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**Document WSIS/PC-2/ADM/1-E**  
**27 January 2003**  
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## **WSIS Executive Secretariat**

### **INFORMATION FOR PARTICIPANTS**

WSIS PrepCom-2, 17 to 28 February 2003, Geneva

#### **1 Date and venues**

The second meeting of the Preparatory Committee (PrepCom-2) of the World Summit on the Information Society (WSIS) will be held from 17 to 28 February 2003 in Geneva.

It will be held at the following two venues:

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|----------------------------|--|
| 17, 24 to 28 February 2003 | Geneva International Conference Centre (CICG),<br>15, rue de Varembé,<br>CH-1211 Geneva 20 |
| 18 to 21 February 2003     | International Labour Organization (ILO),<br>4, rue des Morillons,<br>CH-1211 Geneva 22.    |

#### **2 Admission/participation**

The WSIS PrepCom-2 meeting is open to:

- Member States of the United Nations and specialized agencies
- intergovernmental organizations having received a standing invitation from the United Nations General Assembly
- specialized agencies and other invited intergovernmental organizations
- interested United Nations organs
- ITU Sector Members
- accredited non-governmental organizations and civil society entities
- accredited business entities
- accredited media representatives.

### **3 Accreditation arrangements for non-governmental organizations and civil society and business entities**

Information concerning the accreditation arrangements for and participation of non-governmental organizations and civil society and business entities is available on the WSIS website at:

<http://www.itu.int/wsis/participation/accreditation.html>

### **4 Fellowships for LDC participants**

At PrepCom-2, a limited number of fellowships will be available to participants from least developed countries (LDC). Information concerning the conditions and procedures for these fellowships is available on the WSIS website at:

[http://www.itu.int/wsis/docs/pc2/fellowships/fellowship\\_guideline.doc](http://www.itu.int/wsis/docs/pc2/fellowships/fellowship_guideline.doc)

### **5 Press**

Accreditation to the WSIS PrepCom-2 meeting is required in order to obtain a press badge and thereby gain admission to the meeting. Details of the press accreditation procedures and the accreditation form, as well as information on the meeting, will shortly be available on the WSIS website. A special registration desk will be reserved for accredited media representatives.

### **6 Provisional timetable**

The provisional timetable for PrepCom-2 will shortly be published on the WSIS website.

### **7 Working hours**

Monday 17 February to Friday 28 February 2003: 1000 to 1300 hours and 1500 to 1800 hours.

### **8 Swiss entry visas**

Participants requiring a visa in order to enter Switzerland are reminded that **they must obtain the visa before travelling to Switzerland**. Persons from countries in which Switzerland is not represented (by an embassy or consulate) must obtain their visas in a third country.

The Swiss authorities have introduced new measures concerning visas. Visas are no longer issued at the airport, other than in exceptional circumstances, to persons from countries in which Switzerland has no representation (embassy or consulate), and then solely on presentation of documentary evidence, such as a mission order from their administration or an official letter of invitation to the effect that the person concerned is attending a meeting organized under the auspices of ITU. Neither ITU nor the WSIS Executive Secretariat can intervene to assist with requests to have entry visas to Switzerland issued at the airport.

### **9 Registration**

#### ***Advance registration***

Pre-registration is strongly advised in order to avoid long queues on the first day of the meeting. To facilitate registration, it is recommended that persons planning to attend the meeting designate a focal point responsible for sending by e-mail ([wsis.registration@itu.int](mailto:wsis.registration@itu.int)) or by fax (+41 22 730 5881) a list of representatives and the name of the head of delegation, where appropriate. The WSIS PrepCom-2 registration forms are available at

<http://www.itu.int/wsis/participation/accreditation.html>

### ***On-site registration***

The registration desks will be located and open as follows:

Sunday 16 February: CICG (outside Room 1) 1400 to 1800 hours  
Monday 17 February: CICG (outside Room 1) 0800 to 1200 and 1400 to 1800 hours  
Tuesday 18 to Friday 21 February: ILO (Level R2) 0900 to 1300 and 1400 to 1800 hours  
Monday 24 to Friday 28 February: CICG (main entrance) 0900 to 1300 and 1400 to 1800 hours

Pre-registered persons are requested to proceed to the registration desk and present an official identity document (e.g. passport or driving licence) to obtain their badge.

Persons who have not registered before the event should proceed to the registration desk, where they will be required to produce documentary evidence attesting to their employer (name of administration or of the entity/organization having requested accreditation, and its address) in order to obtain their badge. There will be a special registration desk for accredited media representatives. Another registration desk will be available for the representatives of civil society associations.

There is no registration fee for PrepCom-2. Air travel, hotel and miscellaneous expenses shall be borne by participants.

