

GUIDELINES FOR ELSA DELEGATIONS TO WIPO

SEMINARS & CONFERENCES
2021/2022



elsa

The European Law Students' Association

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And to **all the former ELSA Delegates** for their much appreciated inputs in matters of information given, suggestions and constructive critics.

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Introduction

The aim of these guidelines is to provide appointed ELSA Delegates with all the information necessary in order to prepare for attending a respective WIPO session. Any relevant feedback or questions are encouraged, in order to improve this Guide for future ELSA Delegates.

1. About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, non-for-profit organisation run by and for students. It comprises of students and recent graduates who are interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student's association and it is represented at nearly 375 law faculties in 44 countries across Europe with membership in excess of 70 000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects that are organised to fulfil the vision of ELSA and in order to provide our members opportunities to enhance their skills and to interact with each other. Furthermore, ELSA provides law students opportunities to develop their skills through our traineeship program as well as through our publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

Vision

"A just world in which there is respect for human dignity and cultural diversity"

Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- a) providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- b) assisting law students and young lawyers to be internationally minded and professionally skilled.
- c) encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

2. ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC).

ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The specific information concerning ELSA Delegations can be found in the [ELSA Delegations Terms and Conditions](#).

The ELSA Delegates are appointed by the International Board of ELSA, according to the [Selection Criteria](#), which consists of:

Formal criteria:

- the application form shall be submitted before the deadline;
- the application form shall be written in English;
- All of the fields of the application form shall be filled;

Content criteria:

- the quality of the curriculum vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge and contribution to ELSA's activities of the

- Applicant; and
- Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

3. The World Intellectual Property Organization (WIPO)

The World Intellectual Property Organization (WIPO) is a specialized agency of the United Nations. It is dedicated to developing a balanced and accessible international intellectual property (IP) system, which rewards creativity, stimulates innovation and contributes to economic development while safeguarding the public interest. WIPO was established by the WIPO Convention in 1967 with a mandate from its Member States to promote the protection of IP throughout the world through cooperation among states and in collaboration with other international organisations. ELSA obtained Observer Status with the WIPO in October 2005.

Location:

World Intellectual Property Organization

34, chemin des Colombettes

CH-1211 Geneva 20, Switzerland

Map of the WIPO Campus:



[Image Source: <https://www.wipo.int/meetings/en/practical-information/>]

WIPO Decision-Making Bodies¹

WIPO’s Member States determine the strategic direction and activities of the Organization. They meet in the Assemblies, Committees and Working Groups (WIPO decision-making bodies). Decision-making bodies can be divided as following:

- Governing Bodies
- Standing Committees
- Permanent Committees

¹ WIPO Decision Making and Negotiating Bodies, available at <http://www.wipo.int/policy/en/index.html#bodies>, (last accessed 7/04/2020).

- Working Groups
- Diplomatic Conferences

1) **The Governing Bodies** are WIPO's highest decision-making bodies. They traditionally meet in September/October each year in either ordinary or extraordinary session.

- The WIPO General Assembly and the Assemblies of the member states of each Union (e.g. the PCT Union Assembly)
- The WIPO Coordination Committee
- The WIPO Conference

2) **WIPO Standing Committees** are ad hoc committees of experts. Standing committees are established by a decision of the WIPO General Assembly for a given purpose.

- **Standing Committee on the Law of Patents (SCP)** was created in 1998 to serve as a forum to discuss issues, facilitate coordination and provide guidance concerning the progressive international development of patent law. By dealing with clusters of interlocking issues rather than working in isolation on single issues, it is intended to provide member states with an effective mechanism for setting priorities and allocating resources, and ensure the coordination and continuity of interrelated, on-going work. Since the sixteenth session in 2011, the SCP has been discussing the following five substantive topics:
 - Exceptions and limitations to patent rights;
 - Technology transfer;
 - Quality of patents, including opposition systems;
 - Confidentiality of communications between patent advisors and their clients;
 - Patents and health.
- **Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT)** was created in 1998 to serve as a forum to discuss issues, facilitate coordination and provide guidance on the progressive development of international law on trademarks, industrial designs and geographical indications, including the harmonization of national laws and procedures.
- **Standing Committee on Copyright and Related Rights (SCCR)** was set up in the 1998-1999 biennium to examine matters of substantive law or harmonization in the field of copyright and related rights. The Committee is composed of all member states of WIPO and/or of the Berne Union; and, as observers, certain member states of the United Nations (UN) which are non-members of WIPO and/or the Berne Union, as well as a number of intergovernmental and non-governmental organisations. The Standing Committee formulates recommendations for consideration by the WIPO General Assembly or a Diplomatic Conference. The Committee is currently engaged in discussing:
 - Limitations and exceptions
 - Broadcasting organisations
- **Committee on WIPO Standards (CWS)** is the collaborative international forum

for discussing and reaching agreement on WIPO Standards, their revision and development, as well as on other matters relating to industrial property information and documentation. It was created by WIPO member states at the General Assembly held in 2009. WIPO Standards contain recommendations on various aspects of patents, trademarks and industrial designs and are directed to any interested party producing or using such information.

