**Telecommunication
Development Sector**

International
Telecommunication
Union

**2010 World Telecommunication Development
Conference**

Hyderabad, India, 24 May-4 June 2010

Venue   The World Telecommunication Development Conference 2010 will be held in
                   Hyderabad, India, from 24 May-4 June 2010, at:

                   The Hyderabad International Convention Centre
                   Novotel & HICC Complex
                   PO Bag 1101
                   Cyberabad Post Office
                   Hyderabad – 500 081, India
                   www.hicc.com
                   Tel: + 91 40 66824422/66134422
                   Fax: + 91 40 66844422

Participation The Meeting is membership-and contribution-driven and is open to:

1. Administrations of ITU Member States

2. Recognized Operating Agencies, Scientific and industrial
   Organizations, Financial or Development institutions and
   other entities dealing with telecommunications which are
   Member of the ITU-D Sector

3. Regional Telecommunication Organizations

4. International telecommunication, standardization, financial
   or development organizations

5. Intergovernmental organizations operating satellite
   systems

6. United Nations and its specialized agencies and the
   International Atomic Energy Agency

Registration	Pre-registration is carried out exclusively online through focal points designated by each Administration and entity entitled to participate in the Conference. The role of Focal points is to handle registration formalities for their respective administrations and entities.
	To register for WTDC-10, please contact your focal point. The list of Focal Points can be accessed, using a TIES log-in, at this address.
	If your administration does not have a focal point, please contact wtdc10@itu.int
	Please find the pre-registration form here.
	Pre-registration started on 25 January 2010.
	Onsite registration will operate at the following times:
	20 & 21 May: 10h00-18h00 22 & 23 May: 08h00-18h00 24 to 31 May: 08h00-12h30 & 13h30-17h30 1 to 4 June: 09h00-12h30 & 13h30-17h30
Fellowships	Subject to the available financial resources and in order to encourage participation, one fellowship may be granted per administration of Least Developed Countries (LDC) and countries with GDP per capita of less than USD 2'000, with priority to LDCs.
	Fellowship forms may be requested by completing the appropriate section of the online registration form. Pre-registration with requests to obtain a fellowship form must be submitted no later than **5 April 2010**. The deadline for applying for the fellowship is **30 April 2010**.
Meeting agenda	The agenda will be adopted by the Meeting. The draft agenda is found at: http://www.itu.int/ITU-D/conferences/wtdc/2010/agenda/draft-agenda.html
Time Management Plan	A time management plan is available to help participants. It is constantly updated to take account of changes needed as the Meeting will unfold. Please make sure to refresh the page to ensure that you access the latest available version.
	The time management plan will be available soon.
Security and Access	Access to the meeting rooms will be strictly limited to persons wearing an official WTDC-10 badge. Participants are advised that all delegates, observers, media representatives, ITU and Host Country Secretariat staff, and all technical support staff, will only be admitted to the WTDC-10 premises upon presentation of this badge.
	It is recommended that participants coming to the venue limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the premises.
	Participants are reminded to safeguard their personal belongings at all times while in the meetings premises and hotel area.

Documentation   The following preparatory documents will be published:

- Report by the Director of BDT on the Bureau's activities, including those relating to the preparation of WTDC-10

- Report by the Telecommunication Development Advisory Group (TDAG)

- Report on the regional preparatory meetings for WTDC-10

- Reports by the Study Group Chairmen

- Report on the state of telecommunication development in the world

- Proposals and contributions by Member States and ITU-D Sector Members to the World Telecommunication Development Conference (WTDC-10)

In compliance with Council Resolution 1141 and Resolution 154 (PP-06), work of WTDC-10 will be conducted in as a paperless manner as possible.

Each participant will receive along with his/her badge, a memory (USB) key that will contain all documents available by 1 May 2010. As long as the key remains plugged into the laptop to access the WTDC-10 website, the key will automatically synchronize the ITU FTP document server to allow participants to have at hand at any time all published documents of the Conference in any of the six official ITU languages that are available.

Each delegation and participating entity will receive one set of documents (print version).

Documents will available on the WTDC-10 website at www.itu.int/ITU-D/conferences/wtdc/alldocuments.html

Participants are therefore requested to bring their laptops. For those with no laptop, a cybercafé will be available to download and print documents, as required, on a self-service basis.

