

INFORMATION NOTE FROM THE DIRECTOR-GENERAL

WTO OPEN DAY

19 September 2010

Further to my communication of 12 May 2010 this note is to inform delegations about the detailed programme and logistical matters relating to the WTO Open Day that will take place on Sunday, 19 September 2010. It also includes a registration form for delegations interested in contributing to the Open Day activities by setting up a national stand. **There are 19 stands in total and 4 are still available.**

Last year this family oriented event drew an approximate number of 5,000 visitors throughout the day, including local residents, WTO Members and staff as well as the Geneva international community. For further information please visit the open day's dedicated website at: http://www.wto.org/english/news_e/news10_e/open_day10_e.htm

National Stands

If your delegation is interested in contributing to the open day by setting up a national stand where you can make available to the public some of your national food and drinks or typical products please note the following information.

1. What the WTO will provide

The WTO will set up a covered food stand area on the terrace facing the lake where delegations will be able to set up their national food stands and a covered eating area, with tables and benches.

The following facilities will be provided to you by the WTO:

- Tables for delegations that measure 2m x 80 cm in the covered national food stand area;
- a plug for one power connection by stand;
- disposable plates, cups, forks, knives and spoons;
- table clothes and napkins.

In addition, the WTO will make available:

- One common ice machine;
- a stand with cold refreshments;
- a stand with water and coffee.

2. What Members need to supply

- A selection of national food plates including: cold dish(es), warm dish(es) and dessert;
- light electrical devices for warming food but non-electrical options are preferable;
- national products;
- national beverages.

Delegations are kindly requested to donate the profits that result from the sale of national products to the public. The proceeds from the WTO Open Day will be donated to "*J'aime ma planète*", a recognized local charity initiative in Geneva whose mission is to increase awareness, educate and act to protect the Earth and promote a sustainable development approach, based on the values of self-respect, respect of others and respect of the environment. Its objectives are to promote education on the environment and sustainable development at school, as of a very young age; to integrate in the education system and the on-going teacher training programs, knowledge, values and necessary competences to foster a sustainable life style; to encourage behaviours that reduce our impact on the environment; to propose activities in the Wild Life and make the participants more sensitive to its need for protection; and to take part in actions of solidarity in other parts of the world. For further information on the activities and work undertaken by this initiative please consult: <http://www.jaimemaplanete.name/index.html>

If you are interested in contributing to this event by setting up a national food stand please fill out the attached registration form(s) and return it by e-mail to: openday@wto.org or fax to: (+41 22 739 5777) by **Friday, 30 July 2010**.

If you have any questions or suggestions please contact Anoush Der Boghossian (tel.: 739 50 75, e-mail: anoush.derboghossian@wto.org) or Beatriz Alvarez Castillo (tel.: 739 50 71, e-mail: beatriz.alvarez@wto.org) from the Information and External Relations Division. Your participation will be invaluable to making this a meaningful and successful event.

OPEN DAY REGISTRATION FORM FOR
DELEGATIONS INTERESTED IN SETTING UP A NATIONAL STAND

Contact Details

Mission: _____

Name of the Delegation Coordinator for setting up the national stand: Mr, Ms, Mrs

Family Name: _____ **First (Given) Name:** _____

Telephone: _____ **Mobile:** _____

Fax: _____

E-mail: _____

National Stand Information

Indicate what kind of electronic appliance(s) you plan on bringing (if any): _____

Please provide an indication of the quantity and type of food you will provide:

Cold plate(s): _____

Warm plate(s): _____

Dessert(s): _____

Please indicate if you plan on providing national beverages. If, so please list them: _____

Please send the filled out registration form by email or fax to:

E-mail: openday@wto.org; or

by Fax: +41 22 739 57 77