- 3) **Permanent Committees** can be constituted by any of the Governing Bodies as required as they did with the **Committee on Development and Intellectual Property (CDIP)**.
- 4) **Working Groups** can be established by a decision of a Standing Committee or other bodies in order to examine a particular question more detailed.
- 5) **Diplomatic Conferences** are high level meetings of member states, convened with the sole purpose of finalizing negotiations on a new treaty. If one of the Standing or Permanent Committees determines that sufficient progress has been made to move towards treaty adoption, the General Assembly can decide to convene a **Diplomatic Conference**.

ELSA Delegations sent to WIPO

ELSA sends delegations to the following WIPO bodies:

- Standing Committee on the Law of Patents (SCP);
- Standing Committee on the Copyright and Related Rights (SCCR);
- Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT);
- Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (IGC);
- Committee on Development and Intellectual Property (CDIP);
- Patent Cooperation Treaty Working Group (PCT).

4. General Rules of Procedure for Observers in WIPO

Observers at WIPO have to respect different Rules of Procedure for Observers when they are participating in the sessions. In the following chapter the most important rules will be clarified by printing the important extractions.

Chapter II: Participation in Sessions

Rule 8: Observers

- 1) The Director General shall invite such States and intergovernmental organizations to be presented as observers as are entitled to observers' status under a treaty or agreement.
- 2) In addition, each body shall decide, in a general way or for any particular session or meeting, which other states and organizations shall be invited to be represented as observers.
- 3) Observers shall be accredited by the competent authority of their State or the competent representative of their organization, in a letter, note or telegram addressed to the Director General; if they represent a State, such communication shall preferably be effected by the Ministry of Foreign Affairs.

Chapter V: Conduct of Business

Rule 24: Observers

- 1) Observers may take part in debates at the invitation of the Chairman.
- 2) They may not submit proposals, amendments or motions.

Chapter VI: Voting

Rule 39: Observers

Observers shall not have the right to vote.²

For more information, please visit: https://www.wipo.int/policy/en/rules_of_procedure.html

5. Responsibilities of an ELSA Delegates

It is a great honour that ELSA has the Observer Status at WIPO, an honour which comes with great opportunities and responsibilities for each ELSA Delegate. Therefore, it is of utmost importance to comply with the responsibilities of an ELSA Delegate set in the Terms and Conditions of ELSA Delegations.

The ELSA Delegate shall:

- Respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";

² Extracts from the general rules of procedure of WIPO as adopted on 28 September 1970, and amended on 27 November 1973, 5 October 1976 and 2 October 1979, available at: https://www.wipo.int/policy/en/rules_of_procedure.html (last accessed 4/04/2020)

- Be aware that ELSA International is a non-political and independent organisation and thus the ELSA Delegate shall not express any political or partisan views on behalf of ELSA International, or any other views that could be assimilated to ELSA International's position, during an ELSA Delegation;
- Represent ELSA International diligently in a professional manner;
- Be academically well-prepared and familiar with the main points of the respective session and related documents;
- Attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by the Head of Delegation;
- Report all activities carried out to ELSA International in the evaluation survey;
- Forward all the contacts made during the event to ELSA International;
- Request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- Fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- Ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Head of Delegation (HoD) is an ELSA Delegate appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

HoD To-Do:

- Trust your fellow ELSA Delegates. They are carefully chosen by the International Board concerning both academic and ELSA background;
- Ensure high quality of work and appearance during the event;
- Familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- Inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation.
- Be the social link between ELSA Delegates. They do not know each other in most of the cases and are alone in a foreign city;
- Keep looking for the greater good. Even if there might be conflicts between single ELSA Delegates ensure that this image is not projected to externals;

- Be innovative. You might face situations you did not expect at all, so do not lose your smile and try to solve it as fast and as efficiently as possible;
- Confirm the delegations' participation in the particular sessions with conference officers;
- Think of sites to go after plenary or workshops. The ELSA Delegation itself is also a great opportunity to socialize for all of the delegates;
- Ensure that the evaluation form is submitted on time to ELSA International.