Deadline for the submission of proposals

Owing to the limited duration of WTDC-10 and the time constraints imposed by the need for translation into six languages, proposals to the work of the Conference should reach the secretariat as soon as possible. It will not be possible to guarantee, on time for the Conference, the translation of proposals submitted after the deadline of **26 February 2010,** i.e. three months prior to the opening of WTDC-10.

Processing of proposals *prior* to the Conference

In order to consolidate the various proposals submitted in a way that lends itself to the elaboration of a solid, cohesive and powerful package consisting of inter-related and mutually reinforcing components, a template has been developed and can be found at www.itu.int/ITU-D/conferences/wtdc/documents/template.html.

In addition to providing a common approach to submit proposals, the template will also provide a fast-track to the processing of the input documents by reducing the reformatting of the proposals/contributions. Proposals not submitted on this template may therefore result in delays in their processing and posting.

In accordance with N°. 42 of the General Rules of Conferences, Assemblies

and Meetings of the Union, documents containing more than one proposal should be submitted with a number to identify each proposal along with the topic of the proposal. The secretariat will annotate each proposal with index numbers composed as follows:

ABC/25/3

where ABC is the symbol of the country that is the author of the proposal, 25 is the number of the document in which the proposal will be published and 3 is the serial number of the proposal within that document. The three-letter code and document number will be included by the Secretariat. However, the numbering of each proposal will be assigned by the online system when submitting each proposal.

On the basis of the proposals and contributions received by the deadline, BDT will allocate the documents based on the topics identified by the submitting administration in order to facilitate the discussions at WTDC-10.

Processing of proposals *during* the Conference

Owing to the limited duration of the Conference, substantive debate should take precedence over the systematic presentation of individual proposals. For ease of referencing during the discussions, the secretariat will prepare a temporary document listing all the proposals and contributions with cross-references to the different items on the agenda. Member States are strongly encouraged not to submit new proposals during the Conference.

Length limit for the submission of proposals

In accordance with Resolution 1 of WTDC-06, a proposal should not exceed five (5) pages, and should be submitted to the Director of the Telecommunication Development Bureau.

In the case of a more detailed proposal that significantly exceeds the length limit, an executive summary should be submitted. Only the executive summary will be translated if submitted within the time limit. The detailed version of the proposal will only be available online and in the original language.

In-conference documents publication and distribution

The Document Distribution Service will be situated in the main lobby of the Hyderabad International Convention Centre (HICC). This service will provide pigeonholes for delegations and observers, which will be reserved for official documentation only. The Distribution service, the only persons authorized to do so, will distribute two copies per delegation/representation of each official document.

A special designated area, close to the pigeonholes will be reserved for the distribution of conference-related documentation, i.e. materials relevant to the Conference agenda and objectives (e.g. telecommunication information pamphlets, books, magazines, other printed and/or electronic materials). This area will be accessible to all participants on a self-service basis and will be supervised by the Secretariat. **An authorization is required to distribute materials in this area**. Materials distributed without authorization will be removed by the Secretariat. Authorization can be obtained by contacting the Conference Document Control and Management service at bdtdocscontrol@itu.int (on the second floor of the HICC MR203 & 204)

Information related to documentation is provided and updated regularly on the Conference website at:

http://www.itu.int/ITU D/conferences/wtdc/alldocuments.html

High Level Segment

Administrations and Sector Member organizations are invited to register for a speaking slot in the High Level Segment. Statements are limited to one speaker per entity.

The statement should clearly indicate: 1) the speaker's name 2) the speaker's title, 3) the name of the Member State (Observer organization/entity as appropriate) of the speaker, 4) the details of a contact person, 5) the session of the Plenary at which the statement is to be delivered, 6) original language of text.

Requests for an HLS speaking slot can be made here or by contacting wtdc10-hls@itu.int

Speaking slots will be allocated according to ITU protocol and within a given category, on a first come first served basis.

During the conference, if changes are to be made to the text, the contact person should advise the Conference Secretariat at the latest 15 minutes after the end of the speech delivery. In the absence of a request to the contrary, the text of the statement will be posted on the website after delivery in plenary.

Cybercafé with service desk support

There will be two Cybercafés in the Convention Centre. There are PCs with Internet connection, wired Ethernet connections for laptops and a network printer. Wireless connections for laptops are also available.

