INFORMATION CIRCULAR NO. 3

This note is a further note in a series designed to keep delegations informed as to the progress of the administrative preparations for the thirty-eighth session, which is to be held partly at ministerial level.

1. MEETING ROOMS AND OFFICES

The session will be held in the Geneva International Conference Centre (Centre international de conférence de Genève - CICG). The entire building will be for the exclusive use of GATT from 15 through 27 November 1982, i.e. the week preceding the actual session, as well as the week of the session itself.

The overall capacity of Room I in CICG is 1,016 seats (824 in the amphitheatre, 40 on the podium and 152 in the galleries). For very large delegations arrangements will be made for reserving a reasonable number of seats in the centre part of the room near the rostrum, while the remainder of the delegation will be seated more to the back of the room.

Five medium-sized (from 100 to 400 seats) and seven small (from 12 to 60 seats) conference and briefing rooms are available in the CICG as well as 58 offices for the officers of the CONTRACTING PARTIES, the secretariat and delegations. Some offices will be set aside for delegations of contracting parties not having a permanent mission in Geneva; some other offices will be tentatively reserved for permanent missions located at a great distance from the Conference Centre. Delegations wishing to make reservations for an office are again invited, if they have not already done so, to get in touch with the Conference Officer (Miss Niklaus, ext. 2350).

2. PRESS FACILITIES

Arrangements are going forward for the press facilities which will be available in the basement of the Conference Centre. These include a large telephone and telex installation operated by the Swiss PTT, radio studios, an interview room for television correspondents, a briefing room to be used for ministerial press conferences and secretariat briefings, and a large area for correspondents.
A first information circular for the press (GATT/1320) has just been issued, of which copies have also been distributed to delegations. It includes a provisional registration form for correspondents, designed both to speed up actual registration at the conference and to provide an indication of the demand for the press facilities.

Delegations are invited to refer enquiries from correspondents intending to cover the meeting to the secretariat (Mr. J. Croome, Director, External Relations and Information Division).

3. PARKING

It will be recalled that 290 parking spaces will be available in the Garage des Nations for participants to the thirty-eighth session. Special parking cards will be made available to delegations to allow access to these spaces. The small roundabout in front of the main entrance of CICG will be used only for loading and unloading passengers, not for parking. A liaison by walkie-talkie will be established for calling chauffeur-driven cars.

4. SECURITY

Since the entire building will be for the exclusive use of GATT, security can be, and will be, enforced very tightly. The Swiss authorities will be responsible for overall security, with the assistance of the GATT security service. Close contacts have already been established with the Swiss authorities.

Delegations requesting additional security measures for events organized outside the conference premises are requested to contact the Swiss authorities directly.

Delegations which feel that they have a special security problem are requested to inform the secretariat accordingly.

In order to facilitate security check upon entry into the conference building the secretariat will issue badges which participants will be requested to wear visibly throughout their presence in the building. Further details will be given in a subsequent circular.

5. DOCUMENTS AND RELATED FACILITIES

Normal document distribution will be continued throughout the session. In addition, pigeon-hole grids will be available for delegations to collect messages and documents at the CICG. Delegations are invited to indicate whether they wish to receive extra copies of documents.

Photocopying equipment will be available to delegations, as well as typing facilities, on request.
6. HOSPITALITY

The following events are being scheduled:

**Wednesday, 24 November**  
Ministerial dinner by the Swiss Federal authorities in the Chateau de Chillon

**Thursday, 25 November**  
Reception by the Chairman of the CONTRACTING PARTIES

**Friday, 26 November**  
Reception by the Geneva Municipal and Cantonal Authorities open to all participants

In addition it is expected that certain delegations will arrange their own receptions, such as:

**Tuesday, 23 November**  
Reception by the delegation of Denmark on behalf of the European Communities

Delegations planning to host events in addition to the above-mentioned major functions are kindly requested to inform the secretariat (Mr. Kraus, ext. 2029) as early as possible. The secretariat is maintaining a list of all such events of which it has information in order to help co-ordinate them.

7. LADIES PROGRAMME

The secretariat envisages organizing a programme for ladies accompanying participants. It would be helpful in this connection to receive, if possible, an indication of the number of delegates from outside Geneva, who are likely to be accompanied.

8. HOTEL ARRANGEMENTS

The secretariat has indications that because of the great number of participants coming from outside Geneva, it may be difficult to find appropriate hotel accommodation at the last moment. Participants are advised to make arrangements for hotel reservations as soon as possible.

Delegations requiring assistance with hotel reservations should get in touch with the Office du Tourisme de Genève, Service Congrès-Logement (Mme Fischer), telephone No. 28.72.33. The postal address is Tour-de-l'Ile, 1211 Geneva 11.

9. OTHER SERVICES

A cafeteria with a seating capacity of 400, a bar, and a private restaurant with 40 seats are available for the exclusive use of the Ministerial meeting participants. A separate snack-bar will be available in the Press Area (hours: 9 a.m. to 7 p.m.). The Conference Centre is also equipped for the organization of receptions.
A Swiss post office and a bank (UBS) are located at one of the side-entrances of the building. Access from within the building will be reserved for participants in the session.

A first-aid team will be present during the whole session and ambulances will be on call. The UN Medical Service will also be available.

Arrangements will be made with a travel agency for a travel desk to be available throughout the meeting.

A news-stand and tobacconist will be open during meeting hours.