6. General Rules of Conduct

Attendance

It is extremely important that every ELSA Delegate attends all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other delegates and it is harmful for ELSA's reputation. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

At the end of the first day or on the second day of the session, a list of participants should be made available to the delegates at the registry. The Head of Delegation should make sure that names of all ELSA Delegates are spelt correctly. If some of the ELSA Delegates were not able to actually take part in the ELSA Delegation, the Head of Delegation should ask in person at the registry to delete the respective name from the list.

Business Cards

When attending ELSA Delegation, ELSA Delegates have a chance to meet the representatives of Member States or another NGO. Thus, it is recommended to bring your business cards, as there is a custom of exchanging business cards between the participants of the meeting. Therefore, it is good to have them during the event. When receiving the business card from other participants, take a look at it for about 10 seconds. Put it either in your business card envelope or in the inner pocket of your jacket. Never put it in your trousers pocket and never ever in your back pocket of your trousers. If Asians, especially a Chinese or Japanese gives you a business cards, receive the business card with both hands and bow a little and study it intensively. Same further steps apply.

Each ELSA Delegate is responsible for printing own business cards. A template for the ELSA business card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member.

Dress Code³

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits**

A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.

- **Shirts & Tops**

Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length). No T-shirts.

- **Pants & Bottoms**

Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.

- **Shoes**

Females may wear high heels, but they may prove uncomfortable after some time. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.

- **Hair**

The hair should be kept professional at all times; hair style should not detract from the overall appearance.

- **Jewellery & Piercings**

Piercings on a face that is not for cultural purposes or on the ears, it is best to remove the rings or studs during the conference for a professional presentation.

Making a Statement

The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place, attaching the statement with the summary of the scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegation would be seen as the official point of view of the ELSA's 44 National Groups. Therefore, such a statement should stand in line with ELSA's

³ These recommendations are from the United Nations Association of the United States of America (UNA-USA). For further information, please visit: www.unausa.org

non-political status.

Letter of Confirmation

After their appointment and confirmation of willingness to participate in an ELSA Delegation, ELSA Delegates receive the Letters of Confirmation from ELSA International confirming their appointment as the ELSA Delegates which may help with fundraising of participation. The Letter of confirmation contains official names of an ELSA Delegate and one's National Group.

Evaluation Form

After the end of the respective ELSA Delegation, each ELSA Delegate is obliged to fill in an online evaluation form. The evaluation form aims to collect the feedback from ELSA Delegates regarding the course of the meeting attended, topics discussed and experience of ELSA Delegates with participation in the project, to help ELSA International to improve ELSA Delegations and to better prepare future ELSA Delegates.

Certificate of Participation

After the evaluation form has been filled out by an ELSA Delegate, ELSA Delegates will receive the Letters of Participation from ELSA International, that will constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that the ELSA Delegate fulfilled his/her duties related to the participation in the ELSA Delegation and completed the evaluation form. The Letter is individual and contains only the name of the ELSA Delegate.

7. Geneva

ELSA Genève

c/o Faculté de Droit de l'Université de 40,
Boulevard du Pont-d'Arve 1211 Genève, Switzerland

E-mail : geneva@ch.elsa.org

Webpage: www.geneve.elsa-switzerland.org

Facebook page: https://www.facebook.com/pg/elsageneveunige/about/?ref=page_internal

General Information

Geneva is the second most populous city in Switzerland (after Zürich) and is the most populous city of Romandy (the French-speaking part of Switzerland). Situated where the Rhône River exits Lake Geneva (in French also known as Lac Léman), it is the capital of the Republic and Canton of Geneva. While the municipality itself (city centre) has a population (as of December 2018) of

201,818, the metropolitan area has 1,260,000 residents, according to a 2018 census.⁴

Geneva is a global city, a financial centre, a worldwide centre for diplomacy and the most important international co-operation centre with New York because of the presence of numerous international organisations, including the headquarters of many of the agencies of the United Nations and the Red Cross. It is also the place where the Geneva Conventions were signed, which chiefly concerns the treatment of wartime non-combatants and prisoners of war.⁵

Geneva has been described as the third European financial centre after London and Zürich, and the world's fifteenth most important financial centre by the Global Financial Centres Index, ahead of Frankfurt and Sydney, and a 2009 survey by Mercer found Geneva to have the third-highest quality of life of any city in the world (narrowly outranked by Zürich). The city has been referred to as the world's most compact metropolis and the 'Peace Capital'. According to the World Cost of Living of 2020, Geneva was ranked as tenth most expensive city in the world.⁶

⁴ Geneva, available at: www.en.wikipedia.org/wiki/Geneva (last accessed 9/04/2020)

⁵ Ibid.

