ITU-T guide for new participants

This guide introduces ITU Headquarters in Geneva and provides advice for those attending their first meeting.

Getting to ITU Headquarters

If you are staying at a hotel, youth hostel or campsite in Geneva, the establishment may offer a "Geneva Transport Card", which gives free access to public transport in Geneva. Get more information from Genève Tourisme or the establishment concerned.

Geneva's public transport system is operated by the Transports publics genevois (TPG). Their site has timetables, fares, route details, etc. Unless you have a suitable transport card, you must buy a ticket at the machine located at bus or tram stops, if possible with the exact change. Tickets are not sold on buses. The ticket machines accept Swiss Francs (CHF) and Euros (EUR).

Various outlets – including TPG agencies and newspaper shops – sell prepaid cards (Cart@bonus) that can be used instead of money to buy tickets from the machines at bus or tram stops.

From Cointrin Airport

Anyone arriving at Geneva Airport can obtain a free ticket (for immediate use) for 80 minutes' travel on the Geneva transport system. The ticket machine is located just before the customs control area in the luggage claim area.

Buses leave the airport for ITU every 15-20 minutes until 1900 hours, then less frequently; 17 minute journey. More information:

- **Bus 5**: direction "Thônex-Vallard", get off at "Nations".
- **Bus 28**: direction "Jardin botanique", get off at "Nations".

From Geneva city centre / the Cornavin train station

There is a frequent service all day and evening; 10 minute journey. The fare from town is 3 CHF (select the "Tout Genève" ticket at the machine, valid for one hour).

- **Bus 5**: direction "Aéroport", get off at "Nations".
- **Bus 8**: direction "OMS", get off at "UIT".
- **Bus 11**: direction "Jardin Botanique", get off at "UIT".
- **Bus 22**: direction "Nations", get off at "UIT".
- **Tram 15**: direction "Nations", get off at Nations.

Car rental and parking

Most major car rental companies are represented at the airport. Parking is available at the Parking des Nations, adjacent to ITU.

Taxis

Taxis can be [ordered online](#) or by telephone (+41 22 331 4133), or picked up at the 60 or so taxi ranks located around the city and at the airport.

The fare from the airport to the city center varies between 30 and 35 CHF and depends on traffic flow, time of day and the number of passengers. Within Geneva, including the airport, the amount to be paid is shown on the meter. The driver will make a small additional charge for luggage. The tip and VAT are included in the fare, but it is nevertheless customary to give a tip of one or two CHF.

ITU Headquarters
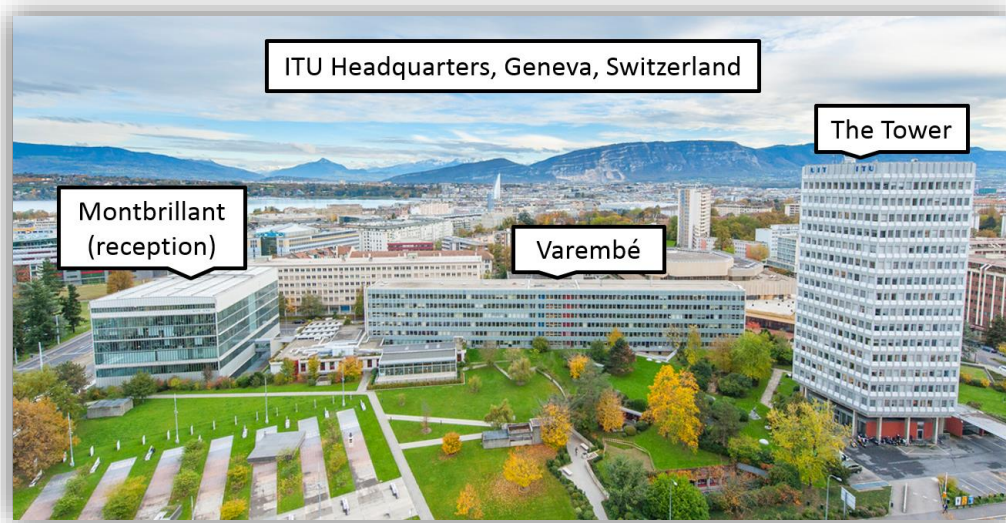
ITU Headquarters, showing central Geneva and the Jet d'Eau in the background

Meeting registration desk

Upon arrival, meeting participants must collect their badges in the Montbrillant building. Delegate badges allow entry to ITU Headquarters only via the Montbrillant entrance for the duration of the meeting; delegates may leave via the Tower or Varembé buildings.

