

ORGANIZATION OF RECEPTIONS AT THE WTO

Note from the Secretariat

The Secretariat wishes to draw the attention of WTO Members to the new procedure for the organization of receptions at the WTO.

Rooms

The *Salle des Pas Perdus* and the lobby of the *Salle William Rappard* (plans and photos attached) are available to Members for holding official receptions on WTO work days between 6 p.m. and 8.30 p.m. Each room can accommodate up to 250 people.

All requests should be submitted to the WTO Logistics Section by e-mail (OfficeSupplies&RemovalsUnit@wto.org), fax (022 739 6053) or telephone (022 739 6052 or 022 739 5297). A reservation will be considered final upon receipt of the confirmation form, duly signed by the person making the request (see Annex I).

Since the organization of receptions on WTO premises involves a number of services such as setting up the reception room, security for the duration of the reception, and cleaning services, the WTO requests a lump-sum contribution of CHF 800 from the Member organizing the event. An additional fee of CHF 600 will be charged to the Member if the reception extends beyond 8.30 p.m. Under no circumstances may a reception end any later than 11 p.m.

Please note that music is not allowed during receptions.

The Member organizing the event is free to make arrangements for a catering service, provided that the caterer observes WTO safety regulations:

- Cooking is prohibited on WTO premises;
- the WTO is not equipped to provide electrical appliances for servicing the reception.

The following information must be submitted to the WTO Security and Safety Section three working days before the reception (e-mail: BCI@wto.org, fax: 022 739 6111, tel.: 022 739 5958):

- A full guest list;
- the names of catering staff, the registration numbers of their vehicles, and a list of the appliances they plan to use;
- the number of parking spaces required;

- the names of any VIP guests.

All persons participating in the reception, including catering staff (with the exception of those who already have a WTO badge) will have to produce valid official identification (passport, identification card, or WTO badge).

The WTO must be notified at least two working days before the reception if the event is cancelled or postponed. Failing this, the Member organizing the event will be billed CHF 400 to cover the costs of recruiting the necessary staff.

If any of these instructions are not observed, the reservation will be cancelled.

The WTO reserves the right to hold the organizing Member responsible in the event of any damage to WTO property.

Any requests from sources other than the Permanent Missions will be examined by the WTO; if they are accepted, special conditions will apply.

ANNEX I

To be completed and returned by e-mail to *OfficeSupplies&RemovalsUnit@wto.org*
or by fax to *0041(0)22 739 6053*

Organizer <i>(Permanent Mission)</i>	
Contact <i>(Contact details of the person organizing the reception)</i>	Name: Tel.: E-mail:
Date of reception Setting-up time	
Number of guests	
Caterer	Name: Tel.: Address: E-mail:
Billing address	
Additional information	

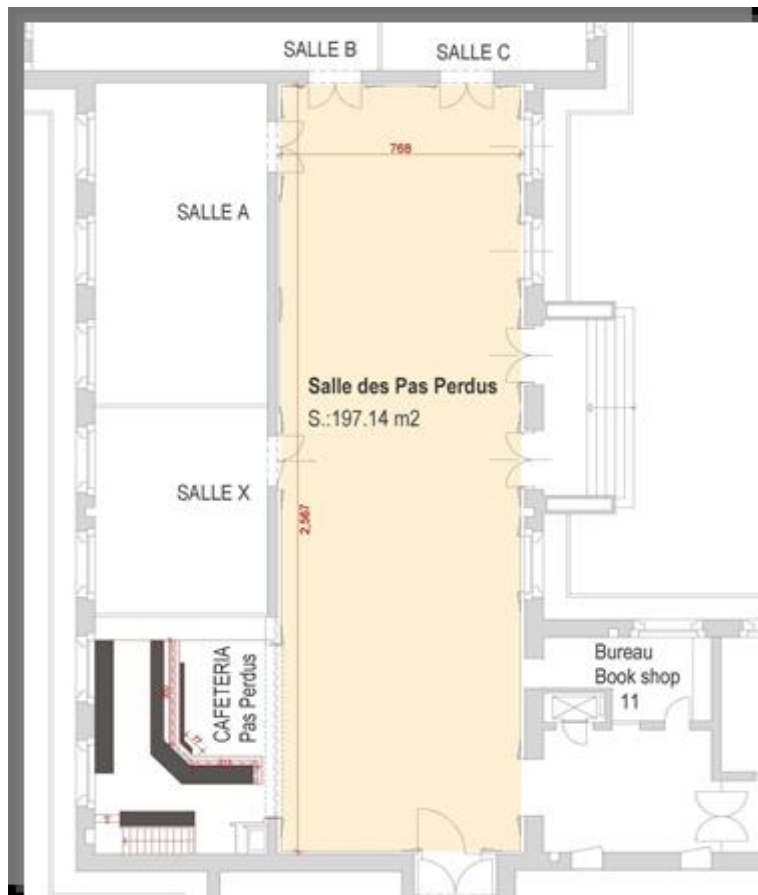
I accept the conditions set forth in document WT/INF/174.

Date and signature

Seal of the Mission

ANNEX II

Salle des Pas Perdus, Centre William Rappard



Lobby of the Salle William Rappard

