



Global Forum on Competition

Practical information

ADMINISTRATIVE DETAILS

The OECD's website (oe.cd/gfc24) will be our vehicle for conveying general information and Forum documentation. As with previous GFCs, contributions received may be distributed through subsequent OECD publications. Accordingly, by submitting your contribution(s), you will be considered to have agreed to grant the OECD the royalty-free publication rights to reproduce your contribution(s) in whatever form and languages it may, in its sole discretion, deem appropriate, and you also will be considered to have agreed to grant the OECD the right to make editorial modifications and/or to shorten the paper without indeed changing its purpose or sense.

Participants who submit a contribution are requested to include a short summary (no more than one page). Alternatively the Secretariat will produce one, but given the time constraints you might not be in a position to check it before distribution on O.N.E.

PRACTICAL INFORMATION

Venue

The Global Forum on Competition takes place at the OECD Conference Centre in Paris: 2, rue André Pascal, 75016 Paris, France, +33 (0)1 45 24 82 00.

Financial support

No financial support is available for participants' travel to and stay in Paris. We strongly encourage participants lacking the necessary financial resources to seek sources of funding upon receipt of this invitation letter.

Registration

Participation at the Forum is by invitation only. It is restricted to government representatives and selected invitees. When you arrive at the OECD Conference Centre, you will need to present an identity card at the Welcome Desk to obtain your Forum badge. The GFC **will start at 10.00 am on Monday 2 December**, with a welcome coffee at 09.30 am. The Welcome Desk will open at 8.00 am. Given the high number of participants, you should allow a minimum of 30 to 45 minutes for this process. We strongly encourage you to arrive no later than half an hour before the start of the meeting. Late arrivals in the meeting room will not be allowed during the opening remarks, which will begin at **10.00 am sharp on Monday 2 December**.

Seating arrangements

Participants will be seated by country/economy in French alphabetical order, followed by international organisations and representatives from business and civil society. Given the large number of countries represented at the Forum, access to seats equipped with a microphone is limited. Each country or organisation will have a minimum of one seat with a microphone. For countries with large delegations, the allocation of more seats equipped with a microphone will be considered. A number of seats without a microphone will also be available at the back of the room.

Documentation

All documentation for the Global Forum on Competition will be available on our website at: oe.cd/gfc24. Unless explicitly requested not to do so, we intend to reproduce written contributions on the site. Participants will find the GFC background documentation upon their arrival in the meeting room where the Forum will take place. In a bid to be environmentally friendly, we will not circulate paper copies of country contributions in the meeting room. Please bring your own copies with you. Alternatively, participants will be able to access documentation on their personal computers through the OECD's free Wi-Fi access in the room.



Working Methods

Discussions will be held in the two OECD official languages (English and French), with simultaneous interpretation. The Chairman (and Session Chairs where relevant) will use traffic lights to regulate the timing of interventions. The high number of participants means that participants will need to be disciplined in their interventions in order to allow as many delegates as possible to have the opportunity to speak. Interventions should be as concise as possible, and each intervention will be limited to a maximum of three minutes. Time constraints may not permit the presentation of written contributions. Countries who have contributed in writing will be notified in advance if Session Chairs intend to call upon them to make brief comments on specific points from their written contributions. We will do our best to warn those concerned as soon as feasible, but the late receipt of some country contributions often delays this process. Consequently, countries may not be notified until a few days before, on the eve or on the first day of the Forum. Please carefully check your emails on those days since this will be the only way to communicate efficiently with you in this regard. The Secretariat will inform the scheduled speakers of the time allocated to them. They are kindly invited to keep their presentations strictly within the indicated limits.

Accommodation, Visas, About the Conference Centre

A list of hotels is provided on the [OECD website](#) and bookings may also be made via [booking](#). Hotel information and booking facilities are provided for convenience only and do not constitute an endorsement or recommendation by the OECD of the services of a particular hotel, nor a guarantee of quality. We suggest that you verify the nature of the services, the applicable rates and any other relevant information directly with the hotel.

European Union citizens do not require a visa for entry into France. For others, depending on your nationality, the length and purpose of your stay in France, a visa may be required before departure. For further information, please consult the [French Ministry of Foreign Affairs website](#). Note that the OECD cannot organise a visa on your behalf and that there are long deadlines to get visas in some countries. A personalised invitation letter can be provided by the OECD for the purpose of getting a visa if necessary.

The OECD Conference Centre provides all necessary facilities including phone booths, free Wi-Fi access, computers with free Internet access, a bookshop, coffee and snack bars, and Delegates' restaurant. More information is available [here](#).

Practical information

| | |
|---------------------|---|
| Currency | Euro (€, EUR) |
| Electricity | 220 V, 50 Hz |
| Time Zone | GMT/UTC + 1 (Central European Time) |
| Telephone Area Code | The international code to call France is "+ 33". When calling from abroad, the number should be dialled without the first "0". When calling from France, Paris numbers always start with "01" and French cell phone numbers always start with "06" or "07". |