⁶ World Cost of Living of 2020, available at: <https://www.eiu.com/n/campaigns/worldwide-cost-of-living-2020/> (last accessed 9/04/2020)

Official Sites

www.geneva.ch

www.geneva.info

www.geneve-tourisme.ch

Airport and Flights

www.skyscanner.net

www.easyjet.com

www.flysas.com

www.airbaltic.com

The International Airport of Geneva opens at 5 a.m. and closes at midnight: www.gva.ch. On arrival by air a free ‘Unireso’ ticket can be taken from the ticket machine (baggage recovery area). The ticket enables its holder to take a train from the airport to the central train station ‘Cornavin’ of Geneva (www.cff.ch) and to use public transport in Geneva city for 80 minutes.

Life in Geneva during an ELSA Delegation

While preparing for an ELSA Delegation you will have to book the accommodation and get to know the places to get a meal or how to move around the city. In this section you may find some recommendations of the former ELSA Delegates and suggestions prepared by the ELSA Delegations Team.

To help you with getting an overview of the expenses during an ELSA Delegation in Geneva, you may find here the estimated prices and costs of participation in an ELSA Delegations. The content of the estimated costs consists of three factors: accommodation, meals and public transport within the relevant city. Given data are only examples of the wide spectrum of accommodation, meals and transportation, used for the purpose of illustrating the costs linked to the living expenses in the specific city.

Please note that all prices are relevant for the end of the year 2019.

1) Accommodation ⁷

⁷ Examples of the selected accommodation are as close to the Palais de Nations as possible

The prices of the accommodation vary from the type of accommodation you will choose. Below you can find an overview of the average prices for different types of accommodation. Please bear in mind that given data are only examples of a wide spectrum of places available in Geneva.

a. Hostel

	Minimum price range	Medium price range	High price range
Name	Nyon Hostel	City Hostel Geneva	Geneva Hostel
Website	https://nyonhostel.ch/	http://www.cityhostel.ch/en/	https://www.genevahostel.ch/en/
Costs	Multi-bed room / person / night from: 33 CHF (around 30 euro)	Multi-bed room / person / night from: 33 – 36 CHF (around 30-32 euro)	Multi-bed room / person / night from: 38 CHF (around 35 euro)

b. Hotel

	Minimum price range	Medium price range	High price range
Name	Ibis budget Geneva	Hotel Mon Repos	Hotel Montbrillant Geneve
Website	https://www.accorhotels.com/gb/hotel-5653-ibis-budget-geneve-aeropot/index.shtml?adults=&children=&nights=&dateIn=	https://hotelmonrepos.ch/en	http://www.montbrillant.ch/fr/
Costs	Standard room with 2 single beds / night from: 81 CHF	Standard single room / night from: 124 CHF	Standard single room / night from: 208,33 CHF

Other:

City Hostel Geneva: www.cityhostel.ch

Geneva Youth Hostel: www.genevahostel.ch

Mandat International: www.mandint.org

Home Saint Pierre: www.homestpierre.ch

www.hostelworld.com

www.glocals.com (section 'Classifieds')

c. Airbnb

	Minimum price range	Medium price range	High price range
	Private room / night from:	Apartment / 4 persons / night from:	Apartment / 6 persons ⁸ / night from:
Costs	82 CHF	140 CHF	321 F

Other short-term apartments:

www.airbnb.com

www.genprop.ch

www.citybaseapartments.com

www.homelidays.co.uk

www.unige.ch/dife/bulog/offresenligne.html (information about private accommodation in Geneva provided by the University of Geneva)

2) Meals

In general, Geneva is quite an expensive city. Having a meal in the city in less expensive places is of an average cost between 15 and 30 CHF /meal /per person. However, you can lower the costs of meals by buying food in the supermarkets like *Coop*, *Lidl*, *Migros*, while some of them have their own mini-restaurants, with average prices of around 5-10 CHF. If your time for lunch is limited, you can find **canteens** in the UN buildings. If you are an ELSA Delegate to WIPO, WIPO headquarters have three canteens - one in the PCT building, one in the Procter & Gamble (P&G) building and one in the new building (the one with the library). Both canteens are located on the ground floor. The canteen in the PCT building is relatively cheaper. The cost is around 10-20 CHF/ meal / per person,

Important, it is possible to pay only with cash (Swiss francs or Euros) in the canteens. Usually, it is relatively cheaper to pay in Swiss francs.

