



Radiocommunication Bureau (BR)

Administrative Circular
CA/274

17 June 2024

To Administrations of Member States of the ITU and Radiocommunication Sector Members
(also invited to the event: Radiocommunication Associates and Academia of the ITU)

Subject: **ITU World Radiocommunication Seminar 2024 (WRS-24)**
2 to 6 December 2024, Geneva, Switzerland

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the **ITU World Radiocommunication Seminar 2024 (WRS-24)**.

The ITU organizes World Radiocommunication Seminars (WRSs) on a biennial basis, in complement to the cycle of Regional Radiocommunication Seminars (RRSs). Each WRS deals with the use of the radio-frequency spectrum and, for space services, the associated satellite orbits, and with the application of the provisions of the ITU Radio Regulations.

Detailed information on WRS-24 will be posted on the event website at <http://www.itu.int/go/wrs-24> as it becomes available.

Programme

WRS-24 will be organized in two parts:

Part 1: WRS-24: Plenary Sessions, 2-3 December (09:30-12:30 / 14:00-17:00)

The Plenary sessions will cover general radiocommunication-related matters, applications of ITU Radio Regulations and trends in various radiocommunication services. They will also include an introduction to the activities and work of the ITU-R Study Groups, the Radio Regulations Board, the Radiocommunication Assembly (RA) and the World Radiocommunication Conference (WRC), with a focus on the outcome of the WRC-23 conference.

Participation in the Plenary Sessions will be open to all.

Part 2: WRS-24: Terrestrial and Space Workshops, 4-6 December (for session timing see workshop programmes)

The Workshops (parallel sessions for space and terrestrial services) will enable participants to prepare their own schedules, based on their interests, including the possibility of alternating between space and terrestrial services and between lectures and practical sessions. They will allow participants to gain hands-on experience with ITU notification procedures as well as with the software, databases and electronic publications made available by the Radiocommunication Bureau to the ITU membership. Tailored sessions will be available for both beginners and advanced users of BR software tools.

Participation in the Workshops is restricted to the ITU Member States and Academia as well as ITU-R Sector Members and Associates.

A provisional programme will be available on the [event website](#) and updated closer to the event dates.

Documentation and Support Material

The Seminar documentation and supporting materials (including the relevant BR software tools) will be available on the event website.

Interpretation, Remote Participation and Webcast

The WRS-24 Plenary Sessions will be provided with simultaneous interpretation in the six official languages of the Union.

Historically, the Workshops are conducted in a single language (English or French, without interpretation) to allow greater interaction between the presenters and participants.

Remote participation will be available for the Plenary Sessions only. Physical participation in the plenary sessions will also be available for those delegates who are also attending the Workshops. No remote participation will be provided at the Workshops.

The Plenary Sessions will be webcasted and recorded for viewing during and after the event, respectively. It is not necessary to register for the seminar to have access to the plenary session webcast. Webcasts will not be provided for the Workshops.

See **Annex** for further information on logistics arrangements for the event.

Registration and Participation

Participation in the Seminar is free-of-charge for all participants, regardless of their ITU membership status.

Advance registration is mandatory, including for remote participants.

Registration for this event will be carried out exclusively online, via two (2) separate online registration forms: one registration form for the ITU members for all the sessions (Plenary Sessions and/or Workshops) and another one for the public (non-ITU-members) for the Plenary Sessions only.

See **Annex** for further information on registration for this event.

Further information on registration to this event can be found at: www.itu.int/en/ITU-R/information/events.

For inquiries about registration for this event, please contact ITU-R.Registrations@itu.int.

Fellowships

We are pleased to inform you that to encourage the participation of [developing countries](#) and subject to the availability of funds, one full, or two partial fellowships may be granted per eligible Member State. Full fellowships will cover the air ticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), and an appropriate daily subsistence allowance intended to cover accommodation, meals and incidental expenses. The Member States shall cover the remainder of the cost of the participation.

Member States are encouraged to select their candidates taking into consideration the inclusion of persons with disabilities and persons with specific needs, bearing in mind gender balance. [Read more on ITU policy for awarding fellowships](#).

The duly validated fellowship request form and its annexes, if any, must be returned to the Fellowships Service by e-mail to fellowships@itu.int or by fax: + 41 22 730 57 78, by **18 October 2024** at the very latest. Registration before submitting the fellowship request is mandatory.

Mario Maniewicz
Director

Annex: 1

ANNEX

WRS-24
LOGISTICS AND REGISTRATION

WRS-24 Logistics

	Plenary Sessions	Space and Terrestrial Workshops
Dates/Time	2-3 December 2024 09:30-12:30 / 14:00-17:00	4-6 December 2024 (for session schedule see workshop programmes)
Participation	open to the public	only for representatives of ITU Members States, Academia and ITU-R Sector Members and Associates
Format	both physical and remote participation possible	physical participation only
Fellowships	available to representatives of eligible member states (see https://www.itu.int/en/ITU-R/information/events/Pages/Fellowships.aspx)	
Language(s)	interpretation provided in 6 languages	English or French (no interpretation provided)
Webcast	provided in 6 languages (no registration required)	not provided

WRS-24 Registration

	Registration for: the public	Registration for: representatives of ITU Members States, Academia and ITU-R Sector Members and Associates
Sessions available	Plenary sessions only	All sessions: Plenary, terrestrial workshop and space workshop
Approval	No approval required	Approval of focal point required
Format of attendance	both physical and remote participation possible	plenary sessions: remote participation and/or physical participation workshops: physical participation only
Registration link	See event website at event website at http://www.itu.int/go/wrs-24	
