



World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

Secrétariat

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21 December 2018

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

Action required: Secretariat to be informed of your interest at your earliest convenience and before **28 February 2019**.

Dear Sir/Madam,

You are aware that the Eighteenth Congress will be held in the International Conference Centre (CICG) in Geneva from 3 to 14 June 2019.

As in previous conferences, many delegations would like to have an office at their disposal for the duration of the Congress and consequently action has been taken to ensure the availability of a number of offices for this purpose at the CICG. 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 1 100 for a double office. Please be aware that no equipment will be rented to delegations in 2019. We therefore invite you to bring your laptops to work in all offices.

Given that the number of offices available at the CICG is limited, you are advised to contact the Secretariat ([registration@wmo.int](mailto:registration@wmo.int)) 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 the Secretariat ([registration@wmo.int](mailto:registration@wmo.int)) at your earliest convenience, but no later than **28 February 2019**, if you would like to have an office at your disposal for the duration of Congress.

Yours faithfully,

(E. Manaenkova)  
for the Secretary-General

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

cc: Hydrological Advisers to Permanent Representatives