



Our ref.: 1606266315-312337/LCF/CNF/Cg-Ext(2025)

21 July 2025

Subject: Logistical arrangements for the extraordinary session of the World Meteorological Congress (Cg-Ext(2025)), 20-23 October 2025 and the extraordinary session of the Executive Council (EC-Ext(2025)), 24 October 2025, Geneva, Switzerland

Action required: Confirm in-person or online participation and number of delegates

Dear Permanent Representatives,

Further to the letter of invitation (ref.: 1606266315-312311) regarding the extraordinary session of the World Meteorological Congress (Cg-Ext(2025)) which will take place from 20 to 23 October 2025, and the extraordinary session of the Executive Council (EC-Ext(2025)) which will be held on 24 October 2025, I have the honour to provide additional logistical information to support the participation of your delegation. As established by [Decision 17 \(EC-78\)](#) – Extraordinary session of Congress in 2025 (Cg-Ext(2025)), the sessions will be convened at the headquarters of the World Meteorological Organization (WMO) in Geneva, Switzerland.

Meeting Venue and Access to WMO Building

The WMO building is located at 7bis Avenue de la Paix, 1211 Geneva, Switzerland, near Place des Nations. It can be accessed by tram, bus or train. The nearest tram stop is "Nations" (Tram 15), and the train and bus stops "Genève-Sécheron" are located near the WMO building. Trains run regularly from the Geneva Cornavin central station to Genève-Sécheron with a travel time of approximately five minutes.

Participation Modalities and Seating Arrangements

Due to the limited seating capacity of the main plenary room, Salle Obasi, seating will be restricted to a maximum of two representatives per Member delegation. This measure is essential to ensure equitable access for all WMO Members and to comply with space and safety limitations within the premises. Seating in the plenary will follow the alphabetical order of Members in French, starting with Zambia. The complete seating plan will be displayed at the building entrance. Delegates beyond the two allotted seats, as well as observers, will be accommodated in overflow rooms where the plenary proceedings will be streamed live, including Salle C1 and Salle B. Delegates who are unable to attend the session in person may follow the proceedings online, either via Zoom or via the public webcast.

To facilitate logistical arrangements, Members are requested to confirm whether their delegation intends to participate in person or online, and to indicate the number of delegates who will be physically present. This information should be submitted using [the following form](#), one response per Member, no later than 29 August 2025.

To: Permanent Representatives of Members of WMO

cc: Hydrological Advisers

Registration and Badge Distribution

All participants attending the session in person are required to complete the mandatory online pre-registration via the [WMO event registration system](#). This platform is available to all Permanent Representatives, who are kindly requested to coordinate the registration of their respective delegations. Any difficulties in accessing the system should be reported to registration@wmo.int.

Upon arrival at the WMO Headquarters, delegates will be required to present their passport at the registration desk in order to collect their conference badge. Please note that each delegate must collect their own badge in person. Pre-registration is a prerequisite for the issuance of badges, which will be necessary to access the building; entry to the premises is only possible by scanning the badge at the access gate. The registration desk will operate according to the following schedule:

Monday, 20 October 2025, 07:30 – 17:00
Tuesday, 21 October 2025, 08:00 – 17:00
Wednesday, 22 October 2025, 08:00 – 17:00
Thursday, 23 October 2025, 08:00 – 17:00
Friday, 24 October 2025, 08:00 – 17:00

In view of anticipated high attendance, it is strongly recommended that delegates arrive early on the first day of the session to avoid delays in badge collection and entry.

Visa Requirements

Participants who require a visa to enter Switzerland are advised to begin the application process at least two weeks prior their travel. Depending on nationality, a Schengen visa may be required. Participants are encouraged to consult [official Swiss government resources](#). It is the sole responsibility of participants to obtain the necessary visa. WMO can issue an invitation letter upon request to support visa applications. For assistance, please contact registration@wmo.int.

Tentative Workplan

The session will officially open on Monday, 20 October 2025 at 09:00 Geneva Time. A detailed schedule of meetings, including daily programmes and side events, will be made available under the Tentative Workplan section of [the session website](#).

Working Languages

Simultaneous interpretation will be provided throughout the session in all six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents will also be made available in these six languages, and may be consulted under the relevant section of the session website.

Practical Information

The WMO building is accessible to persons with reduced mobility. Additional information regarding building accessibility, transportation options, accommodation in Geneva, local currency, and facilities available onsite is provided on [the session website](#). Participants are encouraged to consult this resource regularly.

Should you have any further questions, please do not hesitate to contact the WMO Secretariat at registration@wmo.int.

I thank you for your attention to this important matter. I look forward to receiving your confirmation of attendance and the composition of your delegation.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Prof. Celeste Saulo', written in a cursive style.

Prof. Celeste Saulo
Secretary-General