



**INFORMATION NOTE FOR NON-GOVERNMENTAL ORGANIZATIONS REGISTERED
TO ATTEND THE WTO SEVENTH MINISTERIAL CONFERENCE**

Geneva, Switzerland 30 November to 2 December 2009

This note aims at providing practical information for Non-Governmental Organizations (NGOs) that have been accredited to attend the Seventh Session of the WTO Ministerial Conference. The Conference will be held in Geneva, Switzerland, from 30 November to 2 December 2009. The general theme for discussion shall be “The WTO, the Multilateral Trading System and the Current Global Economic Environment”.

I. NGO CENTRE

The official WTO NGO Centre will be located at:

Centre de Conférence Varembe (CCV)
9–11 rue de Varembe
1211 Geneva 20
Switzerland
Internet: <http://www.cicg.ch>

The Centre is situated opposite the Centre International de Conférences Genève (CICG) where the WTO Seventh Ministerial Conference will be held. All registered NGO representatives that have collected their NGO Ministerial badge will have access to the CICG, the NGO Centre and its facilities.

The opening hours of the NGO Centre are as follows:

Sunday, 29 November	2 p.m. – 6 p.m.
Monday, 30 November	7 a.m. – 11 p.m.
Tuesday, 1 December	7 a.m. – 11 p.m.
Wednesday, 2 December	7 a.m. – 6 p.m.

The centre consists of five conference rooms, which will be arranged to host meetings and briefings for groups of approximately 20 to 150 participants. All of the rooms are equipped with powerpoint facilities.

NGOs interested in booking a conference room are invited to send an email to the following address: mc7.ngo@wto.org, indicating the preferred date, time and size of the meeting room (see Table 1). The conference rooms will be allocated on a first-come, first-served basis. The programme of the NGO Centre will be posted in the Ministerial section of the WTO Website at <http://www.wto.org>.

Table 1
Configuration and Seating Capacity of Conference Rooms in the NGO Centre

	Room A	Room B	Room C	Room D	Room E
Configuration	Theatre Style	Rectangle Style	Theatre Style	Rectangle Style	Rectangle Style
Seating Capacity	150	50	80	20	20

II. NGO BADGE COLLECTION

NGO Ministerial Badges can be collected from the Control and Identification Office (CIO) , located outside the main entrance of the WTO building as of Monday, 23 November. The CIO opening hours are 8 a.m. to 6 p.m., except on Saturday, 28 November when the CIO will be closed.

Please note that due to strict security arrangements, badges must be collected personally by each individual representative, upon presentation of the ID coordinates provided in the registration form. Badges are strictly personal and cannot be exchanged or shared and must be worn visibly at all times.

III. A GREENER APPROACH

The Seventh Session of the Ministerial Conference will see the introduction of a series of measures to ensure an environmentally greener and ecologically more responsible meeting. Avoiding the waste of resources will contribute to a further greening of the WTO's activities. In this regard, all public documents emanating from the Conference will be posted in the Ministerial section of the WTO Website at <http://www.wto.org>.

IV. GENERAL ORIENTATION BRIEFING

A general orientation briefing to inform NGOs of the arrangements and procedures for the Seventh Session of the Ministerial Conference will be held on Sunday, 29 November at 5 p.m. in the NGO Centre.

If you have further questions, please do not hesitate to contact the NGO Registration Centre of the Information and External Relations Division at:

World Trade Organization
Information and External Relations Division
NGO Registration Centre
Centre William Rappard
154, rue de Lausanne
CH-1211 Geneva 21
Switzerland

Tel.: +41 22 / 739 52 54
Fax.: +41 22 / 739 57 77
Email: mc7.ngo@wto.org

We look forward to welcoming you in Geneva.
