

General terms for the use of **Bilat Rooms**

In order to ensure that everything runs smoothly and to create a relaxed atmosphere for discussions, we kindly ask you to take the following points into account:



Each Bilat room is equipped with the **same furniture**. The room offers space for and is limited due to **fire safety reasons** to a total of 14 people. The format therefore corresponds to **1+6 per delegation**.



To ensure that all delegations attend with the same amount of max. people, the setting of the room may not be changed. Meaning no additional chairs or tables are foreseen.



The room is intended for a slot of **25 minutes**. To ensure that the room is available for other delegations afterwards, please leave the room on time. The Protocol Office reserves the right to **knock (1)** and **open the door** after 25 minutes (2).



The **roll-up** in the room may be used as a **background** for e.g. handshake photos.



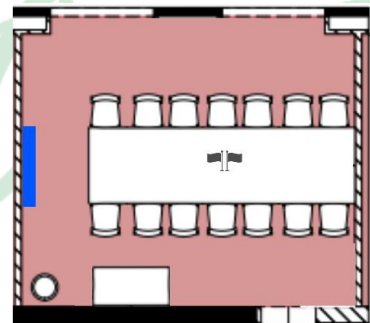
Table flags for delegations will be provided by the Protocol Office. These will be distributed in the respective rooms **before the start of each bilateral meeting**. Only table flags may be placed in the rooms. In order to **ensure equivalence of protocol**, please refrain from bringing your own flags.



Beverages are provided in the rooms. Please refrain from bringing food and beverages with you.

If you have any questions, problems or further requests for the use of the rooms, please do not hesitate to contact us.

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Exact setting may differ from picture