



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: LCP/CNF/Cg-17-Offices

GENEVA, 8 January 2015

Annex: 1 (available in English only)

Subject: Availability of office space for use by delegations during the seventeenth session of the World Meteorological Congress

Action required: Secretariat to be informed of your requirements at your earliest convenience

Dear Sir/Madam,

You are no doubt aware that the Seventeenth Congress will be held in the International Conference Centre (CICG) in Geneva from 25 May to 12 June 2015.

As in previous conferences, many delegations would like to have an office at their disposal for the duration of Congress and consequently action has been taken to ensure the availability of a number of offices for this purpose at the Conference Centre, as well as in the WMO headquarters building. The size of each office is about 10 square metres and the rental charge for an office for the whole period will be CHF 600 for a single office and CHF 1050 for a double office.

Given that the number of offices available at the Centre is limited, you are advised to contact the Secretariat regarding your requirements well ahead of time, as offices will be allocated on a strict "first come-first served" basis.

I should be grateful if you would inform me at your earliest convenience but not later than **31 March 2015**, whether you would like to have an office at your disposal for the duration of Congress.

Yours faithfully,



(M. Jarraud)  
Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6809)

cc: Hydrological Advisers to Permanent Representatives

# WORLD METEOROLOGICAL ORGANIZATION

LCP/CNF/Cg-17-Offices, ANNEX

## CONGRESS-17 (Cg-17)

Delegation of / Délégation de:

No. of people:

Date:

Name of contact person / Nom de la personne responsable:

E-mail:

### RENTAL EQUIPMENT AVAILABLE IN CIGG OFFICES\*

Equipment available		Quantity	Prices* (CHF)
Computer (without Internet connection)	<input type="checkbox"/>		<i>Per day</i> 28.58
Wired Internet connection	<input type="checkbox"/>		50.00
B&W Laser Printer	<input type="checkbox"/>		<i>Per day</i> 28.58
Fax machine	<input type="checkbox"/>		288.00
Analog line for fax machine	<input type="checkbox"/>		150.00
Reams of paper (500 sheets)	<input type="checkbox"/>		20.00
Telephone line (charges based on actual use)	<input type="checkbox"/>		
Extra chairs	<input type="checkbox"/>		5.00
Extra tables	<input type="checkbox"/>		10.00
Lockable cupboard	<input type="checkbox"/>		20.00
Other equipment available as: partition boards, conference chairs, conference table for fax and others, office chairs with armrests ...	<input type="checkbox"/>		

\*indicative prices from 2014 charged by CIGG

### EQUIPEMENT DISPONIBLE DANS LES BUREAUX AU CIGG\*

Equipelement disponible		Quantité	Prix* (CHF)
Ordinateur (sans connection Internet)	<input type="checkbox"/>		<i>Par jour</i> 28.58
Connection internet	<input type="checkbox"/>		50.00
Imprimante laser noir et blanc	<input type="checkbox"/>		<i>Par jour</i> 28.58
Fax	<input type="checkbox"/>		288.00
Ligne analogique pour fax	<input type="checkbox"/>		150.00
Ramette de papier (500 feuilles)	<input type="checkbox"/>		20
Ligne téléphonique (facturation suivant utilisation)	<input type="checkbox"/>		
Chaises supplémentaires	<input type="checkbox"/>		5.00
Tables supplémentaires	<input type="checkbox"/>		10.00
Placard fermant à clefs	<input type="checkbox"/>		20.00
Autres équipements disponibles tels que: panneaux de séparation, chaises et tables de conférence, chaises avec accoudoirs ...	<input type="checkbox"/>		

\* Prix 2014 du CIGG donnés à titre indicatif