

## INFORMATION NOTE FOR PARTICIPANTS

### Main theme

"Why trade matters to everyone"

### Programme highlights

#### *Plenary debates*

The Forum will begin on 1 October at 9:30 by a keynote speech, to be followed by the opening plenary debate, in which high-level speakers will consider the question: "Why trade matters to every one?"

The second plenary debate will be held on 2 October from 9:30 to 12:00. Speakers will focus on what trade means for Africa.

#### *Working sessions or workshops*

Organisers can choose to organize either working sessions or workshops.

These sessions provide a more specific insight into a particular issue. The discussion can be more technical and may involve experts, professionals and opinion leaders. Workshops are different from working sessions. Working sessions will have a traditional format, with a panel exchanging views with a moderator and taking questions from the audience while workshops will take the form of informal brainstorming sessions. There will be no working sessions or workshops during the Plenary Sessions.

- Working sessions are organized in the afternoon of each day from 13:00 to 15:00 and from 15:00 to 17:00. They will follow a traditional format, in which speakers and participants discuss issues related to the Forum's overarching theme. Interpretation in the three WTO official languages (English, French and Spanish) will be available for these sessions.
- Workshops are also organized in the afternoon of each day from 13:00 to 15:00 and from 15:00 to 17:00. They take the form of informal brainstorming discussions focusing on particular issues related to the Forum's overall theme. There will be no interpretation to allow for better interaction.

## Programme in brief

Wednesday 1 October	Thursday 2 October	Friday 3 October
9:30 – 12:00 Keynote speech + Opening plenary debate	9:30 – 12:00 Keynote speech + Plenary debate	9:00 – 12:00 Special session on the Doha roadmap
12:00 – 13:00 Lunch	12:00 – 13:00 "The Forum" - BBC live	12:00 – 13:00 Lunch
13:00 – 17:00 Working sessions or workshops	13:00 – 17:00 Working sessions or workshops	13:00 – 17:00 Working sessions or workshops
17:15 – 20:15 Reception	End	End

Registration/badge collection/ID restitution will be possible between 07:30 and 21:00 on the first day and 7:30 to 19:00 on the last two days.

### ***iCal application***

Users of this application will be able to keep track of the sessions they would like to attend by importing the relevant details of the programme into the calendar on their mobile phone or tablet. The app will also send reminders before the session begins.

## Keeping up to date with the Public Forum

Regular updates will be posted on the WTO website and on social media sites (Facebook, Twitter, YouTube) as the event unfolds. A wide selection of photos from the Forum will be made available on the WTO website and on Flickr.

## Frequently-asked questions

### **Who can participate in the Forum?**

NGOs, representatives of governments, civil society organizations, businesses, trade unions, legislators, academics, students and the public at large are welcome to participate in the Forum.

### **Who organizes the working sessions and workshops?**

Working sessions and workshops are organized by the WTO Secretariat as well as by participants representing NGOs, business groups, law firms, universities and research institutes, trade unions, members of parliaments and inter-governmental organizations.

### **Where does the Public Forum take place?**

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

**What are the working languages of the meetings?**

Except for workshops, the meetings are held in the three WTO working languages: English, French and Spanish. Interpretation is available in all three languages.

**How can I register to attend?**

Those wishing to attend the WTO Public Forum must register online at: [www.wto.org/pf14](http://www.wto.org/pf14)  
The deadline for registration is midnight, Sunday 21 September 2014.

**Where can I find additional information about the programme?**

This is available on the WTO Public Forum website: [www.wto.org/pf14](http://www.wto.org/pf14)

**What if I have questions?**

Please send your questions to [PublicForum14@wto.org](mailto:PublicForum14@wto.org)

**Do I need a visa?**

Please check well in advance of your journey for visa requirements with the Swiss embassy or consulate nearest to you. Please note that the WTO does not organise visa arrangements.

**Who pays for my journey?**

Participation at the Forum is free of charge. Travel and accommodation costs are to be borne by participants.

**Who organizes the Plenary Sessions?**

Plenaries are organized by the WTO Secretariat and are designed to address the overall theme. They feature prominent experts and personalities, who share their views on the issues debated.