Canteens are open during the lunchtime only (normally, after 2:30 p.m. there is no food except some snacks and drinks). On the 13th floor of the AB building (the main, tower-shaped building at which sessions are usually held) is a restaurant and a few vending machines with snacks. The vending area is open until midnight. In Geneva, most supermarkets are open until 7 p.m. Alcoholic drinks are not sold in grocery shops after 10 p.m.

Restaurants:

www.resto.ch

⁸ One ELSA Delegation consists of max. 5 persons, however 6 persons apartments are easier to find

www.geneverestaurants.ch

3) Public Transportation

Buses and trams start running around 5.30 a.m. and stop around 00.30 a.m. Trams number 13 and 15 (direction ‘Nations’) go to the stop ‘Nations’ located right near WIPO and UN headquarters. These trams stop at the central train station (‘Cornavin’) and close to City Hostel Geneva and Youth Hostel Geneva.

Buses 5 (direction ‘Aéroport’ or ‘Palexpo’), 8 (direction ‘OMS’), F (direction ‘Ferney’) and Z (direction ‘Bois- Chatton’) pass the stop ‘Nations’.

If you are coming to WIPO directly from the airport you may take bus 5 (direction ‘Hopital’) or 28 (direction ‘Jardin Botanique’) and exit at the stop ‘Nations’.

Detailed information about timetable and prices can be found at: www.tpg.ch

	Geneva Transport Card	Single ticket valid per one hour	Estimated taxi fare for 5 km
Costs	<p>Free - by staying in a hotel, youth hostel or at the campsite (not applicable for Airbnb), you are entitled to receive a personal non transferable card for free, which will allow you to use public transport system in Geneva during your stay. Includes buses, trams, trains and yellow taxi-boats.</p> <p>More info you can find at: http://www.geneva.info/transport/card/</p> <p>If you are not staying in the places mentioned above and you are about to use public transport</p>	3 CHF	26,5 CHF

- Lidl (Mon-Wed 08:00-19:00; Thu 08:00-21:00; Saturday until 18:00; Sunday closed; nearby City Hostel and Geneva Youth Hostel);
- Aperto (06:00-22:00; open every day; inside the main train station).

7) Currency Exchange

Currency of Switzerland is Swiss franc (currency designator CHF). You might need to buy some Swiss francs in order, for example, to pay at WIPO canteens or to buy tickets for public transportation. The cheapest places for currency exchange are post offices. There is a post office not far from the central train station at Rue du Mont-Blanc.

8) Emergency Phone Numbers

- Police: 117
- Fire brigade: 118
- Ambulance: 144
- Poisoning: 145

8. Online

We proceed with the Online ELSA Delegations to adapt this unique flagship project to the times where physical meetings are not an option. For every meeting and session of WIPO, delegates witness international decision making remotely, in a socially responsible way during the pandemic. In particular, WIPO delegates have the possibility to choose the modalities of participation between three options:

- “on-site”: they will attend the delegation fully on-site, in Geneva,
- “remote”: they will follow the session remotely, on the WIPO platform,
- “on-site and remote”: they will have the possibility to choose between the two options when it is more convenient for them.

Due to the ongoing Covid-19 pandemic and the medical protocols that the WIPO Secretariat has introduced to safeguard participants and staff, the number of delegates authorized to attend the meetings physically will be one delegate per Observer delegation. Thus, the HoD will participate on-site (in case the HoD will not be able to attend it physically, this possibility will be offered to the second delegate appointed in order of scores achieved in the selection process) and the rest of the delegation will join the session remotely.

Appointed delegates who have chosen the online format will follow the session via the WIPO online platform. WIPO will send out automated emails to confirm your registration to delegates

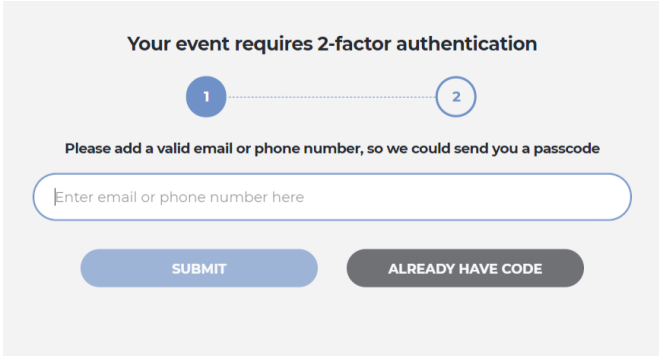
individually after the registration made by the Coordinator of WIPO. Connection details will be sent to each registered participant closer to the date of the session by WIPO.