A service desk located in the Cybercafé 1 is available to assist Delegates on IT-related issues.

Cybercafé 1 is located on the Ground Floor near the Registration area

Cybercafé 2 is located on the First Floor near room MR110

Laptop connectivity

Access to the Internet at WTDC-10 will be available using the LAN technologies listed below:

Wired: Ethernet RJ45 10/100 Mbps in the main meeting rooms and cybercafé.

Wireless: IEEE 802.11a on 5 GHz and 802.11b/g on 2.4 GHz throughout the whole Conference Centre. Note: In order to provide better throughput for 2.4 GHz clients, 802.11b may not be available in Halls 1 to 6

To make the most efficient use of network resources, we strongly recommend the following:

Use wired Ethernet RJ45 connection if available as it provides better consistency and higher throughput. Remember to turn off your wireless radio. By doing so, you free up wireless network capacity for other delegates.

Check to see if your laptop has 5 GHz capability. If it does not, purchase a card that supports both 5 & 2.4 GHz and have it configured beforehand.

By default the wireless radio is always on, even when you are not surfing the Internet. Please turn it off to free up capacity and reduce interference to others.

Ensure that your user account has administrative privileges. Should you

require help onsite, the ITU Service Desk staff will only be able to help you if you have administrative rights on your laptop.

You are kindly requested to test your wireless connection well before the opening session.

Download the Conference documents before entering the meeting room.

Refrain from using peer-to-peer connections.

Please note that the installation and use of non-ITU wireless access points without prior authorization from the ITU/IS Department is prohibited.

Wireless lan cards   Delegates are advised to procure a Wi-Fi certified card before travelling to the Conference. Please ensure that the wireless card is IEEE 802.11a/b/g/n compatible with 128-bit encryption (encryption is not used).

Before buying a card, it is advisable to check that it is in the compatibility list at http://www.wi-fi.com and that the frequency range is valid.
Wireless LAN configuration parameters

Please follow the installation instructions delivered with the card. You may need to log in with administrator privileges depending on your PC's operating system and the card purchased.

The following parameters should be set in order to connect to the ITU wireless network:

•   Set the case-sensitive SSID as "ITUdelg", your laptop will be connected to the higher bandwidth 5 GHz network based on 802.11a.

•   If your wireless card supports only 802.11b or 802.11g at 2.4GHz, set the case-sensitive SSID as "ITUdelg24".

•   Most cards are able to search for the radio channel automatically. If your card does not support this function, try channels 36, 40, 44, 48, 52, 56, 60, or 64 for 802.11a and channels 1, 6 or 11 for 802.11b/g. You may have to change to another channel if you move to another part of the building.

•   Set WEP encryption to "Off".

•   Set Operation mode to "Infrastructure" (not Ad-Hoc or peer-to-peer). The Ad-Hoc mode creates a lot of confusion not only for you but also for other participants.

Notes on using wireless connections:

1)   Wireless network connections are good for web browsing but fair for FTP downloads or for telnet applications.

2)   Before taking out your wireless card (or any other PC card from its slot), you should first properly stop it, or risk re-installation of the operating system.

3)   Wireless cards can drain considerable power from your laptop – so recharge your laptop frequently.

Useful reminders for laptops

Useful reminders for laptops

Enable DHCP so that your laptop will obtain the IP address and other

network parameters automatically

Security

Please be aware that delegate network communication can be intercepted, end-to-end encryption is recommended for confidentiality.

If you are concerned about computer security, please use personal firewall software.

Firewall software configurations may prevent access to local resources (e.g. printers).

All wireless users must have a good anti-virus program that has up-to-date virus database. Viruses can easily spread in the wireless network. You will also need a few spyware detection programs such as Ad-Aware.

Outgoing e-mail

Set up your outgoing (SMTP) server as per the instructions given to you on the WTDC wireless network welcome page.

Web-proxy

The "Tools", "Internet Options", "Connection", "LAN settings" should be set to "automatically detect settings".

Socks

Disable any SOCKS configurations.

Webcast

Selected sessions will be webcast live on the Internet and archives will be made available after the end of each session at:

http://www.itu.int/ibs/ITU-D/2010wtdc

Buying wireless cards

Check Wi-Fi compatibility. ITU recommends the use of 128-bit encryption cards from known vendors to minimize problems and to facilitate troubleshooting.

