
Document WSIS/PC-3/ /ADM/17-E

2 December 2003

Original: English

WSIS Executive Secretariat

INFORMATION FOR PARTICIPANTS

WSIS PrepCom-3 resumed session of 5-6 December 2003, Geneva
Palais des Nations, Room XX (Door 40, New building E)

1 Venue

The third meeting of the Preparatory Committee - PrepCom-3 resumed session of 5-6 December of the World Summit on the Information Society (WSIS) will be held at United Nations, Place des Nations, CH1211 Geneva 20

2 Admission/participation ¹

WSIS PrepCom-3 (resumed session of 5-6 December) 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

The United Nations will automatically accredit journalists that have been accredited to one of the previous PrepComs. However, those who do not hold valid accreditation to the United Nations will need to go to the United Nations Security ID Unit, Villa les Feuillantines, 13 avenue de la Paix, to pick up their badge. The UN Security Unit is open from 08h00 to 17h00 Friday and Saturday.

Journalists who were not accredited to WSIS preparatory committee meetings or do not hold valid United Nations accreditation, will need to provide by fax (+41 22 917 00 73) no later than 4 December, a letter of assignment on official letterhead of a media organization from the Publisher/Assignment Editor or Bureau Chief. It should specify their name and functional title and the dates of the meeting for which accreditation is required (5-6 December 2003). Journalists must also present a valid press card or relevant work ID. Non-Swiss nationals must present their national passport with the appropriate journalist visa; Swiss nationals must

¹ For a list of accredited entities see

http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=280|956

present proof of nationality. . Once their accreditation has been approved, they will be able to get their badge at the UN Security Unit. Please note that there will be no accreditation onsite for new journalists.

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>

5 Working hours

Friday 5th December 2003

10h00-12h00, 14h00-17h00

Saturday 6th December 2003

09h00-12h00, 14h00-17h00

The Plenary of the Preparatory Committee will meet in Salle XX of the Palais des Nations, which is located on the third floor of the E (New) Building.

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

Participants to the Resumed Session II of WSIS Prep-Com-3 will require a UNOG, Security Identification Badge to access the UNOG building.

Participants to the ITU-WSIS Prep-Com-3 meetings held in September and November 2003 are automatically accredited for this resumed session. Participants who were not accredited for WSIS Prep-Com-3 and who wish to participate are asked to inform the UNOG Secretariat by official correspondence by completing a UNOG conference registration form. This form can be found at: http://www.itu.int/wsis/documents/doc_single.asp?lang=en&id=1125

Copies of such correspondence should also be made available to the UNOG, Security Identification Unit upon claiming a Security Identification Badge.

Participants are kindly requested to collect their UNOG, Security Identification Badge at the following location:

Security Identification Unit
Villa les Feuillantines
13 Avenue de la Paix
1211 Geneva 10
Tel : 022 917-(5042),(3371),(1525)
Fax : 022 917-0494

Adjacent-opposite to the Nation Gate. A map providing further information can be found at:

http://www.itu.int/wsis/documents/doc_single.asp?lang=en&id=1126 The Security Identification Unit opening hours are 08h00-17h00 (Non-Stop) Friday 5th and Saturday 6th December 2003.

Government delegations may collect the identification badges as from 12h00 on 04 December 2003.

8 Documentation

Official documents for PrepCom-3 (resumed session 5-6 December) 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>

Selected official documents of the Preparatory Committee will be available at the Documents Distribution Counter on the second floor of the E Building, close by Door 40. Official documents produced during the resumed session will be distributed to participants in Salle XX during the session.

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

Seating in Salle XX will follow United Nations practice and be set up in English alphabetical order. Each State will have one seat at table and two seats directly behind. Observers will have one seat at table and one behind. Additional seating will be available on the sides and at the back of the room.

11 Meeting room reservations

If you wish to reserve a meeting room at UNOG, please contact Mr. Daniel Dufour at UNOG on tel: +41 22 917-3668, fax +41 22917-0159

12 Cloakroom facility

There is a cloakroom to the immediate right of Porte 40, but participants are reminded that it is unguarded.

13 Telecommunications

A Cyberspace (Cyberespace) with approximately 30 PCs is located in the United Nations library, on the first floor of the B Building, and will be available to accredited participants. It will be open from 9:00 a.m. to 6:00 p.m. on Friday, 5 December, and closed on Saturday, 6 December.

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 of Geneva is temperate maritime, with central Europe continental influence. The temperature in December range is between 5 and -1 degree Celsius (40 to 30 degrees Fahrenheit), with an average of 2 degrees Celsius (35 degrees Fahrenheit). Some periods of rain or snow are possible.

17 Electrical appliances

The electric current in Switzerland is 220 V/50 Hz. Electric plugs in the Palais des Nation 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 United Nations. Bus route **18** runs from the airport to Place des Nations. A standard ticket for the Geneva city area costs 2.20 Swiss francs.

Participants can use the telephones located on the central desk by Door 40 to call taxis

19 Banking

Banking facilities (UBS) are to be found on the ground floor of the A Building of the Palais des Nations, near Door 6, and on the second floor of the E Building, near Door 41. They will be open during normal working hours on Friday and closed on Saturday. Automatic transaction machines (ATMs) are available in both locations.

20 Restaurants

The Bar Serpent, which is located on the first floor of the E (New) Building facing the lake, will be open from 9:00 a.m. to midnight during the Preparatory Committee session on both Friday and Saturday to serve coffee, drinks and sandwiches. The cafeteria, which is found on the ground floor between Building B and Building A, will be open during normal working hours on Friday (8:15 a.m. to 4:15 p.m.) and from 11:30 a.m. to 2:30 p.m. on Saturday.

Executive Secretariat, Geneva