General information and preparation (prior to the meeting):

- **Internet connection:** Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred.
Recommended browser: Google Chrome, Firefox or Edge (avoid using Internet Explorer or Safari).
- **Headset with microphone, and webcam** (for participants with an active speaking role): The use of a headset avoids echoes. Plug in your headset before starting.
- **Optimal conditions:** Choose a quiet environment without background noise, with good lighting.
- **Device:** Use a desktop or laptop. (If necessary because of internet issues in certain locations, additional assistance may be requested to connect from a mobile device).
- **Connectivity self-test:** <https://interpret.world/test>

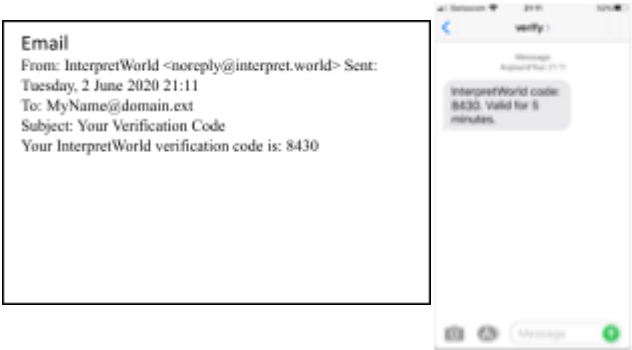
Joining the meeting on Interprefy (on the day of the meeting):

- Click on the Access link in the joining instructions email you received from WIPO.

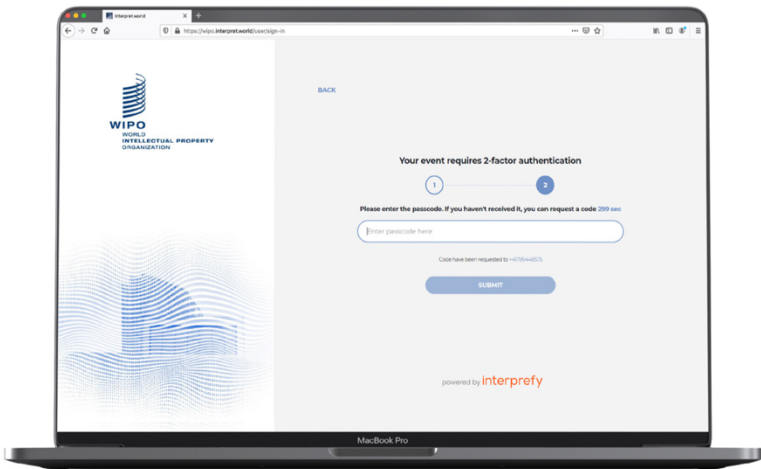


- Enter your email address or your mobile phone number (format: +41791234567) to receive a verification code. *You must use the same email address or mobile phone number that you have sent to the Coordinator of WIPO. Otherwise the system will not recognize you*
- Click “SUBMIT”
- Within a few seconds, you will receive the verification code either in your email box, or by SMS text message.

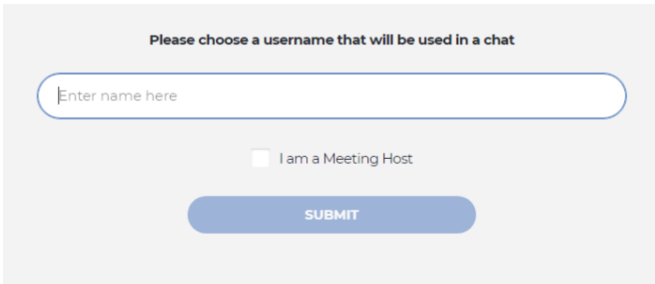
Guidelines for the ELSA Delegations to the WIPO