When buying a new card, be sure to mention that you need "Wi-Fi compatible 802.11a/b/g/n wireless card with 128-bit encryption" (although encryption is not used at the moment in ITU, it will become mandatory in the near future and most cards come with it anyway).

Please note that all IEEE 802.11a, b, g or n standard compliant cards are not necessarily Wi-Fi compliant, whereas Wi-Fi compliant cards are IEEE 802.11a/b/g/n compliant. Look for the card with one of the following certificate:

Please check that your card's model number is mentioned at http://www.wi-fi.com before you buy the card.

Check frequency range

Please note that wireless cards manufactured for some specific countries

may not work because of frequency limitations imposed in these countries.

For 802.11a/n at the 5 GHz band (5.15 – 5.35 GHz), the following channels are allowed in India:

Channels: 36 40 44 48 52 56 60 64.

For 802.11b/g/n draft at the 2.4 GHz band (2.4-2.4835 GHz), the following channels are allowed in India:

Channels: 1 to 13

To avoid interference and to maximize throughput, we use only three channels 1, 6 and 11 in our 802.11b/g/n equipment.

Therefore, before buying a card, it is wise to check that it is on the compatibility list at http://www.wi-fi.com and also that your frequency range is valid as described above.

Meeting Room management and reservations

Meeting rooms within the Conference premises at HICC will be managed by the ITU Secretariat.

Participants wishing to reserve a room are requested to complete a Room Reservation Form

Requests will be processed on a first come first served basis. During the Conference, the Room Reservation Service will be located in HICC, Office G.07.

For any further information, please contact: wtdc10-roomreservations@itu.int

Visa requirements

Special measures have been taken by the Indian authorities to facilitate the processing of visas for WTDC-10 participants.

Foreign nationals should ensure that they are in possession of valid Indian visa before they start their journey to India. This does not apply to nationals of Nepal and Bhutan, who do not require a visa to enter India, or to nationals of the Maldives, who do not require a visa for entry in India for a period up to 90 days.

As there is no provision of 'Visa on Arrival' in India, registered participants are advised to contact without delay the Indian Embassy / High Commission / Consulate in their country in order to obtain an entry visa. Please click here for a complete list of contacts.

Visas for WTDC-10 participants and ITU officials shall be issued free of charge.

1.   Procedure for obtaining Visas

Visas can be applied for in person or by post at the Embassy / High Commission / Consulate of India based in the country from where the registered participant intends to depart for India or resides. Where there is no Indian representation, applicants are requested to contact the nearest Indian Embassy / High Commission / Consulate.

2.   Travel Visa application requirements

a. Valid passport

b. Completed application form (nationals of Bangladesh or Pakistan must complete special application forms)

c. The official ITU confirmation of registration

d. Two passport-size photographs (nationals of Pakistan and nationals of Pakistani origin will require five)

e. Stamped self-addressed delivery envelope for postal applications. It is up to each invidual as to how they want the visa to be delivered whether through courier or postal service

3.   Processing time

In principle, visas shall be granted not later than five (5) days from the receipt of the application.

4.   Visa Application Form

Visa application forms are available at the Indian Embassy / High Commission / Consulate in the country and also on the website of the respective missions.

5.   Special assistance

A special email hotline has been set up to deal with problems which registered WTDC-10 participants may face in obtaining their visa. Requests for assistance sent to this address visa.wtdc@gmail.com will be processed within three working days

Note

Restricted and protected areas

Certain parts of the country have been designated protected or restricted areas that require special permits, and in some cases, prior government authorization which can be easily obtained. Intent to visit a specific restricted region should be indicated when applying for a visa and a permit will be granted to visit that region only. WTDC-10 participants are advised to check with Indian Tourism for updated information before departure. The following states are subject to some restrictions: Arunachul Pradesh, Andaman and Nicobar Islands, Lakshadweep Islands, Manipur, Mizoram, Nagaland, Sikkim.

Arrival & Departure

Direct International Flights to Hyderabad
Hyderabad has a newly constructed airport, the Rajiv Gandhi International airport at Shamshabad.

Reaching Hyderabad Via Other Major Points of Entry
The airports at the major metro cities of Delhi and Mumbai are well-connected with international destinations and offer convenient onward connections to Hyderabad. Bengaluru (Bangalore) also has international flights and is well connected with Hyderabad.

