



Session Organizer's Guide

Programme

The schedule of the Public Forum is available on www.wto.org/PF25.

Registration

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 as such. 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.

Session details management

Session organizers are the people responsible for uploading the information regarding their sessions onto the MyWTO Platform. The details that must be uploaded are the following:

- **Title (max. 60 characters)**
- **Abstract (max. 150 words)**

Please be aware that your session's title and abstract will be listed on the Public Forum's programme on the WTO website.

Session organizers must also update each session's speaker information. The details that must be uploaded are the following:

- **Preferred name**
- **Short bio (max. 150 words)**
- **High-quality headshot (350X350 pixels;.png, .jpg, .jpeg or .gif formats)**

Badges

Public Forum badges grant access to the WTO building during the event. Once the badge is collected for the first time, 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.

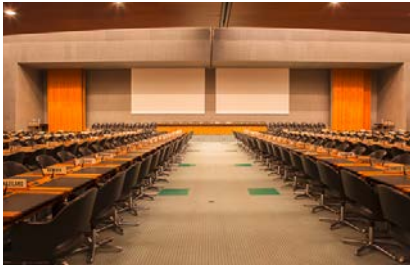


- | | | | |
|--|-----------------------|------------------------|--|
| 1. A, B, C, X, Y, Salle des Pas Perdus | 8. SWR (Council Room) | 16. Cash Dispenser |  Bicycle |
| 2. W | 9. Villa Rappard | 17. Coffee-shop |  Motorbike |
| 3. Z | 10. Atrium | 18. Travel Agency (+4) |  Medical service (-1) |
| 4. V | 11. Gallery (T) | 19. Restaurant |  Smoking area |
| 5. S1, S2, S3 (-1) | 12. Welcome Pavilion | 20. Lost and Found | |
| 6. D, E (+3) | 13. Bookshop | 21. Gusu Garden | |
| 7. F (+3) | 14. Library (+1) | 22. Parking (-1) | |
| | 15. Business Center | | |

Room allocation and room layouts

To ensure fairness in the allocation of spaces of Public Forum's sessions, rooms and timeslots will be assigned randomly to session organizers. Although the WTO is unable to make any unilateral allocation changes, session organizers may negotiate among themselves and swap rooms and slots if an agreement is reached.

All rooms are equipped with microphones, screens and listening devices:



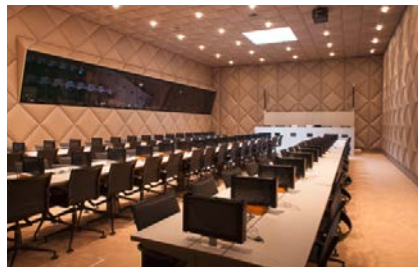
ROOM CR
Capacity: 708



ROOM S1
Capacity: 233



ROOM S2
Capacity: 108



ROOM S3
Capacity: 108



ROOM W
Capacity: 259



ROOM D
Capacity: 140



ROOM E
Capacity: 99



ROOM F
Capacity: 37



ROOM B
Capacity: 51



ROOM A
Capacity: 24



CENTRE STAGE / ATRIUM

Capacity: 80

Please note that seating arrangements may not be altered. Organizers may bring additional material such as banners to be displayed in the room, which must be cleared after the session.

Voice and video recordings and photography

All sessions that take place during the Public Forum will have their audio recorded.

Although the WTO is unable to provide photography services, session organizers may hire photographers to cover their sessions. The professional shall be registered through the regular registration process and the coverage should be notified to the WTO by sending an email to the Public Forum team (pf25@wto.org).

Coworking spaces

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

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

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.

Receptions

Session organizers who wish to host a reception during the Forum should contact wto.receptions@wto.org.

Accommodation, transportation and financial aid

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

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

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

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

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