

C. PCT 1677

The International Bureau of the World Intellectual Property Organization (WIPO) presents its compliments and has the honor to refer to its Note dated December 9, 2024, inviting representatives of members and observers of the *Patent Cooperation Treaty (PCT) Working Group* to its eighteenth session, to take place in Geneva from February 18 to 20, 2025.

./ The International Bureau of WIPO has the pleasure to communicate that WIPO will cover the cost of travel by air in economy class and provide a daily subsistence allowance for one delegate or representative designated to participate. Details of travel and other arrangements are set in the Annex to this note.

./ It would be appreciated if the name and title of the designated participant could be communicated to the International Bureau of WIPO at the email address: pct.wg@wipo.int, by means of the enclosed participation form, by January 24, 2025.



January 14, 2025

Enclosures: Annex
Participation Form

Annex

Travel and Other Arrangements for the

Patent Cooperation Treaty (PCT) Working Group

Eighteenth Session

February 18 to 20, 2025

WIPO will provide the designated person with an air ticket in economy class from the location of his/her Office to Geneva and return. On receipt of the completed participation form, the designated person will be informed personally of the procedures to be followed in this connection. WIPO will not reimburse the cost of any ticket bought by the designated person without prior authorization from WIPO.

WIPO will also provide the designated person with a daily subsistence allowance ("DSA" for hotel accommodation, meals and miscellaneous expenses) for the period of the meeting in Geneva at the applicable United Nations rate. The rate for Geneva is currently 381 Swiss francs per night (subject to change). In addition, a lump sum of 224 Swiss francs in respect of terminal expenses (for taxis, porters and other incidental expenses) on departure and arrival will be provided.

A medical insurance, covering accident and urgent medical care following an illness, provided by WIPO, will cover the period away from home on mission.

[End of Annex]

Patent Cooperation Treaty (PCT) Working Group

Eighteenth Session

Geneva, February 18 to 20, 2025

Participation Form

(Request for payment of travel expenses) *(please use blockletters)*

Country/Organization:

Surname: Ms. / Mr.

First Name(s):

Present Official Title:

Full Office Address:

City of Departure:

Telephone Numbers: Official:

Private:

E-mail:

I confirm that my organization will not cover the travel expenses related to my participation in the above-mentioned meeting.

Date: Signature:

NOTE:

- (i) Upon receipt of this form, the administrative process of WIPO for the travel arrangements of the nominated participant, including an economy class air ticket and a daily subsistence allowance, will be initiated.
- (ii) The daily subsistence allowance for the duration of the meeting, payable in Geneva, will be in accordance with the applicable United Nations rate.
- (iii) A copy of the passport of the nominated participant is needed for the travel arrangements

IMPORTANT : Please complete and return this form with a copy of your passport by January 24, 2025 to the following address: pct.wg@wipo.int.