

NGO CENTRE

9th WTO Ministerial Conference

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

- Seating capacity of 150 people

Four smaller rooms

- 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.