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| **3rd ITU INTER-REGIONAL WORKSHOP ON WRC-23 PREPARATION 27-29 September 2023** | |  |
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|  |  | | |
|  | **Document WRC-23-IRW-23/INFO/1-E** | | |
| **8 September 2023** | | |
| **English only** | | |
|  | | |
| INFORMATION FOR PARTICIPANTS | | |

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# 1 General

The 3rd ITU Inter-regional Workshop on WRC-23 Preparation will be held in Geneva as a face‑to‑face event with the possibility of remote participation from 27 to 29 September 2023. The website of the workshop is at: [www.itu.int/go/ITU-R/wrc-23-irwsp-23](http://www.itu.int/go/ITU-R/wrc-23-irwsp-23).

# 2 Place of the Workshop and meeting rooms

The Workshop will be held in Room [*Amphitheatre D*](https://www.cicg.ch/en/participant/amphitheatre-d)of the Geneva International Convention Center (CICG) (see the online [CICG circulation and floor plan](https://cicg.ch/fr/participant/le-cicg-participant) and the Plan of the ITU buildings in Annex 1).

A limited number of parking cards are available for those participants attending ITU meetings held in the CICG. Please contact the [ITU-R Event Registration service](mailto:itu-r.registrations@itu.int) to request a parking card.

Note: For visually impaired delegates, an “AudioSpot beacon” system is available across the ITU Headquarters (see Annex 2).

# 3 Advance registration and badging

**Advance registration for this event is mandatory and is carried out exclusively online, through ITU-R Designated Focal Points (DFPs)**. See [www.itu.int/go/ITU-R/events-registration](http://www.itu.int/go/ITU-R/events-registration).

Registered delegates are invited to **collect their event badge at the entrance of the** [**ITU Montbrillant building**](https://www.google.ca/maps/place/Rue+de+Varemb%C3%A9+2/@46.2214624,6.1394227,17z/data=%213m1%214b1%214m2%213m1%211s0x478c64e6b8dc92f3:0xc3c4e911d10ea955?hl=en), [2 rue de Varembé, 1202, Geneva](https://www.google.ch/maps/place/Rue+de+Varemb%C3%A9+2,+1202+Gen%C3%A8ve/data=!4m2!3m1!1s0x478c64e6b8dc92f3:0xc3c4e911d10ea955?sa=X&ei=Hg3BVKfEHcGAUZ6hgZAH&ved=0CB8Q8gEwAA).

Where possible, delegates are invited to collect their badges on Tuesday, 26 September, as many delegates are expected at the badging desks on the opening day of the event.

Opening hours of the Delegate Registration Service will be as follows:

|  |  |  |
| --- | --- | --- |
| **Delegate Registration Service – Opening hours** | **From** | **To** |
| Tuesday, 26 September 2023 | 08:00 | 17:00 |
| Wednesday, 27 to Friday, 29 September 2023 | 08:00 | 17:00 |

An official photo ID (ex. passport) must be presented to the registration desk to receive your event badge which must be worn at all times while on the ITU and CICG premises.

For further information, please contact the Delegate Registration Service at [itu‑r.registrations@tu.int](mailto:itur.registrations@tu.int).

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| **ACCESS to ITU HQ** | | |
| **Access Point** | **ENTRANCE** | **EXIT** |
| **Tower** | Mon to Fri: 0700-2000 | **Granted 24/7** |
| **Varembé** | **NOT granted** | **Granted 24/7** |
| **Montbrillant** | **Granted 24/7** | **Granted 24/7** |

# 4 Working hours

As indicated in Administrative Circular [CA/268](https://www.itu.int/md/R00-CA-CIR-0268/en), the workshop will open at 0930 hours (Geneva time) on the first day. The sessions will start at 0900 hours on the other two days.

Please refer to the latest information in the detailed programme of the Workshop available at:

<http://www.itu.int/en/ITU-R/conferences/wrc/2023/irwsp/Pages/Program-2023.aspx>

# 5 Meeting Rooms

In addition to the information provided in Section 2 above, other meeting rooms could be reserved if necessary and upon availability for informal discussions through the management service (Office V.247, E-mail: [room.management@itu.int](mailto:room.management@itu.int) (for emails, please use the option “Request a read receipt” to ensure the request has been seen), 0830 – 1230 hours and 1330 – 1730 hours from Monday to Friday).

# 6 Documentation

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

# 7 Remote participation

Remote participation facilities will be provided during the Workshop.

**Participants are invited to follow the guidelines provided hereafter and get familiar with the procedures to be implemented for ensuring a smooth running of the Workshop**.

The platform to be used is **Zoom** and access to the Workshop sessions is available via the [Restricted Virtual Events portal](https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/Virtual-Sessions.aspx). The links will be made available about 30 minutes before the start of each session.



**Delegates attending the workshop physically** are strongly invited to connect with Zoom to the workshop as well. In order to facilitate the role of the chairman/moderator and for a clear understanding on the order of the requests for the floor, **delegates must raise their hand using Zoom and not the country plate available in the meeting room.** In addition, even if the documents will be displayed in the screens available in the room, having access to the documents via Zoom will allow delegates to have a better readability of the document.

# 8 Webcast and Captioning

In addition to the remote participation facilities, 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.

# 9 IT facilities and Internet/WiFi access

On ITU premises access to the Internet will be available using the wireless 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*** (better performance, 5 GHz devices only), otherwise select the SSID ***ITUwifi-legacy*** (same key as ITUwifi);

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

Access to a free WiFi-system is available at **ITU-premises** and **CICG.** Please see below:

A close-up of a computer error

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Information on connecting to the ITU’s wireless facilities and access to printers is available at:

<http://www.itu.int/en/ITU-R/information/events/Pages/ITUwirelessLAN.aspx>

# 10 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](http://www.itu.int/en/ITU-R/information/events)

Annex 1

**Plan of the ITU buildings**

Diagram, timeline

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Annex 2

**Geolocalisation**

Diagram

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