

Document WSIS/PC-3/ADM/8-E
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WSIS Executive Secretariat

INFORMATION FOR PARTICIPANTS

WSIS PrepCom-3 (resumed session), 10-14 November 2003, Geneva

1 Venue

The third meeting of the Preparatory Committee - PrepCom-3 (resumed session) of the World Summit on the Information Society (WSIS) will be held at the Geneva International Conference Centre (CICG), 15, rue de Varembé, 1202 Geneva, from 10-14 November 2003.

2 Admission/participation ¹

WSIS PrepCom-3 (resumed session) is open to:

- Member States of the United Nations and any specialized agency
- 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 Media

Media already accredited to PrepCom-3 can pick up their badges from Lucy MacDermot, Office T1207 of the ITU Tower building.

¹ For a list of accredited entities see http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=280|956

4 Provisional timetable

The provisional timetable of PrepCom-3 (resumed session) will be published in due course on the WSIS website at: <http://www.itu.int/wsis/preparatory/prepcom/pc3/index.html>.

5 Working hours

Monday to Friday, 10-14 November 2003 from 1000 to 1300 and 1500 to 1800 hours.

6 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.

7 Registration

On-site registration

The registration desk will be located inside the main entrance of the CICG and will be open at the following times:

Sunday, 9 November 2003

1400 to 1800 hours

Monday to Thursday 10-13 November 2003

0800 to 1300 and 1500 to 1800 hours

Participants who have attended the PrepCom-3 meeting in September are automatically considered as pre-registered for the PrepCom-3 resumed session, unless otherwise informed by the organizations/entity they represent. Participants who did not attend the PrepCom-3 meeting in September are requested to complete and return a registration form (see

http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=644|645|646|647)

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 provisionally accredited entity/organization they are representing and its address) in order to obtain their badge. There will be a special registration desk for accredited media representatives.

There is no registration fee for PrepCom-3 (resumed session). Airfare, hotel and miscellaneous expenses shall be borne by the participant.

8 Documentation

Official documents for PrepCom-3 (resumed session) 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/pc3/index.html>

During PrepCom-3 (resumed session) documents will be distributed in meeting rooms.

9 Interpretation

Simultaneous interpretation will be available in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary and sub-committee meetings. No other interpretation facilities will be available.

10 Seating arrangements

10-13 November: in rooms 1 & 2, seating will follow United Nations practice. Each State will have two seats at table and two seats behind in the plenary hall of the meeting. Observers will have one seat each. Additional seating will be available at the back of the room. Seating in the plenary and other meeting room(s) will be in the English alphabetical order.

14 November: the seating capacity of the plenary hall (room 1 only) will be such that each announced Member State will have two seats at table and two seats behind. The allocation of seats in the plenary and other meeting rooms will be in English alphabetical order.

11 Meeting room reservations

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

12 Cloakroom facility

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

13 Telecommunications

A cyber cafe with PCs and laptop connections will be available on level -1 at the CICG.

14 Hotel room reservations

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

15 Flights

Participants are expected to make their own travel arrangements. Please consult <http://www.itu.int/wsis/practical/carriers> for special rates for WSIS related events.

16 Climate

The climate in Geneva in November is cold, with daytime temperature averaging around 0 – 5° C and showers.

17 Electrical appliances

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

18 Public transport

To call a taxi, dial 022 33 141 33. Bus route **5** runs from the city centre and railway station (Place Cornavin) to the Conference building (bus stop: Vermont). Bus route **18** runs from the airport to the vicinity of the CICG (Place des Nations). A standard ticket for the Geneva city area costs 2.20 Swiss francs.

19 Parking

Parking restrictions are in force in the streets adjacent to the CICG. To avoid fines, participants are advised to respect these restrictions, particularly in the area adjacent to the CICG main entrance. Participants may obtain parking cards for the duration of the meeting from the Registration Desk, providing access to the underground garage situated between the ITU Varembe and Montbrillant buildings.

20 Banking

A UBS bank at which currency can be exchanged is situated across from the CICG building (17bis rue Louis Dunant) and is open non-stop from 0830 to 1630 hours from Monday to Friday.

21 Restaurants

The CICG bars, restaurant and cafeteria will be open at normal times during PrepCom-3 (resumed session), as well as the ITU Montbrillant cafeteria.

Executive Secretariat, Geneva