MARRAKESH MINISTERIAL MEETING

Information Circular*

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The list of members of the GATT Secretariat who will provide assistance during the meeting will be communicated later.

*See the communication from the Government of Morocco (document MTN.TNC/INF/13) for additional information on practical arrangements for the meeting.

GATT SECRETARIAT
1. REGISTRATION OF DELEGATES

Registration of participants will be carried out by the GATT Secretariat using the attached form. This form will also be used by the Moroccan authorities to prepare badges.

2. MEETINGS

The meeting at ministerial level will open on 12 April 1994 at the Palais des Congrès in Marrakesh. It will continue until 15 April 1994 inclusive.

The opening session will start at 10 a.m. and will be followed by a meeting of the Trade Negotiations Committee. Delegations are requested to take their seats in the plenary meeting hall (Salle des Vizirs) by 9.45 a.m.

The time and the arrangements for the closing session and signing ceremony will be fixed later.

3. MEETING TIMES FOR THE TRADE NEGOTIATIONS COMMITTEE

Subject to any necessary modifications, the meeting times for plenary sessions will be the following:

10 a.m. - 1.00 p.m.
3 p.m. - 6 p.m.

4. CONFERENCE SERVICES OFFICE

The Conference Services office will be situated in the entrance hall of the Palais des Congrès to the left of the main entrance.

5. GATT RECEPTION COUNTER

The GATT reception counter will be in the entrance hall opposite the main entrance of the Palais des Congrès; it will be open during meeting hours.

6. DOCUMENTS

The Documents Distribution Centre will be in the entrance hall of the Palais des Congrès to the right of the main entrance.

Meeting documents will be available at the Centre in pigeon-holes bearing the names of delegations. The latter should inform the Centre of the number of copies of documents they would like to receive.

Documents will be circulated simultaneously in Marrakesh and Geneva.

Unless otherwise indicated (for example, for ministerial statements) in Marrakesh, documents for meetings will be for restricted distribution and will only be given to members of delegations. In Geneva, documents will be circulated according to the usual GATT procedure.
7. **MINISTERIAL STATEMENTS**

Ministers who take the floor at the meeting of the Trade Negotiations Committee will be requested to do so from a lectern on the podium.

In order not to waste time between statements, the subsequent speaker will be invited to proceed to a chair placed near the podium for this purpose while the preceding speaker is making his statement.

Statements should not exceed five minutes, which corresponds to approximately two typed pages in single spacing. Arrangements will be made for longer statements to be submitted in writing and circulated.

**Distribution of the texts of statements**

The task of the Secretariat, particularly that of the interpreters, the secretary of the conference and the press office, will be greatly facilitated if delegations hand in five typed copies of the text of statements (as well as longer written communications) in one of the official languages to the secretary of the conference. The texts of ministerial statements will only be circulated after the statement has been delivered.

These texts should be handed in before 10 a.m. in the case of statements to be made during the morning and before 3 p.m. for statements to be made in the afternoon, or, at the latest, immediately after the statements have been made.

If statements are handed in in writing twenty-four hours in advance, every effort will be made to circulate them in the three official languages immediately after they have been made. No document will be circulated during the plenary sessions.

In the documents circulated it will not be possible to take into account any changes which speakers might make to their written text.

If speakers make a brief statement and at the same time submit a longer communication to the secretary of the conference, unless otherwise indicated by the delegation concerned only the latter communication will be circulated as a document.

Unless otherwise indicated in advance by delegations, the texts of statements or written communications will be given to the press immediately after they have been made.

8. **SEATING FOR DELEGATIONS**

Delegations will be seated according to the customary order. A limited number of seats as near as possible to the podium will be set aside for each delegation and additional seating will be available in the mezzanine galleries.

9. **INTERPRETATION**

Simultaneous interpretation in English, French and Spanish will be provided.
10. MEDIA ARRANGEMENTS

A separate note on media arrangements and press accreditation has been circulated and further copies are available from the Information and Media Relations Division.

A full-equipped press centre will operate in the Hotel Atlas Asni. Press conference facilities will be available in the Palais des Congrès. Reservations for press conferences and briefings should be made with the GATT Information and Media Relations Division before or during the meeting.
GATT - MARRAKESH MINISTERIAL MEETING
12-15 APRIL 1994
REQUEST FOR REGISTRATION / BADGE

DELEGATE ☐  OBSERVER ☐

Name of Delegation or Organization: ..............................................................

Name: Mr./Mrs./Ms. .......................................................... First name:

Title: ................................................................. ☐ Minister ☐ Head of ☐ Delegate ☐ Other Delegation

Blood group: ............................................................................................

Hotel in Marrakesh: ....................................................................................

ACCOMPANIED BY

Name: Mr./Mrs./Ms. ..............................................................

First name: ............................................................................................

Stamp of Mission or Organization: .............................................................

Signature: ..............................................................................................

2 recent colour identity photographs