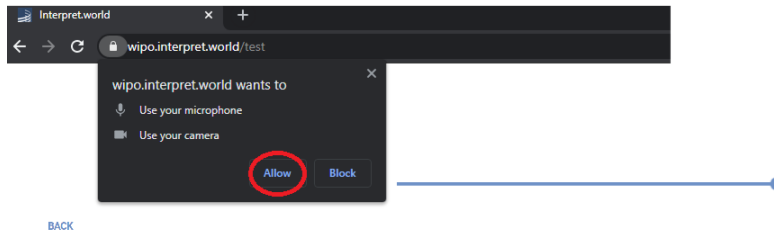
- You have 5 minutes to enter the code



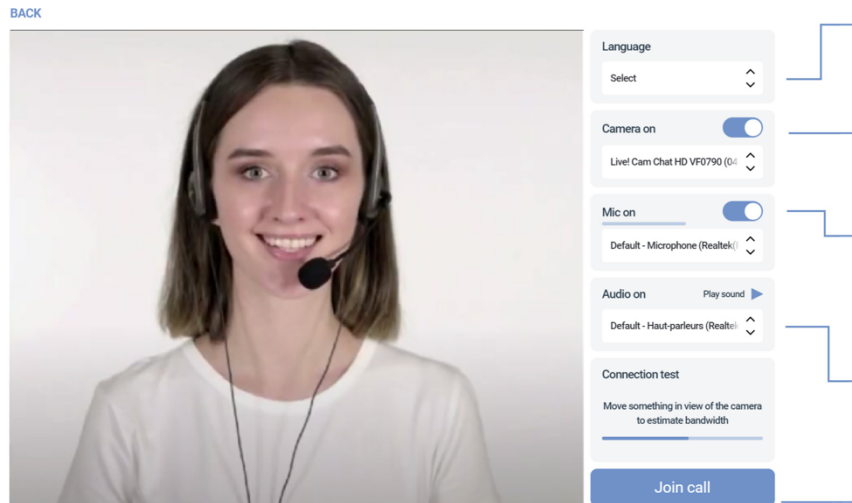
- Click "SUBMIT"
- The "username" (or display name) is how you will be identified in the meeting. For formal meetings, therefore, the **following format must be used to enter your username (in English): DELEGATION NAME (MEMBER STATE or ORGANIZATION) Title First name LAST NAME**. For example: WIPO Mr. John DOE
- Enter your username as described above.



- You will now access the Pre-Call Test page. Please first allow the use of your camera and microphone if prompted.



- Select your preferred WIPO Interpretation Language. Choose the option “NONE” to listen to the original language. When you click on “PLAY SOUND” you should hear a test sound in your headset. If not, please select another audio device in the options



- When ready, click on “JOIN CALL”.

9. Networking Opportunities

Even though ELSA Delegations are mostly online or in a hybrid format, it does not mean that ELSA Delegates will not have any networking opportunities! Indeed, for some sessions, the UN organizes side events and/or informal meetings for delegates, usually taking place after the official session or between two of them. They are not mandatory (for the purposes of receiving the Certificate of Participation) but we strongly recommend ELSA Delegates attend them. Side events or informal meetings represent highly interactive and formative moments. During online delegations, they usually take place on Zoom and delegates can have the possibility to ask questions to the speakers during the Q&A session; while joining them on-site will allow ELSA Delegates to see diplomats and academics in a more informal environment and, eventually, approach some of them.

During on-site delegations, how to approach other delegates and/or diplomats and speakers could be facilitated by the introduction of yourself as a representative of ELSA, alongside your ELSA personalized business card. When it comes to hybrid or online ones, you can approach other delegates in other ways. To give you a concrete example: if you will ask a question during the Q&A sessions addressed to the delegate you would like to approach, Zoom allows you to send him/her a direct message and we suggest you do it just right after the session. A further step could be to send to the respective delegates an invitation request on LinkedIn, in order to add him/her to your contacts. When doing so, we recommend you to, firstly, introduce yourself

as a representative of ELSA International and use a formal behavior all the time, which includes the using of formal language, the avoiding bothering him/her just for asking banal or irrelevant questions, and of sending hundreds of invitations at the same time to hundreds of diplomats. You should contact only delegates you have had the chance to have engaged with and always addressing to them by introducing yourself and ELSA International. Our association has gained a good reputation throughout the years, thus a lot of delegates are familiar with ELSA and you can expect a positive response from them.

10. Fundraising

Since a participation in an ELSA Delegation can be pricey, the ELSA Delegates may consider to search for some fundraising.

Where?

- 1) Foundations (consult your Local/National ELSA officers);
- 2) Government – Public administration;
- 3) NGOs;
- 4) Law firms;
- 5) Universities;
- 6) ELSA Network (your own Group and the Local Group of the location for accommodation).

What to offer?

