

SIDE EVENT – BACKGROUND INFORMATION

ATT CSP12 Informal Preparatory Meeting

27 – 28 May 2026

Capacity

There are two (2) conference rooms available at CIGG for side events:

- [Room F](#) (60 persons)
- [Room 4](#) (120 persons)

Room F is located on Level 3 (3rd floor) and Rooms 4 is located on Level -1 (basement floor).

Food and beverages

Food and drinks are not allowed in CIGG meeting rooms. However, light lunches such as snacks or sandwiches can be served in reserved areas outside meeting rooms that have been already pre-booked. [Catering at CIGG](#) is provided by Eurest (brochure attached).

Please note: It is up to the organizers of each side event to arrange and cover the cost of lunches/snacks for the side event (if desirable). Arrangements should be made directly with Eurest Restaurants: ☎ +41 79 676 33 19 or E: cicg.catering@eurest.ch. The deadline for catering orders is **13 May 2026**.

Technical equipment

All rooms are equipped with standard audio-visual equipment, which includes a screen, a beamer, microphones and headphones.

Use of audio-visual equipment will be free of charge for organizers of side events during the CSP12 Informal Preparatory Meeting, thanks to the generous support of the Swiss government to international organizations in Geneva.

Interpretation

Interpretation booths are available in Room F, whereas both rooms can benefit from remote interpretation.

Please note: It is up to the organizers of each side event to arrange and cover the cost of interpretation if required. Interpretation services can be arranged directly with:

Congress Service : <https://congress-service.ch/>

Odeka : <http://www.odeka.ch/contact/>

Intercongress : <http://www.intercongress.ch/>

Interprefy: <https://www.interprefy.com/>

Prime Production: <https://primeproductionltd.com/> (remote interpretation)

Please keep the Secretariat informed if you wish to arrange interpretation services.