For those who are planning to take pre or post congress tours to other parts of India, it may make more sense to use Delhi or Mumbai as gateway cities. Please contact the official Destination Management Company – Kuoni Destination Management to help you with planning your travel.
http://kuonimice.in

wtdc2010@in.kuoni.com

At both terminals (domestic & international) of the Hyderabad airport you will be received by welcome staff, and escorted to the transfer vehicles to go to the conference hotels (the nominated ones only), provided we receive

advance information of your arrival details.

Arrival & Departure Formalities

Arrival Formalities

All persons including Indian nationals are required to fill in a Disembarkation Card, at the time of arrival.

Departure from India
All persons, except nationals of Bhutan & Nepal, leaving by air, road or rail have to fill in an Embarkation Card at the time of departure.

Exit Formalities
Every foreigner who is about to depart finally from India must surrender his Certificate of Registration either to the Registration Officer of the place where he is registered or of the place from where he plans to depart or to the Immigration Officer at the Port / Check post of exit from India.

Foreign Travel Tax
Passengers embarking on trips to any place outside India from a Customs airport/seaport will have to pay a Foreign Travel Tax (FTT) of Rs. 500 and Rs. 150 on trips to Afghanistan, Bangladesh, Bhutan, Myanmar, Nepal, Pakistan, Srilanka and Maldives. No tax is payable on trips performed by ship from Rameshwaram to Talaimanar and in case of transit passengers, provided they do not leave the customs barrier. Transit passengers travelling by air who have to leave the airport on account of mechanical trouble but continue their journey by the same aircraft and the same flight number by which they arrive are also exempt from FTT. Transit sea passengers leaving the ship for sightseeing, shopping etc. during the ships' call at any of the Indian ports will not be required to pay FTT.

Customs
Visitors are generally required to make a baggage declaration in respect of baggage and foreign currency in their possession. They are also required to obtain the Currency Declaration Form from the Customs. They should fill in the Disembarkation Card handed over to them by the airline during the course of the flight.

Transfers and transportation

Transfers to and from the national and international airports of Hyderabad and nominated hotels will be provided to all participants who inform Kuoni of their flight details in advance.

To do so, please email Kuoni at wtdc2010@in.kuoni.com. This service will be operational for 22nd May- 6 June 2010.

You may also advise your departure at Kuoni Travel desk at HICC. Kindly mention your hotel (in Hyderabad) while requesting for a transfer.

Climate

In May-June the average temperature in Hyderabad is 30-36 °C

Electricity

230-240V, 50 HZ. Sockets accept round pins. Should you wish to use appliances of 110 volts, some hotels may provide adaptors on request. It is advisable to carry universal adaptors.

Banking and currency

The currency in India is the Rupee, which comes in denominations of 1, 2, 5, 10, 20, 50, 100, 500 and 1,000. Please use authorised money changers and banks to change currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. Under the Foreign Exchange Management Act 1999, it is an offence to exchange foreign currency other than through authorised money changers or banks. The currency may be exchanged at the airport on arrival. The currency exchange facility will also be made available at the congress venue.

Most bank ATMs honour Visa, Visa Electron, Master & Maestro cards & you may use these ATMs also to withdraw money. One such ATM is available at the venue.

Most hotels, shops & other establishments accept credit cards. Master & VISA cards are accepted at almost all such establishments whereas some of them accept Diners & American Express cards as well.

The exchange rate of the Indian Rupee fluctuates. For updates on currency exchange rates, you may consult several currency converter websites including this one.

Travel Insurance

Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary The Organizers do not take responsibility for any individual, medical, travel or personal insurance. Participants are advised to secure their own insurance policies as necessary.

Hotel accommodation and booking

A hotel Reservation Form is available here.

