



15 April 2024

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Page: 1/3

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NOTE BY THE SECRETARIAT

WTO OPEN DAY

9 June 2024

This note is to inform delegations about the initial programme and logistical matters relating to the WTO Open Day and WTO Market that will take place on Sunday, 9 June 2024.

We expect this family-oriented event to draw an approximate number of 3,000 visitors throughout the day, including local residents, WTO Members and staff as well as the Geneva international community. The event is an opportunity for the public to visit the home of the WTO, to learn more about the work of the organization and its staff, and to discover the works of art in the WTO's headquarters in Geneva.

A novel feature of this year's Open Day is the inclusion of a WTO market setup in the Atrium, allowing WTO members to exhibit and sell local products and crafts. This initiative aims to enrich the WTO community's cultural exchange and provide members with a platform to showcase their national heritage. This will be complimentary to the International Buffet of food and drinks traditionally offered or sold on the lakeside terrace.

WTO Members can choose to participate either in the International Buffet, or the WTO Market, or both. A registration form is enclosed for Members interested in contributing to the Open Day activities. Deadline for submitting the registration is **8 May 2024**.

Proceeds from sales, including food and items, will be donated to a local Geneva charity, underscoring our commitment to giving back to the community that hosts us.

Please note that an information session is scheduled on 25 April at 15:00 in Room E to address any additional questions that members may have.

1 International buffet – Lakeside Terrace

If your delegation is interested in setting up a national stand to make available or sell to the public some of your national food and drinks, please note that the WTO will set up a covered food stand area behind the building on the lake side park where delegations will be able to set up their stalls in a covered eating area, with tables and benches.

1.1 Items provided by the WTO

- Two tables for delegations (200 x 80 cm) in the covered national food stand area; one for display of food and drinks and the other in the back for use by the mission personnel;
- a plug for one power connection per stand;
- recyclable plates, cups, forks, knives and spoons;
- tablecloths and napkins;
- one common ice machine stand with cold refreshments, water and coffee.

1.2 What participating delegations can bring:

- A selection of national food and beverages which can include cold dish(es), warm dish(es) and dessert;
- small devices for warming food, preferably non-electrical.

2 WTO Market – Atrium

If your delegation is interested in setting up a stand at the Market in the WTO building, to showcase your national heritage and offer or sell national products, such as handicrafts, typical of your country, please note the following information:

2.1 Items provided by the WTO:

- One table (160 x 80 cm) or two tables (140 x 80 cm), subject to availability;
- Two chairs;
- Visual branding;
- A socket for an electrical connection.

The WTO reserves the right to exclude on the day of the event any item that does not comply with the above guidelines or is not announced at the time of registration. Please note that equipment with a live flame and sharp objects are not allowed.

Interested delegations need to fill in the enclosed form and return it by e-mail to: openday@wto.org by **Wednesday, 8 May 2024**.

Programme outline

10:00	Opening Ceremony
11:00	Guided tours of the WTO building and artworks
	Exhibitions
	Cinema room: visitors will be invited to discover the WTO through films
	National food stands, organized by the WTO Members, will be set up on the terrace of the lake-side of the WTO building. WTO Market will be set up in the Atrium
	There will be kids' activities and music throughout the day
17:00	End

For any questions or suggestions please contact Mrs. Dana Bajjali (022 739 60 14), e-mail: openday@wto.org, from the Information and External Relations Division.

OPEN DAY 2024
**Registration form for delegations interested in participating in
the International Buffet or WTO Market**

Mission Contact Details

Mission: _____

Name of the Delegation Coordinator for setting up the national stand:

Family Name: _____ First (Given) Name: _____

Telephone: _____ Mobile: _____

E-mail: _____

Please fill in the part below that applies to your delegation's participation

International Buffet Information

Indicate what kind of electrical appliance(s) you plan on bringing (if any): _____

Please provide an indication of the quantity and type of food you will provide:

Cold plate(s): _____

Warm plate(s): _____

Dessert(s): _____

Please indicate if you plan on providing national beverages. If, so please list them: _____

WTO Market

Type of products to be displayed

Quantity (indicative)

Furniture :

Number of tables needed: 1 ☐ 2 ☐

Number of Chairs needed : 1 ☐ 2 ☐ 3 ☐

Stand set up:

Friday (9h-13h) ☐ Friday (14h-18h) ☐

Sunday (8h-9h30) ☐

Clearance :

Sunday (17h-19h) ☐ Monday (9h-13h) ☐