

Information on submission of contributions, registration and other logistics for IRM-2

Registration, access and participation

Registration for IRM-2 will be carried out **exclusively online and is already open**.

Each delegate interested in attending the meeting should complete and submit a [registration form that can be accessed here](#).

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available [HERE](#). A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

Note: For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in IRM-2 must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to IRM-2. Furthermore, more than one person can participate from an organization/country.

Fellowships

To ensure the participation of developing countries and subject to the availability of funds, eligible Member States can apply for participation grants, known as **e-fellowships**. Fellowship applications must be authorized by the national designated focal point of an administration of a Member State and must be submitted by the established deadline (**19 November 2021, 2359h Geneva time**).

Please find the fellowship request form in **Annex 3**.

Member States are encouraged to select their candidates taking into consideration gender balance and the inclusion of persons with disabilities and persons with specific needs.

Interpretation

Interpretation in the six ITU official languages will be provided for IRM-2.

Access to the virtual meeting room and captioning

Information to access the virtual meeting room will be provided to duly registered participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the [IRM-2 website](#).

Contributions to IRM-2

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions from membership should not exceed five pages and must be submitted using the online template available at the [IRM-2 website](#).

Please attach the original "Word" version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.2.2 of WTDC Resolution 1, contributions for IRM-2 must be received no later than 30 calendar days before the start of the event, that is by **13 November 2021 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 30-day deadline but are received at least 14 calendar days before the opening of the meeting (i.e., by 29 November 2021) shall be published but not translated.

Contributions received less than 14 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the [IRM-2 website](#).

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the IRM-2 through the website. Information on how to request TIES access rights can be found at <http://www.itu.int/TIES/>.

Summary of deadlines

Date of IRM-2	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)	Deadline for the reception of e-fellowship applications
13-14 December 2021	13 November 2021	29 November 2021	19 November 2021