List of hotels

Hotel	Travel time to venue	Single (INR)	Double (INR)
THE WESTIN*****	15 MINUTES DRIVE	6300	6800
ISTA*****	20 MINUTES DRIVE	5300	6300
TAJ KRISHNA*****	45 MINUTES DRIVE	6000	6000
TAJ DECCAN*****	45 MINUTES DRIVE	5000	5000
TAJ BANJARA*****	45 MINUTES DRIVE	5000	5000
MARRIOTT*****	60 MINUTES DRIVE	5000	6000
MARRIOTT COURTYARD*****	60 MINUTES DRIVE	4000	5000
ITC KAKATIYA – EXECUTIVE CLUB*****	50 MINUTES DRIVE	6500	7000
ITC KAKATIYA – THE	50 MINUTES	8000	8500

TOWERS***	DRIVE		
ITC KAKATIYA – ITC 1*****	50 MINUTES DRIVE	13000	13500
NOVOTEL AIRPORT HOTEL***	60 MINUTES DRIVE	4500	5500
ELLAA HOTELS**	15 MINUTES DRIVE	4500	5500
TARA RESIDENCY**	10 MINUTES DRIVE	3500	4000
SWAGATH DE ROYAL ***	10 MINUTES DRIVE	2600	2900
LUXOR INN **	15 MINUTES DRIVE	2500	2500
OYSTER SUITES **	10 MINUTES DRIVE	2000	2400
QUALITY INN PEARL**	10 MINUTES DRIVE	3000	3500
HORIZEN INN (budget)	20 MINUTES DRIVE	1700	1700
IVORY SANDS (budget)	20 MINUTES DRIVE	1750	1950
LAKE VIEW HOMES (budget)	10 MINUTES DRIVE	1260	1575
Serenity Vasant Valley (budget)	20 MINUTES DRIVE	2700	2700
Serenity Elite (budget)	20 MINUTES DRIVE	2700	2700
Serenity Exclusive (budget)	25 MINUTES DRIVE	2700	2700
Serenity White Field (budget)	20 MINUTES DRIVE	2700	2700

Medical   Please consult with your physician regarding health precautions prior to visiting India.

If you are coming from or have visited Africa, South America or an area infected with Yellow Fever within five days prior to your arrival in India, proof of inoculation against Yellow Fever is required.

Emergency Medical Services will be provided at the conference venue

Telephone   The Country Code for India is +91
The City Code for Hyderabad is +40
Landline numbers in major cities like Hyderabad, Delhi, Mumbai, Bangalore & Chennai have eight digits whereas the numbers in smaller cities could have only 4-7 digits. All mobile numbers are 10 digit & begin with ` 9 ´.

Area Codes in India are referred to as STD codes. STD codes for some cities are:
Hyderabad: 40
Delhi: 11
Mumbai: 22
Kolkata: 33
Chennai: 44
Bangalore: 80

Dialing India:

Landline
International access code (00 or +) followed by 91, then STD CODE followed by Landline no.
eg. +91 40 XXXXXXXX

Mobile
International access code (00 or +) followed by 91 and the 10-digit Mobile no. eg. +91 XXXXXXXXX.

Dialing within India:

From Indian landline to Indian landline
Local call: Landline no.
Long distance call - 0 then STD Code followed by Landline no.

From Indian landline to Indian Mobile
Local call -10 digit Mobile no.
Long distance call - 0 followed by 10 digit Mobile no.

From Indian Mobile to Indian landline
Local or Long distance calls
0 followed by STD Code, followed by Landline no.

From Indian Mobile to Indian Mobile
Local Call - 10 digit Mobile no.
Long distance call - 0 followed by 10 digit Mobile no.

Dialing out of India to an International number
The international access code when dialing out of India is 00 (or + when dialing from a mobile phone).

In India both GSM & CDMA (WLL) mobile systems are present. Please contact your mobile service providers to check their roaming partners & tariffs in India. Indian SIM cards may be made sold on request.

Tipping   Tipping is optional but a common practice in India. The usual practice is leaving a 5-10% tip for the services provided.

Smoking Policy   All conference rooms and public areas in the venue are strict no-smoking zones. Smoking in public areas (e.g. hotels, airports, restaurants) & transportation (e.g. airlines, railways, cars & coaches) is a punishable offence.

Social Events   Member States and other Conference participants intending to host social events during the Conference are reminded that the **ITU Protocol Service** maintains and monitors a calendar of such events.

During the Conference, the ITU Protocol Service will be located in HICC, Office 107 (first floor).

