



# Participant guide

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## Programme

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The schedule of the Public Forum is available on [www.wto.org/PF25](http://www.wto.org/PF25).

## Registration

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You may register to attend the Public Forum by filling out the online form on the webpage. Registrations after the deadline will not be accepted.

Please be aware that session speakers do not have to register, as they are automatically added to our systems when they are registered. Session organizers, however, must follow the regular procedure.

Participants already in possession of a badge granting access to the WTO are also exempt from registration.

## Badges

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Public Forum badges grant access to the WTO building for the dates of the event only. Once the badge is collected, you may keep it until the end of the Forum. Participants will have to go through a metal detection screening before entering the building every day they choose to attend.

Badges will be issued upon the presentation of a valid physical ID. Digital documents or scans of physical documents will not be accepted.

Please be aware that on-site registrations are not accepted. Only pre-registered persons will be granted access to the building. Badges must be visible at all times during the event.

## Sessions

Public Forum sessions last 75 minutes, followed by a 30-minute break.





The general Public Forum registration grants access to all sessions at the event. No additional registrations are required for specific sessions.

## Facilities

The WTO Public Forum takes place at the Centre William Rappard, located Rue de Lausanne, 154, 1211 Geneva.

Please refer to the map for more information on the WTO's facilities.



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|--|-----------------------|------------------------|--|
| 1. A, B, C, X, Y, Salle des Pas Perdus | 8. SWR (Council Room) | 15. Cash Dispenser     |  Bicycle              |
| 2. W                                   | 9. Villa Rappard      | 16. Coffee-shop        |  Motorbike            |
| 3. Z                                   | 10. Atrium            | 17. Travel Agency (+4) |  Medical service (-1) |
| 4. V                                   | 11. Gallery (T)       | 18. Restaurant         |  Smoking area         |
| 5. S1, S2, S3 (-1)                     | 12. Welcome Pavilion  | 19. Lost and Found     |  |
| 6. D, E (+3)                           | 13. Bookshop          | 20. Gusu Garden        |  |
| 7. F (+3)                              | 14. Library (+1)      | 21. Parking (-1)       |  |
|  | 15. Business Center   |                        |  |

## Coworking spaces

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Participants may use the tables set up in the Atrium to work and network. The WTO is unable to offer private spaces for participants to use during the event.

## Health and safety protocol

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The WTO building has an occupational health service situated in the main building CWR, floor -1 in room 0106. In case of minor emergencies, participants may use their services at no cost. Attendees that are feeling sick or unwell should refrain from attending the Public Forum.

Smoking is strictly forbidden inside any of the WTO's buildings. The premises have dedicated smoking areas outside of the new building and the Council Room which may be used for that purpose.

## Food and beverages

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The WTO relies on a third-party service provider to ensure that high-quality meals and snacks are available during the Forum.

The WTO Cafeteria, located in the new building, will be open from 11:45 until 14.00 during the days of the Forum. For lunch, four different options of warm meals are provided, besides several salad bar complements. A vegetarian warm meal option is available every day.

The WTO's Coffee Shop, located in the Atrium, will be open from 08.00 until 17.00 during the event. Several sweet and savoury snacks are offered, such as sandwiches and desserts.

Additionally, several vending machines are available on the WTO premises.

## Accommodation, transportation and financial aid

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The WTO is unable to provide accommodation, transportation, or any kind of financial aid to Public Forum participants. Each attendee shall be responsible for organizing their own stay in Geneva. The WTO is not partnered with any hotels and cannot provide any recommendations.

Parking is not available on-site for participants during the Forum. The utilization of Geneva's public transportation is highly encouraged.

## Visa procedures

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The WTO is unable to assist participants to obtain a visa to attend the Public Forum. However, a confirmation of registration is provided electronically upon registration which can be used for visa purposes.

## Emergency numbers

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Security: +41 (0)22 739 6161

Lost & Found: +41 (0)22 739 5744

Medical Service: +41 (0)22 739 5666 / +41 (0)22 739 5667

## Services

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### Gift Shop

The WTO's gift shop, located on the CWR's ground floor, is open during the Forum from 09.00 until 17.00. WTO souvenirs and other trade-related items are available for purchase.

### Information Desks

The information desk in the WTO's entrance hallway is open during the Forum.

## Wi-Fi

Complimentary Wi-fi is available to all participants in the WTO building using the WTO-WiFi network, which does not require a password.

## What to do in Geneva

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Participants are encouraged to explore the [Geneva Tourism & Congress Foundation's website](#) for other activities in Geneva during their stay.