

26 November 2018
English only

PRACTICAL INFORMATION TO WRS-18 PARTICIPANTS

1. Venue and Dates	<p>The World Radiocommunication Seminar 2018 (WRS-18) will be held from 3 to 7 December 2018 at:</p> <ul style="list-style-type: none">• “Centre International des Conférences de Genève” (CICG) (www.cicg.ch), and• ITU Geneva premises (also see the Annex to this document). <p>Please note that the two buildings are located next to one another.</p>
2. Event Website	<p>Visit www.itu.int/go/WRS-18 for the WRS-18 programme, training material, etc.</p>
3. Programme	<p>WRS-18 will be organized in 2 parts:</p> <ul style="list-style-type: none">• WRS-18 - Plenary Sessions (Monday 3 to Tuesday 4 December)• WRS-18 - Workshops (Wednesday 5 to Friday 7 December) <p>Please refer to the WRS-18 website for a detailed programme. Daily meetings schedule and room allocation are also available on-line at www.itu.int/go/sessions.</p>
4. Interpretation and Languages	<p>For the WRS-18 Plenary Sessions, simultaneous interpretation will be provided in the 6 official languages of the Union.</p> <p>No interpretation will be provided for the Space and Terrestrial Workshops which will be held in accordance with the language requirements and available facilities.</p>
5. Webcast	<p>For the WRS-18 Plenary Sessions, live webcast of the event sessions will be provided through the event website. These sessions will be available in the 6 languages of the Union. Archive of the audio feeds will also be available after the sessions. An ITU TIES account is required to follow the webcast.</p>
6. Captioning	<p>For the WRS-18 Plenary Sessions, live captioning of the event sessions, in English only, will be provided in the meeting room as well as through the event website. Archives of the captioning will also be available after the sessions in draft rough format. An ITU TIES account is required to access the captioning.</p> <p>No captioning will be provided for the Space and Terrestrial Workshops.</p>

<p>7. Registration and Event Badges</p>	<p>Advance registration to this event is mandatory and will be carried out exclusively online, through ITU-R Designated Focal Points (DFPs). See the event website for further information.</p> <p>The ITU event registration desks are located in the entrance of the ITU Montbrillant (M) building (2 rue de Varembé, 1202, Geneva). Registration will start at 08:00 on Monday 3 December. An official photo ID (e.g. a passport) must be presented to receive an ITU event participant badge. The event participant badge must be worn at all times while in the CICG and ITU premises.</p> <p>The ITU-R Registration Service can be reached at ITU-R.Registrations@itu.int or by phone at +41 22 730 6118, office V.434/V.430 (Varembé building, 4th floor).</p>
<p>8. Documentation and Training Material</p>	<p>Documents and training material will be available electronically on the WRS-18 website. A flash memory drive (USB key) containing some event documentation will also be given to each participant at registration.</p> <p>WRS-18 is a paperless event. Paper copies of documentation will NOT be available.</p>
<p>9. IT Facilities</p>	<p>Wi-Fi will be available free-of-charge at both the ITU and CICG premises.</p> <p>PCs and printers are available at the ITU Cybercafé (ITU Tower building, 2nd basement). The ITU Service Desk (office V.29, ground floor of ITU Varembé building) can provide IT support to ITU event participants.</p> <p>Participants are invited to bring their laptops, taking into consideration the set of minimal specifications detailed on the event website. Under special circumstances, the ITU could endeavour to provide a limited number of laptops for use by participants during WRS-18. Please inquire with the ITU Service Desk (office V.29) about laptop loans.</p>
<p>10. Parking</p>	<p>Parking restrictions are in force in the streets adjacent to the ITU and the CICG. Participants may obtain parking cards providing access to the Place des Nations underground parking situated between the ITU Varembé and Montbrillant buildings. A limited number of parking cards are available on a first-come/first-served basis. Please inquire with the ITU-R Registration Service (see section 7 above) about parking cards.</p>
<p>11. Further information</p>	<p>Please visit www.itu.int/go/ITU-R/events-registration for further administrative and logistic information concerning ITU-R event participants (accommodation, public transportation, etc.).</p>

ANNEX
ITU CIRCULATION PLAN

ITU Circulation Plan


