

Global Agenda

World Economic Forum Annual Meeting 2015 Guidelines for Public Figures

Davos-Klosters, Switzerland 21-24 January

What	How	When
Hotel Accommodation in Davos-Klosters	<ul style="list-style-type: none"> – Important: As soon as possible, please provide your Forum contact with details of your arrival in and departure from Davos-Klosters. – PublicisLive, the Forum's logistics provider, will contact your office and assist with your specific accommodation needs. – Hotel room allocation will start on 15 December. – The Forum cannot guarantee that public figures and their accompanying person(s) will be accommodated in the same hotel. – The Forum does not cover the costs of hotel accommodation for public figures or their accompanying persons. 	From 15 December to 24 January
Arrival in Switzerland	<ul style="list-style-type: none"> – Public figures will be greeted at the plane on arrival in Zurich, escorted through a dedicated immigration corridor and customs, and accompanied to their vehicle with their luggage. – Please inform your Forum contact of your arrival and departure details to ensure that this service is provided. – To extend the VIP welcome service to others in your delegation, please contact the Zurich Airport VIP Service directly at vip@zurich-airport.ch. The Forum does not cover the fee for extended services. – A welcome service will be available at Zurich Airport for all Annual Meeting participants, should you require any assistance on arrival or departure. 	From 20 January, 7.00, to 25 January
Transfer to and from Davos-Klosters	<ul style="list-style-type: none"> – The Forum will provide limousine transfer for public figures from Zurich Airport to Davos-Klosters and return to Zurich on departure. – One accompanying person and one bodyguard may travel with the public figure. – Please make separate transfer arrangements for any other person(s) in your delegation travelling to Davos-Klosters. – Registered Annual Meeting participants may take the complimentary Forum shuttle bus from Zurich Airport to Davos-Klosters. – For return transfers to Zurich Airport, please arrange with your Forum contact person. It is recommended to leave Davos-Klosters at least four hours prior to the departure time of your flight. 	From 20 January, 07.00, To 25 January, 12.00

What	How	When
On-site Transportation In Davos-Klosters	<ul style="list-style-type: none"> – Most of the meeting venues in Davos are within walking distance. – A reliable Forum shuttle service will run in Davos-Klosters from 20 to 25 January, in addition to local public transport (free of charge for Annual Meeting participants). – The Forum shuttle hub is located at the main entrance of the Congress Centre. – An Audi Limousine Service is available for transfers upon request, to be arranged through your Forum contact or via the onsite hotline number: +41 (0)22 787 3131. The car will be at your disposal at the VIP entrance of the Congress Centre in Davos. – Cars can be requested on an ad hoc basis. No cars will be assigned to public figures for the duration of their stay in Davos-Klosters. 	As of 20 January
Car Stickers Needed for All Vehicles	<ul style="list-style-type: none"> – A car sticker is required in Davos-Klosters for the vehicles of all Heads of State and Heads of Government participating in the Annual Meeting. – Cars with CD number plates do not need to fulfil Greener Davos requirements to apply for a security car sticker. – All other cars must fulfil Greener Davos requirements to obtain the security sticker. Please consult the Greener Davos requirements here: http://www3.weforum.org/docs/AM15/WEF_AM15_GreenerDavos_Guidelines.pdf – From 2 December to 12 January, the car sticker can be requested online here: www.weforumcarsticker.org. Requests submitted after 12 January will not be considered. Once the request has been approved, you will receive a confirmation e-mail. 	From 2 December to 12 January
	<ul style="list-style-type: none"> – All drivers of a vehicle with a security sticker must have a security badge, to be requested here: www.weforumsecurity.org, between 2 December and before 12 January. – Registered drivers must pick up their badge from Registration on Kurgartenstrasse, and then pick up the car sticker, also at Registration. Opening hours: Monday 19 to Thursday 22 January, around the clock Friday 23 to Saturday 24 January, 07.00 to 20.00 	From 19 to 24 January
Protocol	<ul style="list-style-type: none"> – The embassy or permanent mission of your country in Switzerland may be requested to provide the arrival details of dignitaries and delegations coming to Switzerland for the Annual Meeting. The VIP form is to be sent to the Swiss Protocol Office, Federal Department of Foreign Affairs of Switzerland, via fax to +41 (0)58 464 0228. 	
Security	<ul style="list-style-type: none"> – Please note that the Congress Centre is a private venue for discussions and access is restricted to accredited participants only. 	From 19 to 24 January
Accompanying Person(s)	<ul style="list-style-type: none"> – To allow for maximum interaction in the Congress Centre, a limited number of accompanying persons are accredited. – To register accompanying persons according to admission policy, please submit the forms included in the confirmation email and attach a photo in jpeg format. – Green security badges indicate accompanying persons. 	From November to 18 January

