|  |  |
| --- | --- |
| **World Radiocommunication Conference (WRC-15) Geneva, 2-27 November 2015** |  |
| **INTERNATIONAL TELECOMMUNICATION UNION** |  |
|  |  |
| PLENARY MEETING | **Document 18-E** |
| **23 July 2015** |
| **Original: English** |
| Note by the Secretary-General | |
| General rules of conferences and the use of visual aids | |
|  | |

Attention is drawn to the General Rules of Conferences, Assemblies and Meetings of the Union as adopted by the Plenipotentiary Conference (Busan, 2014) and published in the Collection of the basic texts of the International Telecommunication Union (2015 Edition). In addition, Document 18 provides details on the participation by Observers according to Resolution 145 (Antalya, 2006).

To ensure that the Conference runs smoothly and efficiently, delegates and observers are invited to review these rules, particularly those relating to the rules for debates and voting.

In order to assist the Chairman and other conference officers in applying these rules, delegations and observers are provided with a number of visual aids which are intended to be used as follows:

– all delegations and observers participating in the Conference will be issued yellow placards with country/organization/entity codes printed on them in black. These should be used when requesting the floor to speak on the substance of a matter under discussion;

– all delegations participating in the Conference will be issued yellow cards with squares printed on them in black. These should be used when raising motions of order and points of order in relation to a matter under discussion;

– all delegations having the right to vote at the Conference will be issued white cards with squares printed on them in red. These should be used in cases where there is a vote by show of hands.

Delegations and observers are kindly requested not to use their white name-plates when requesting the floor during debates since these name-plates are generally not legible from the podium.

Your cooperation in the use of these visual aids will assist the conference officers and is much appreciated.

Houlin ZHAO  
 Secretary-General