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ORIGINAL: French

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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

MEETING WITH INTERNATIONAL ORGANIZATIONS

Geneva, November 9 and 10, 1983

GENERAL INFORMATION

Document prepared by the Office of the Union

1. Place of the Meeting

The Meeting with International Organizations will be held on the premises of the World Intellectual Property Organization (WIPO), 34, chemin des Colombettes, Geneva (Switzerland), in Conference Room A.

2. Opening of the Meeting and Schedule of Meetings

The opening of the Meeting will take place at 10 a.m. on Wednesday, November 9. The meetings will in principle be held from 10 a.m. to 1 p.m., and from 3 to 6 p.m., with a 15-minute break at 11 a.m. and at 4.30 p.m..

3. Conduct of Debates

The Meeting will be opened and closed by the President of the Council. The debates on item 2 of the agenda (Minimum Distances Between Varieties) will be conducted by the Chairman of the Technical Committee. The debates on items 3 (International Cooperation) and 4 (UPOV Recommendations on Variety Denominations) will be conducted by the Chairman of the Administrative and Legal Committee.

4. Registration

Participants in the Meeting will be requested to complete the registration form handed to them by the documents service at the opening meeting.

5. Simultaneous Interpretation and Oral Interventions

Simultaneous interpretation will be provided in English, French and German. Instructions for the use of the sound equipment are to be found in the Annex to this document.

6. Documents

Documents will be distributed by the documents service as soon as they become available. Copies of documents already distributed may also be obtained from the same service at the entrance to the conference room. Documents drawn up after the Meeting will be sent to the participants at the addresses given on the registration forms completed by them.

7. Personal Effects of Participants

Coatstands are provided for participants at the entrance to the conference room.

Briefcases may be left in the conference room.

UPOV cannot accept any liability in the event of theft or loss of personal effects.

8. Private Meetings

Two small meeting rooms (which can accommodate up to 16 persons each) will be kept available for the various groups, subject to a minimum of advance notice, for private discussions. These rooms are not equipped for simultaneous interpretation.

9. Telephone, Telegraph, Telex and Post Office

There is a telephone booth on the ground floor of the WIPO building.

The nearest Swiss post office is on the ground floor of the International Conference Centre (CICG), 15, rue de Varembe (hours of opening: Monday to Friday, 7.30 a.m. to 12 noon and 1.45 to 6.30 p.m.).

10. Bank

There is a branch of the Swiss Bank Corporation on the ground floor of the WIPO building (hours of opening: Monday to Friday, 8.30 a.m. to 12.30 p.m. and 1.30 to 4.30 p.m.).

There is a branch of the Union Bank of Switzerland on the ground floor of the International Conference Centre (CICG), 15, rue de Varembe (hours of opening: Monday to Friday, 8 a.m. to 6.30 p.m., without interruption).

11. Travel Agency

There is a branch of the Kuoni Travel Agency on the ground floor of the WIPO building (hours of opening: Monday to Friday: 9 a.m. to 12.30 p.m. and 1.30 to 5 p.m.).

12. Public Transport

"E", "F" and "O" buses from the town center and the train station and back stop in the rue de Vermont (opposite the "Grillades" restaurant) and also at the place des Nations, but in different parts of the latter. Taxis may be ordered at the WIPO reception desk.

13. Parking

There are parking places (meter parking limited to two hours) on the chemin des Colombettes, in front of the WIPO building. Paid underground parking is available on the place des Nations.

Use of Sound EquipmentI. Earphones

Earphones are to be found on the left-hand side of each place, and the corresponding control knobs on the right. The upper knob is the volume control, and the lower knob is for the selection of the language in which interventions are heard. The numbers correspond to the following languages:

- 0 speaker's language
- 1 English
- 2 French
- 3 German

If the earphone is not used, it should be laid flat, with the opening facing downwards in order to avoid disturbing other participants with background noise and whistling when the microphone is in use.

2. Microphones

Participants wishing to speak are requested to proceed as follows:

(i) draw the Chairman's attention by raising your hand or your Delegation's name-board;

(ii) after having been given the floor by the Chairman, press the red button on the base of the microphone, and do not start to speak until the red light stops flashing;

(iii) give your name and that of your Delegation before embarking on the substance of your intervention;

(iv) speak in a normal voice into the microphone, but not too close to it, in order to be clearly heard by the other participants and the interpreters;

(v) speak at a normal speed for clear understanding and correct interpretation of the intervention.

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