1st ITU INTER-REGIONAL WORKSHOP ON WRC-19 PREPARATION
Geneva, 21 – 22 November 2017

INFORMATION FOR PARTICIPANTS

1   General

The 1st ITU Inter-regional Workshop on WRC-19 Preparation will take place from 21-22 November 2017. The website for this 1st Workshop is at: www.itu.int/go/ITU-R/WRC-19-irwsp-17.

2   Place of the Workshop

The Workshop will be held in Room Popov, at the ITU Headquarters, Geneva (see Annex 2 to this document). Room A could be available for overflow if necessary.

3   Identification Badges

At the time of registration, participants will receive an identification badge, which must be worn at all times when on the 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 meeting.

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:
www.itu.int/en/ITU-R/conferences/wrc/2019/irwsp/Pages/Program-2017.aspx

5   Meeting Rooms

In addition to the information provided in Section 2 above, other meeting rooms could be reserved if necessary 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 can 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 Captionning

The ITU-R Secretariat is pleased to inform you that an audio and video webcast of the Workshop sessions will be provided through the ITU Internet Broadcasting Service (IBS). 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

Access to the Internet will be available using the LAN technologies listed below:

–   **Wired:**

    a)   in Rooms H, K, L, M, Popov and cybercafé of ITU;

    b)   use this whenever available.

–   **Wireless:**

    ITU provides IEEE 802.11a, g and n wireless LAN coverage throughout its premises.

    Configuration parameters to use the wireless facilities of the ITU premises:

    a)   Select the SSID *ITUwifi*.

    b)   When prompted for the access key, enter the key provided on-site.

In the CICG the same SSID and password are used as in the ITU building.

See Annex 1 for information on connecting to the ITU's wireless facilities and access to printers.

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 1

ITU's Wireless LAN connectivity
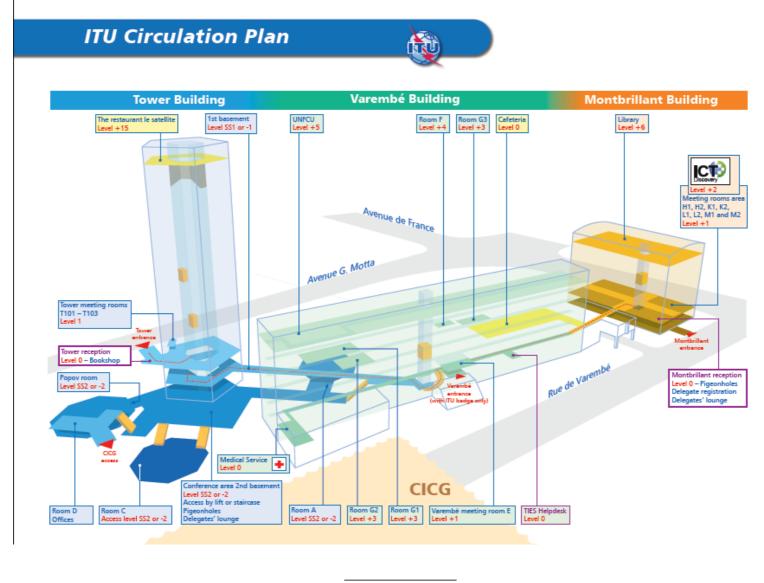
http://www.itu.int/en/ITU-R/information/events/Pages/ITUwirelessLAN.aspx

ANNEX 2

Plan of the ITU buildings