The main purpose of maintaining this calendar of events is to inform Member

States and other Conference participants planning to hold social events of possible scheduling conflicts. The Protocol Service will seek to assist, to the extent possible, in identifying alternative times and date. It is, therefore, strongly advised that organizers of social events first liaise and coordinate with the Protocol Service before proceeding with final arrangements for the date and time of a proposed social event. The Protocol Service serves solely as a go-between to suggest possible slots based on its updated list of events and provides information on overlaps.

The ITU Protocol Service ensures that distribution of invitations is done properly. The Conference Department will place such invitations in the pigeonholes of participants. It is recommended that organizers properly label their invitation envelopes. Except for these services, the ITU shall not take responsibility for logistical or other arrangements of social events. These are strictly the responsibility of the organizer of each event.

Please note that invitation cards and other materials distributed during the Conference for social events should not bear any ITU logo or any conspicuous reference and signs that may suggest or even infer ITU's endorsement of the event.

It is reminded that the list of social events maintained by the Protocol Service is an internal confidential working document and is not meant for general distribution.

For all matters regarding social events during the Conference, please send all inquiries to protocol.service@itu.int or telephone +41 22 730 59 27, Fax +41 22 730 58 17).

In order to register for a social event, please fill in the Social Event Form and return to the ITU Protocol Service. Please note that information contained in this form is for coordination and protocol purposes only.

Custom Procedures

Procedure to be followed by delegations/representations wishing to send parcels containing gifts and / or souvenirs for the participants in WTDC 2010, Hyderabad

IMPORT AS AIR CARGO AT HYDERABAD

The goods / gifts to be distributed can be imported as cargo by air under duty exemption certificate, issued by Department of Telecommunication to the participants.

For facilitation of the participants, we have appointed "Schenker India Pvt. Ltd" as an official freight forwarder for the event.

Participants wishing to send goods as Air Cargo mode should contact Schenker India officials for documentation and shipment deadlines, contact details mentioned below:

Mr. Rajeev Chadha
Manager
Fairs & Exhibitions - India Trade Promotion
DID +91 (124) 464 5129
HP: +91 98 10 83 9996
Email: rajeev.chadha@dbschenker.com

Important Note: Before shipping out the goods from country of export, the shipment documents should be approved by Schenker India.

Approval from ITU

Please download the request form from here and send it to Ms. Sibyl Mieville at sibyl.mieville@itu.int

On the basis of the details, ITU will confirm that your material has to be sent to Hyderabad for official use during the WTDC 10 meeting. This confirmation should be attached and sent to Schenker India Pvt. Ltd at rajeev.chadha@dbschenker.com

Delegates/representatives, who are sending their goods to Schenker India for handling and delivery to their booth/at HICC either as a Cargo, should pay directly to Schenker India for their handling charges; before the delivery of goods.

Shuttle Service   Please note that the shuttle timetable is subject to change according to the schedule of meetings.

The following nominated hotels will have shuttle services to and from the HICC:

Saturday 22 May - Sunday 23 May	
Ella Hotels	Serenity Elite
Hotel Swagat De Royal	Serenity Exclusive
Ista	Serenity Vasant Valley
ITC Kakatiya	Serenity White Fields
Ivory Sands	Taj Banjara
Lake View Homes	Taj Deccan
Luxor Inn	Taj Krishna
Marriott / Mariott Courtyard	Tara Residency
Oyster Suites & Habitat	The Westin
Quality Inn Pearl	

Saturday 22 May	
DEPARTING HOTEL AT	DEPARTING HICC TO HOTEL
09h00	12h00
11h00	14h00
13h00	18h00
15h00	

Sunday 23 May	
DEPARTING HOTEL AT	DEPARTING HICC TO HOTEL
10h00	14h00
12h00	16h30
14h00	18h30
16h00	20h00

Monday 24 May – Friday 4 June	
ITC Kakatiya	Taj Deccan
Marriott / Mariott Courtyard	Taj Krishna
Taj Banjara	
DEPARTING HOTEL AT	DEPARTING HICC TO HOTEL
07h00	18h30
08h00	20h00
Ella Hotels	Quality Inn Pearl
Hotel Swagat De Royal	Serenity Elite
Ista	Serenity Exclusive
Ivory Sands	Serenity Vasant Valley
Lake View Homes	Serenity White Fields
Luxor Inn	Tara Residency
Oyster Suites & Habitat	The Westin

DEPARTING HOTEL AT	DEPARTING HICC TO HOTEL
07h15 08h45	18h30 20h00