### **10 Documentation**

Official documents for PrepCom-2 will be available in Arabic, Chinese, English, French, Russian and Spanish.

The provisional agenda and official documents will be available on the WSIS website at:

<http://www.itu.int/wsis/preparatory/prepcom/prepcom2.html>

During the PrepCom-2 meeting, in the CICG, the Document Distribution Service will provide each participant with an individual pigeon-hole bearing the number that appears on the participant badge issued at the time of registration. All official and working documents that are distributed (one copy per participant), as well as mail, telegrams and other messages, will be placed in the pigeon-holes by members of the PrepCom-2 secretariat, these being the only persons authorized to do so.

### **11 Interpretation**

Simultaneous interpretation will be provided in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary meetings, round tables and Subcommittee 2 meetings. No other interpretation facilities will be available.

### **12 Seating arrangements in the CICG and at ILO**

In the CICG, *on the first day of PrepCom-2 (17 February 2003)*, the seating capacity of the plenary hall (room 1), will be such that each Member State will have just one seat with table and one place behind. *During the second week (from 24 to 28 February 2003)*, each Member State will, in the plenary hall, have two seats with table and two seats behind. Observers will have one seat each. Additional seating will be available at the back of the room. The allocation of seats in the plenary and other meeting rooms will be in English alphabetical order.

At ILO, for the Subcommittee 2 meetings, each Member State will have one seat with table and one seat behind; the remaining seats will be allocated to observers. For the round-table meetings, there will be no specific seating arrangements, i.e. seating will be free.

### **13 Meeting room reservations**

If you wish to reserve a meeting room, please contact Ms Danièle Boccard (Tel: +41 22 730 5928).

### **14 Cloakroom**

A self-service cloakroom is available in the main hall of the CICG and on level R2 of ILO. The areas are not monitored and neither ITU nor the WSIS Executive Secretariat can be held responsible for any loss or theft.

### **15 Telecommunications**

A cybercafé with PCs and laptop connections will be available:

- in CICG, Level D, on 17 February and from 24-28 February 2003;
- In ILO, Level R3, from 18-21 February 2003.

During PrepCom-2 all participants will be able to avail of the ITU CyberCafe located in the 2nd basement.

### **16 Hotel reservations**

Participants should make their own accommodation arrangements. A list of hotels in Geneva and the surrounding area that offer special rates to participants at United Nations meetings is available on the WSIS website at: <http://www.itu.int/wsis/practical/travel.html>

### **17 Climate**

The climate in Geneva in February is quite cold, with daytime temperatures generally ranging from 0 to 8°C and with frequent rain or snow showers.

### **18 Electrical appliances**

The electric current in Switzerland is 220 V/50 Hz. Electric plugs in the CICG and at ILO are of the 45 RG standard type.

### **19 Public transport**

To call a taxi, dial 022 33 141 33. Bus routes 5, 8 and F run from the railway station (Cornavin) to the CICG (bus stops: Vermont, for the 5; UIT for the 8; and Varembeé, for the F). Bus routes 8 and F run from Cornavin railway station to ILO (bus stop: BIT). Bus route 18 also runs from the airport to ILO (bus stop: BIT) and the Place des Nations (close to the CICG). A standard ticket (one hour, with changes permitted) for the Geneva city area costs CHF 2.20 and is to be purchased from the machine at the bus stop, not inside the bus. Full details of routes, timetables and more advantageous fare options are available, in English, at <http://www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm> .

## **20 Parking**

Parking restrictions and metering are in force in the streets adjacent to the ITU buildings and CIGC. To avoid fines, participants are advised to respect these restrictions, particularly in the area adjacent to the CIGC main entrance. Participants may obtain, for the duration of the meeting, cards providing access to the underground car park whose entrance is situated between the ITU Varembe and Montbrillant buildings. The cards will be available for PrepCom-2 participants in the ITU Bookshop, on the ground floor of the Tower.

Participants may use the underground car park at ILO free of charge.

## **21 Banks and post offices**

A UBS bank at which currency can be exchanged is situated across the road from the CIGC building (17bis rue Louis Dunant); it is open without interruption from 0830 to 1630 hours, Monday to Friday. The CIGC post office (entrance at 15 rue Varembe) is open from 0730 to 1200 and from 1345 to 1800 hours.

At ILO, a UBS bank and a post office are located on level R2. The bank is open from 0900 to 1230 hours and the post office from 1000 to 1130 and from 1230 to 1630 hours.

## **22 Restaurants**

The CIGC and ILO bars, restaurants and cafeterias, as well as the ITU Montbrillant cafeteria, will be open at normal times during the PrepCom-2 meeting.

*Executive Secretariat, Geneva, 15 December 2002.*