



INFORMATION FOR PARTICIPANTS

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1 General

The 3rd ITU Inter-regional Workshop on WRC-19 Preparation will take place on 4-6 September 2019. The website for this 3rd Workshop is at www.itu.int/go/ITU-R/wrc-19-irwsp-19.

2 Place of the Workshop

The Workshop will be held in Room 1 of the CICG “Centre International des Conférences de Genève” (see www.cicg.ch).

3 Identification Badges

At the time of registration, participants will receive an identification badge, which must be worn at all times when on the CIGC and ITU premises. The registration service for these meetings is located in the Montbrillant building. Please note that unannounced participants should ask the Designated Focal Point (DFP) of their entity to communicate with the ITU-R Delegate Registration Service to confirm their participation to the Workshop.

During the Workshop, CIGC will normally be opened from 07:00 to 19:00. Participants are requested to leave the CIGC on time before its closure.

Participants wearing an identification badge may also access the ITU premises (see Annex for ITU buildings plan).

Changes to security access points in the Varembe building no longer allow delegates to enter this building using your delegate badge. Delegates can only enter ITU buildings via the Montbrillant building (open 24 hours, seven days a week) and Tower building, and would be able to exit from all three buildings, see below:

ACCESS to ITU HQ		
ACCESS POINT	ENTRANCE	EXIT
Tower	Access (Entrance) granted: <ul style="list-style-type: none">• Mon to Fri: 0800-2000,• Sat/Sun/holiday: closed	Access (Exit) granted: <ul style="list-style-type: none">• Mon to Fri: 0600-0000,• Sat/Sun/holiday: closed
Varembe	Access (Entrance) NOT granted	Access (Exit) granted: <ul style="list-style-type: none">• Mon to Fri: 0600-0000,• Sat/Sun/holiday: closed
Montbrillant	Access (Entrance) granted 24/7	Access (Exit) granted 24/7

Delegates' attention is drawn to additional security measures implemented by UNOG which may result in difficulties gaining access to UN buildings. However access to SAFI, the Post Office and the Cafeteria is still possible using your delegate badge.

4 Working Hours

Please refer to the programme of the Workshop available at:

<https://www.itu.int/en/ITU-R/conferences/wrc/2019/irwsp/Pages/Program-2019.aspx>

5 Meeting Rooms

ITU Meeting rooms can be reserved through the room management service (Office V.247, Mrs. Frédérique Ethore, E-mail: room.management@itu.int (for emails, please use the option “Request a read receipt” to ensure the request has been seen), Tel. 5746 or 6250, 0830 – 1230 hours and 1330 – 1730 hours from Monday to Friday), which will post notice of meetings on the electronic display.

Participants are urged to keep themselves regularly informed of the dates and place of meetings by consulting these screens or the [schedule](#) of sessions as posted on the website.

6 Documentation

The Workshop will be conducted in a “paperless” environment, i.e. Workshop proceedings will be available on the Workshop website.

7 Webcast and Captioning

The ITU-R Secretariat is pleased to inform you that an audio and video webcast of the Workshop sessions will be provided. The “Webcast” on the Workshop website gives access to the relevant video-audio feeds.

“Captioning” is also available on the Workshop website.

8 IT facilities and Internet access

Wireless Internet access will be available free-of-charge at both the ITU and CICG premises. Wireless connectivity instructions will be provided on-site.

For further information on ICT infrastructure available to delegates at the ITU and CICG premises, see www.itu.int/go/ITfacilities.

9 Practical information

For practical information for participants arriving in Geneva to attend an event held at the ITU Geneva premises, please see:

www.itu.int/en/ITU-R/information/events

ANNEX

Plan of the ITU buildings