What	How	When
Security Badges in the Congress Centre	<p>Annual Meeting Participants</p> <ul style="list-style-type: none"> – <i>White badge:</i> Access to the Congress Centre and all sessions for registered participants of the Annual Meeting (public figures and business, civil society, academic and media leaders). – <i>Spouse badge:</i> Granted to the spouse of a public figure; grants access to the Congress Centre and all sessions except the CEO-series. <p>Accompanying Persons</p> <ul style="list-style-type: none"> – <i>Green badge:</i> Access to the Congress Centre and sessions, if they are not full. – <i>Temporary:</i> Access to the Congress Centre for one day only and to sessions on that day, if they are not full. – <i>Temporary limited:</i> Access to the Congress Centre only for a specific, limited time; no access to Annual Meeting sessions. <p>Other Badges</p> <ul style="list-style-type: none"> – <i>Orange badge:</i> Reporting press – <i>Dark blue badge:</i> World Economic Forum permanent staff – <i>Light blue badge:</i> World Economic Forum temporary staff 	From 19 to 25 January
Badge Collection	<ul style="list-style-type: none"> – Your Forum contact can deliver the badges to you upon your arrival in Davos-Klosters. Please arrange for this directly with them, if desired. – You may also collect your badge(s) at Registration at Kurgartenstrasse. – Access to the Congress Centre is open as of 19 January 2015, not before. 	From 19 January, 08.30, to 21 January, 24/24 22 January, as of 07.00
Access to Davos hotels: Steigenberger Grandhotel Belvédère, Hotel Seehof, the InterContinental and Hotel Hilton Garden Inn	<ul style="list-style-type: none"> – A badge is required to access these hotels from 19 to 25 January. – Anyone who does not have an Annual Meeting 2015 badge but needs to access the Steigenberger Grandhotel Belvédère, the Hotel Seehof, the InterContinental or the Hilton Garden Inn must request a hotel badge via www.weforumhotel.org at least 24 hours before the time access is needed. – The badge fee is CHF 50. – The hotel badge must be picked up at Registration at Kurgartenstrasse before accessing these hotel venues. – Hotel/event badges are valid for the duration of the Annual Meeting. – NB: If lost, a hotel badge will not be replaced and access to these hotels will be denied. 	From 19 to 25 January, 07.00 to 01.00
Security Officers	<ul style="list-style-type: none"> – Security officers may accompany Heads of State and Heads of Government only in coordination with and if registered with the Swiss police. If applicable, please register security officers via www.weforumsecurity.org. 	From October to 18 January

What

How

When

Session Sign Up

- Pre-sign up for sessions is available on 20 January as of 14.00.
- Your Forum contact can sign up for sessions on your and your spouse's, behalf. Please inform your Forum contact as soon as possible of sessions in which you, and your spouse, would like to participate (maximum 6 sessions per participant), so they can sign up on 20 January.
- Public figures are exempt from payment for meal sessions (lunches/dinners).
- Any questions or matters concerning sign up may be addressed to SignUpCoordinators@weforum.org.

20 January, as of 14.00

Bilateral Meetings

- Rooms are available for private bilateral meetings for public figures - **eleven** in the Congress Centre and **two** in the Kongress Hotel.
- Rooms for bilateral meetings **must be reserved in advance** through your Forum contact.
- **Maximum reservation time is 30 minutes per meeting.**
- Once you have agreed on a time for your bilateral meeting with the other party, please liaise with your Forum contact to book one of the rooms.

As of 9 December

Annual Meeting 2015 Participants List

- The profile and photo for public figures will appear in the online participants list. The profile currently available for public figures can be viewed on TopLink – the Forum's digital platform for collaboration and interaction. <https://toplink.weforum.org> (Events – World Economic Forum Annual Meeting 2015 – Participants)

