after the session.

Meeting rooms and offices

10. All meetings will take place in CICG. Room numbers will be announced in the documentation to be distributed upon registration.

Working modalities

11. Procedural arrangements for the session will be in conformity with the Rules of Procedure of the Parliamentary Conference on the WTO, adopted at its Brussels session in November 2004.

12. A detailed work programme of the session will be circulated in advance of the Conference and published on the IPU website.

13. All substantive themes will be discussed one after the other, in plenary. The debate on each theme will be launched by rapporteurs who will have some eight minutes each to present their discussion papers. Delegates can participate in the debate either by making brief statements or by asking questions. The debate will be interactive; no formal statements will be delivered. In view of the largely informal nature of the debate, no list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the Chair.

14. The draft outcome document of the session will be prepared by the Steering Committee and communicated to the participants in advance of the session, in accordance with Art. 7.1 of the Rules. Specific arrangements concerning the submission of amendments to the draft (Article 7.2 of the Rules) will be announced on the spot.

Languages

15. Simultaneous interpretation will be provided in Arabic, English, French and Spanish. Three additional channels have been assigned for interpretation into other languages by interpreters brought by national delegations at their own expense. Official written documentation of the session will be available in English and French only.

Documents

16. The only official documents of the session will be its programme, agenda, the list of delegates, discussion papers prepared by the rapporteurs, the draft outcome document elaborated by the Steering Committee and information notes prepared by the Secretariat. WTO may provide background documents for distribution to delegates upon registration.

17. Should participants and observers wish to distribute their own documents or other material pertaining to the agenda of the session, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

Information Desk

18. The Registration Desk will also serve as an Information Desk and will handle messages for delegates. Lost property may be turned in or claimed at this Desk.

Press office

19. A Press office will be set up at the CICG for representatives of national and international press, radio and TV. This service will organize press conferences and be responsible for press releases. Journalists wishing to cover the session must be duly accredited through the Registration Desk.

Official reception

20. Details concerning the official reception for delegates, to be held in the evening of 11 September, will be provided on registration.

Visas

21. Attention is drawn to the strict provisions in force regarding entry into Switzerland, which refuses entry to those not having the required visa. Delegates requiring an entry visa must obtain it from the Swiss consulate or diplomatic mission responsible for the necessary arrangements in the delegates' country of residence.

Hotel accommodation

22. Delegates will be responsible for their own hotel expenses. In view of the fact that several major international meetings are taking place in Geneva in the month of September, it is imperative that hotel reservations be made, using the enclosed Hotel Reservation Form, as soon as possible and by **4 August 2008** at the latest. Please note that the form should be returned directly to the Geneva Tourist Office. Booking of rooms can also be done on-line through the website of the Geneva Tourism Office (http://www.geneve-tourisme.ch/?rubrique=000000783&lang=_eng).

23. Delegations from countries having a Permanent Mission in Geneva can make their hotel reservations through their respective Mission. The Missions are used to receiving national delegations to UN meetings and to handling hotel reservations for them and many have signed preferential tariff agreements with hotels close to the Palais des Nations and the CICG.

Medical services

24. A First Aid station will be open on the CICG premises. Delegates requiring urgent medical attention outside of the conference buildings are advised to contact the "Service d'urgence de l'Association des Médecins de Genève" (local tel. 022 320 25 11).

Local transport and taxis

25. The CICG can be reached by tram no. 13 and buses no. 8, 5 and, "F". Tickets must be purchased and validated **before** entering buses or trams. Individual tickets are available from vending machines at main bus stops, and cards for multiple trips can be purchased at a reduced rate from newsagents in town bearing the "TPG" (Geneva transport service) sign.

26. In Geneva, taxis are only available on call and cannot be hailed in the streets. Geneva taxi drivers know the Conference venue as "CICG" (Rue Varembe). There are taxi ranks in almost all main squares in Geneva and outside the Palais des Nations. Taxis can be called by telephone by dialling the following local numbers: 022 320 20 20, 022 320 22 02 and 022 331 41 33.

Requests for further information

27. Requests for further information concerning the annual 2008 session of the Parliamentary Conference on the WTO should be addressed to:

Inter-Parliamentary Union
 Chemin du Pommier 5
 Case postale 330
 CH-1218 Le Grand-Saconnex / Geneva
 Switzerland
 Phone: +4122 919 41 50
 Fax: +4122 919 41 60
 E-mail: postbox@mail.ipu.org

and

European Parliament
 International Trade Committee Secretariat
 Rue Wiertz
 B-1047 Belgium
 Fax: +32 2 283 1251
 E-mail: xp-INTA@europarl.europa.eu

INTERNATIONAL CONFERENCE CENTER OF GENEVA (CICG): MAP OF THE AREA



International Conference Centre of Geneva
 15, rue de Varembe
 1202 Geneva