- 1) Cooperation with Local Group – long term/wider scope;
- 2) Direct information:
 - Personal report – summary,
 - Article;
- 3) Distribute university materials;
- 4) Appearance in materials issued by your Group;
- 5) Promotion, e.g. during events organised by your Group;
- 6) Contacts – speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow procedure set in the International Council Meeting Decision Book and the regulation for your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

11. Experiences and Tips of Former ELSA Delegates

General Preparation

Whilst attending ELSA Delegation you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in few sentences, what is the Association's approach to human rights, what are the flagship project organised by ELSA whether it has previously sent ELSA Delegates to the institution. In order to access these information, visit elsa.org or contact your Local or National Board.

Understand the whole context of your session, what came before, and what the targets are for the future sessions. Go to the WIPO's webpage, and search for the session to which you are going (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, delegates, officials or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via ELSA Delegations Evaluation Form you will have to fill out after your ELSA Delegation, which could be used for the promotion of future ELSA Delegations.

Registration on the First Day

Registration might be taking some time depending on the number of delegates. Plan at least 60 minutes to register. Fill in the registration form carefully. The registration of the delegates is usually held in the main building: it is the tallest glass building in the area. It is situated across the road from the United Nations headquarters. Remember to bring with you your Registration Number (it has been provided to you in the registration email, you might as well print the entire email and bring it with you: it will help the registration personnel). If requested, fill in the registration form carefully. In the field in which you are asked to write your official position, write 'delegate' or 'head of delegation'. The registration personnel will give you your badge, which has to be worn every day. Registration lasts until lunch time. If you are late and there is no one at the registry be confident and explain the purpose of your visit to security. Usually, they treat you with understanding and you will be allowed to enter the WIPO premises.

Remember to bring your valid ID card or a passport and the documents confirming your appointment and registration to the session provided to you by ELSA International and the hosting international organisation!

Moreover, please check: <https://www.wipo.int/meetings/en/practical-information/>.

Plenaries

Remember to arrive to the meeting on time. The working day usually starts around 10 a.m. and ends by 6 p.m., however the last day of the event can get longer and finish later than that. In the

plenary room every delegation has assigned seats, do not take a seat of another delegation, even if it is empty. In some meeting rooms, there might be less seats available for ELSA, than the total number of ELSA Delegates in the delegation. In such cases, you can sit at the seats reserved for NGOs at the back row of the plenary room.

If you are attending ELSA Delegation for the first time, you may notice that people around speak with the different accents and at the very beginning it can be a bit difficult to understand everything. It could take you some time to get used to it, so try to stay tuned and understand. Be careful with the earplugs, they might be quite uncomfortable, in case they do not fit your ear perfectly you can also bring your own headset.

There should be no problem to leave plenary to take a breath of some fresh air, however, do it discreetly. Ensure your cell phone is silent, and never play with it in plenary.

Make sure you have all the relevant materials with you to be able to follow the discussion. All the session materials published on the WIPO website are available for free on the reception desk near the entrance to the Session hall.

On the second day of the session ask for the list of participants at the reception. Make sure that the title of our organisation and names of its delegates are spelt correctly. Later, this list will be included in the draft report of the session prepared by the Secretariat and published on the official webpage of WIPO.

For the schedules of the session and side and parallel events refer to the handouts. Sometimes additional events or schedule changes will be posted on the notice boards. Attend the NGO briefings on the morning to update the schedule and have the possibility to ask questions concerning timetable matters as well as questions on substance. Attend the linkage caucus in the evenings after the official plenaries in order to connect with other NGOs and have the possibility to ask questions in an informal environment.

Being Academically Well-Prepared

Make sure to prepare to the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

The work needs to be divided between the ELSA Delegates before coming to the session. In order to be sure that a session will be entirely covered by notes of the ELSA Delegates it is recommended to take notes by turns (for example one ELSA Delegate covering the morning session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of work and, eventually, the quality of the covered material. Long presentations

made by the authors of studies (papers) should preferably be covered by different ELSA Delegates.

Approaching Other Delegates

When you plan on approaching other delegates, it is suggested to do it in no more than 2 people. While doing so, smile, make a visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you don't have to be afraid of the people, moreover ELSA has gained a good reputation throughout the years, thus a lot of delegates are familiar with our organisation and you can expect the positive response from them.

All this information should be enough for a successful ELSA Delegation. For any other questions do not hesitate to contact the respective Coordinator (dwipo@elsa.org) or Director for ELSA Delegations (delegations@elsa.org), who can assist you and give you the additional information needed. This is it!

May you enjoy your status as the ELSA Delegates!