GENERAL INFORMATION

- The NGO centre is part of the Ministerial Conference venue, located in the Bali Nusa Dua Conference Center, phase 2. It offers briefing and meeting rooms, a working area and standard office facilities, as well as WiFi.

- The NGO centre will be operational as of 2 December 2013 from 2 PM to 8 PM

- Opening hours as of 3 December : 8 AM to 10 PM

- On 6 December, the NGO centre will close at 8 PM

- The office of WTO's External Relations will be located in the NGO Centre.

ROOMS AT THE NGO CENTRE

The NGO centre is composed of the following rooms:

- One WTO briefing room
- One working area for NGOs
- Three large rooms
- Four smaller rooms

- **WTO Briefing room**
  - Seating capacity: 250 people
  - This room will not be available for NGOs to organize meetings or briefings. It is reserved for briefings by WTO Secretariat and Members.

- **Working area for NGOs**
  - Seating capacity: 250 people
  - This room will be equipped with a limited number of PCs and copiers, as well information screens

- **One big meeting room**
  - Seating capacity 250 people
  - This room will be equipped with a sound system
• **Two big rooms**  
  o Seating capacity of 150 people  

• **Four smaller rooms**  
  o Seating capacity of 50 people

**BOOKING SYSTEM**

• NGOs will be able to book rooms using the following email: mc9.ngo@wto.org with the subject line: *NGO Centre booking request + name and registration number of organization*. Please also indicate whether the request concerns a public or private meeting.

• In principle, meeting rooms are available for a maximum of 1.5 hours.

• Rooms will be allocated on a first come-first serve basis.

• The WTO secretariat reserves its right to refuse booking requests.

**ANNOUNCEMENTS**

A large electronic notice board will be placed in the NGO centre where briefings and meetings will be announced.

**PRESS CONFERENCES BY NGOs**

NGOs wanting to conduct press conferences can do so in the NGO centre.