Note by the Executive Secretary

The Committee on Agenda and Intersessional Business is scheduled to meet at the end of February 1952 to confirm the provisional date of 5 June 1952 for the Seventh Session of the Contracting Parties or to agree upon another date. If the Committee confirms this date, a decision will have to be taken at the same time on the venue of the meeting as it will not be possible to hold the Session in Geneva in June. In that event it will be essential for the Committee to know in what other towns the Session could be held. Therefore, any contracting party wishing to make suggestions on this matter should advise the Secretariat well in advance of the February meeting of the Committee.

In order to assist contracting parties in putting forward suggestions, the basic requirements for the Session are set out below:

Conference Rooms
- 1 large (seating 40 at the main table with an additional table for 10 observers, and room for 100 extra people).
- 2 small (seating 20 at a table and with room for 50 extra people).

Offices
- 20 for the Secretariat, including 4 large rooms.
- 60 to 100 for delegations.
All offices to be furnished and provided with telephones.

Hotel space
- For approximately 300 people.

Equipment
- 4 roneo machines (for Secretariat), typewriters, documents equipment and supplies, etc.

Good and rapid telegraphic and telephone communications.

The terms on which any suggestions are made should also be stated so that the Secretariat can prepare a note on the cost. This is necessary because the appropriations for the Seventh Session were based on the estimated cost of a meeting in Geneva; if the Session were held in some other town and the cost should substantially exceed the cost in Geneva, it would be necessary to secure authority to cover the additional expenditure.