

SIDE EVENT – BACKGROUND INFORMATION

Fifth Conference of States Parties to the Arms Trade Treaty (CSP5)

26 – 30 August 2019

Capacity

There are four (4) conference rooms available at CICG for side events:

- [Room 3](#) (108 seats)
- [Room 4](#) (108 seats)
- [Room 5](#) (60 seats)
- [Room 6](#) (60 seats)

Rooms 3 and 4 are located on the ground floor (Level 0). Rooms 5 and 6 are located on the 3rd floor (Level 3).

Organizers are invited to nominate the room they would like to hold the side event in on the *Side Event - Proposal Form*.

Please note: While the ATT Secretariat will endeavour to accommodate your request for a specific room, room allocation is subject to the number of requests received and room availability.

Food and beverages

Food and drinks are not allowed in CIG 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 CIG is provided by M!P Restaurants (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 M!P Restaurants:

☎+ 41 22 791 93 15

E: info@miprestaurants.com

Technical equipment

Visual: All Rooms are equipped with a screen and beamer. Use of technical equipment is charged at CHF 260.- per room.

Audio: All rooms have microphones and headphones at each table.

Please note: Organizers should indicate in the *Side Event - Proposal Form* whether or not they would like audio-visual equipment to be made available, and it will be arranged by the ATT Secretariat.

Interpretation

All rooms have interpreter booths.

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

D'Alessandri : <http://www.congressservice.biz/contact>

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

Inter Congress : <http://www.intercongress.ch/>

Please note that interpretation requires the presence of a sound operator. This will incur an additional charge of at least CHF 300.-

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