INFORMATION FOR DELEGATIONS

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INFORMATION FOR DELEGATIONS

1. Meetings

The public opening meeting of the 1964 Trade Negotiations Conference will take place in the Bâtiment Electoral, Place Neuve, Geneva, at 3 p.m. on 4 May 1964.

Thereafter, until further notice, other meetings of the Conference, such as the Trade Negotiations Committee and its subsidiary bodies, will be held in conference rooms in the same building. These meetings will be private and only delegates officially accredited will be admitted to the conference rooms. Attendants have been instructed to control strictly the entry to all conference rooms and to allow no one to enter without presenting an admission card.

Notices of meetings will be posted on the bulletin board at the entrance door.

2. Accreditation

Official lists of representatives participating in the Conference should be submitted to the conference secretariat before the opening of the Conference.

For purposes of compiling the list of representatives any changes in the composition of delegations should be reported in writing.

3. Admission cards

Admission cards will be issued only to delegates who have been officially accredited in writing to the secretariat. Cards can be obtained in the Villa Le Bocage on 1 May or at the Bâtiment Electoral on 4 May if official lists of representatives have been submitted in writing to the secretariat.

Representatives are requested to complete, as soon as possible, the blue information cards that they will receive with their admission cards and to return them to the conference secretariat. These cards are needed for contacting representatives in the course of the Conference. Any changes in the information furnished should be notified.

4. Secretariat offices

The secretariat will maintain several offices in the Conference building but normally these will be used only when meetings are in progress. At other times secretariat members and services can be contacted in the Villa Le Bocage.
5. **Rooms for negotiations**

There will be several small rooms in the conference building placed at the disposal of delegations for negotiations that cannot be conducted in offices. Application for these rooms should be made in advance to the secretariat conference services which will allot them as requests are made.

6. **Security precautions**

Delegations are requested to take strict precautions to safeguard the security of all papers and documents.

7. **Conference documents**

Documents will be distributed in the normal manner except for working papers required at meetings which will be distributed in the conference rooms.

Documents which representatives wish to have reproduced and circulated should be delivered in one of the working languages to the secretariat. In view of the limitation of the technical staff available, documents should be turned in at least twenty-four hours (not counting Saturdays or Sundays) before the time for which circulation is desired. Three copies of the document should be furnished in order to assist in its speedy translation and reproduction.

8. **Prepared speeches**

Whenever a representative speaks from a prepared text, the task of the secretariat would be facilitated if three copies of the text were supplied to the Conference Officer or to the Secretary of the meeting before the statement is made.

9. **Reproduction of documents for delegations**

It will be possible for delegations which are not in a position to reproduce their own documents to submit typed stencils, following the necessary models, for their reproduction by the GATT secretariat. Delegations will be billed for the costs incurred.

10. **GATT publications**

Any request for printed GATT publications should be made to the GATT Information Office in the Villa Le Bocage, extension 3490, and not to the United Nations Document Distribution Service. Delegations are reminded that beyond the regular distribution made of each publication they will be required to pay the cost price for any additional copies.
11. Public information

All enquiries relating to public information (press, radio, films, photographs, etc.) should be made to the GATT Information Office at the Villa Le Bocage, extension 3490.

12. Parking of vehicles

Parking space is reserved on each side of the conference building. Delegations may obtain from the Conference Secretary a special sticker to be placed visibly on the windshield. Any cars not having this GATT sticker on their windshield will not be allowed to use the reserved space and will be subject to police control.

13. Duty-free petrol

In order to obtain duty-free petrol for delegates' cars and official delegation cars, declaration forms are available in the conference secretariat. These must be countersigned by the Head of delegation and returned to the secretariat for processing. The petrol card (which is strictly personal) will be forwarded in due course to the delegate concerned.

The petrol card must be returned to the GATT Administrative Division in the Villa Le Bocage as soon as its validity has expired, and in all cases before departure of the delegate from Geneva.

14. Typewriters

The following is a list of firms from which typewriters can be hired privately by delegations:

Bureau Moderne, S.A.,
80, rue du Rhône (Tel. 25.43.80)

Royal Office,
4, place de la Fusterie
(Tel. 25.26.52)

Agence Underwood,
60, rue du Stand (Tel. 24.43.40)

The hire of a typewriter at most agencies for a period of one month is approximately 30-60 francs.