FIFTH MEETING OF TRADE MINISTERS OF LANDLOCKED DEVELOPING COUNTRIES

23-24 JUNE 2016 – GENEVA, SWITZERLAND

CENTRE WILLIAM RAPPARD, WTO – ROOM W

Practical details

Registration: All invited participants (Member states, Organizations, Agencies and others) are requested to fill in the registration form and send it to registration-lldc@wto.org by Wednesday, 15 June 2016.

Badges/security: According to WTO security procedures, all participants must have a valid piece of ID (passport or identity card) in order to collect their badge. Badges will only be handed over upon presentation of a valid ID. Badge collection will be possible on 23 June from 7 a.m. to 7 p.m. Badges must be carried visibly at all times while on WTO premises. We advise participants to arrive early and in advance when collecting their badges in order to avoid any delays.

Visa: Please note that the UN-OHRLLS and the WTO do not organize visa arrangements. Participants are strongly advised to apply for a visa to enter Switzerland from their diplomatic or consular missions in their home countries as soon as possible - at least three weeks prior to their intended date of arrival in Geneva.

Hotel Accommodation: Participants are requested to make their own hotel reservations. A list of hotels in Geneva can be found at this link: http://www.geneve-tourisme.ch/en/home/. Sponsored participants will receive a Daily Subsistence Allowance to cover their stay in Geneva.

Interpretation: Interpretation will be provided in the following WTO official languages English, French, and Spanish.

How to get to the WTO

Address of the WTO: World Trade Organization, Centre William Rappard, Rue de Lausanne 154, CH-1211 Geneva 21. Tel: +41 22 739 51 11

If you arrive directly from the Geneva Airport: Bus 28 takes you directly to the WTO (Jardin Botanique direction). Geneva International Airport offers you a free ticket into town, valid throughout the « Tout Genève » zone of the Geneva Public Transport system. You can get the free ticket from the automatic distributor, located in the baggage claim area, just before going through customs. It is valid for 80 minutes and is available to arriving passengers only. If you prefer to take a taxi, they can be found directly outside the arrival hall. A one-way fare to the WTO should be no more than CHF40.

If you are already in town: The WTO is conveniently serviced by four major bus routes (N°1, N°11, N°25 and N°28). Take any of these buses in the direction of Jardin Botanique. The WTO building is located across the street from the Jardin Botanique stop. Bus schedules can be found here. A one-way bus fare costs CHF3. The ticket is valid for 1 hour.
Please note that there are no parking spaces available on the WTO premises.

**WTO Premises**

**Bank:** UBS has an agency which is located in the Atrium. Opening hours are Monday to Friday from 9 a.m. to 12.15 p.m. and 1.30 to 3.30 p.m. A cash distributor is located next to the bank.

**Cafeteria:** The coffee shop located in the Atrium – which serves a wide range of hot and cold drinks, salads and other snacks – is open from 8.00 a.m. to 5.00 p.m.

**Restaurant:** The self-service cafeteria is located on the ground floor of the Extra-Muros Building (South Wing). Opening hours are 7.30 a.m. to 3.30 p.m.

**Medical Services:** For medical assistance, contact the Medical Service (telephone extension 5665). Opening hours are from 8.30 a.m. to 1.00 p.m. and 2.00 to 5.00 p.m.

**WTO Bookshop:** Opening hours are 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. The bookshop is located in the Atrium (lakeside).

**WTO Library:** Opening hours are 9.00 a.m. to 5.00 p.m.

**Lost/Found Objects:** Please call telephone extension 5744.

**Useful links**

- **Bus Schedule** [http://www.tpg.ch](http://www.tpg.ch)
- **Geneva Airport** [http://www.gva.ch](http://www.gva.ch)