Montbrillant entrance, showing Place des Nations in the background

Attending a meeting

- **Plug and socket type used in Switzerland:** Switzerland uses the SEV 1011 (type J) plug and socket as shown in the picture below:

- **Badges:** Following online registration, badges can be collected at the Montbrillant reception.
- **Wifi:** Connect to "ITUwifi" using the validation code: itu@GVA1211
- **Finding the meeting room**: Building plan: in PDF format or take a virtual tour (Flash needed) (Meeting-room allocation)
- **Information screens**: These screens are located throughout ITU's premises and provide information on the times and room allocations of daily meetings. Meeting-room allocation can also be accessed via the link on study-group homepages.
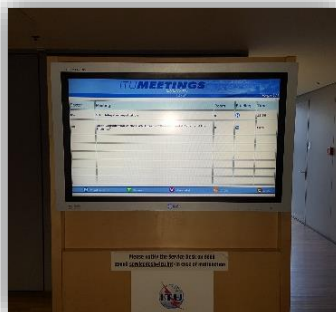
- **Catering:** There are two cafeterias, one between the Montbrillant and Varembé buildings and another – with spectacular views across Geneva – on the top floor of the tower building.
- **Payment methods:** Cash and card payments are accepted at the ITU Varembé cafeteria and at the ITU souvenir shop in the reception area of the Montbrillant building.

Getting started at Study Group meetings

An ITU account with TIES permissions is essential in order to access meeting documents and services. If you do not already have one, we recommend that you register for an ITU account online as early as possible.

ITU-T's standardization work is done within technical study groups. Each ITU-T Study Group webpage provides details about its area of responsibility, schedule of meetings and work in progress, as well as secure access to meeting documents and services:

Meeting information

Meeting announcements, online registration and logistics information can all be found on the study-group website. If you require special assistance in order to attend (e.g., specific requirements), please contact the Registration team or the study-group secretariat.

Accessing documents and services

The study-group homepages provide access to International Standards (called Recommendations), formal meeting documents, reports, and other publications; and Electronic Working Methods services, including:

- **Mailing lists:** Subscribe to topics of interest, or catch up by browsing the archives.
- **Informal document sharing:** View and contribute to international standardization work.
- **Approval processes:** Monitor progress and have your say.
- **Databases:** Full access to draft/Approved standards, liaison activities, test signals and more.

Submitting Contributions

ITU-T is a Contribution-driven organization; Members are encouraged to submit proposals to a selected study group using the Direct Document Posting mechanism. Submitters should ensure that all national or organizational procedures have been followed before uploading Contributions.

If you encounter any issues, please contact the study-group Secretariat.

We recommend that you visit our Delegate Resources webpage to learn more about our procedures for submitting documents.

International support

ITU-T works primarily in English, but some translation and interpretation services are available for the other five official languages of the Union (Arabic, Chinese, French, Russian and Spanish).

ITU-T provides extra support for participants from the least developed countries. For more information, please contact the study-group Secretariat.

Any questions?

If you need further information or advice, we can help:

- Membership: itu-tmembership@itu.int
- Registration: tsbreg@itu.int

Current ITU-T study groups

Operational aspects	Study Group 2 at a glance
Economic and policy issues	Study Group 3 at a glance
Environment and climate change	Study Group 5 at a glance
Broadband cable and TV	Study Group 9 at a glance
Protocols and test specifications	Study Group 11 at a glance
Performance, QoS and QoE Study	Group 12 at a glance
Future networks (including cloud and mobile)	Study Group 13 at a glance
Transport, Access and Home	Study Group 15 at a glance
Multimedia Study	Group 16 at a glance
Security	Study Group 17 at a glance
IoT and applications, smart cities and communities	Study Group 20 at a glance

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