

SSDM Initiative Advisory Board

Second Meeting - GENEVA – 26 June 2014



PRACTICAL INFORMATION FOR PARTICIPANTS

VISA

Foreign nationals require a valid and accepted travel document to enter Switzerland. In addition, a visa is required in certain cases. Please refer to the website of the Federal Office for Migration <http://www.bfm.admin.ch/bfm/en/home.html> to check whether you require a visa for Switzerland. The Swiss Federal Office for Migration (FOM), the Swiss foreign missions and the cantonal migration authorities will gladly provide information on the principal conditions for entry to Switzerland.

Please contact the Swiss Embassy of your country and request your visa in due time as the procedure may take up to 15 days or more.

ACCOMMODATION

ITU maintains a list of hotels and residences of different categories in and around Geneva that offer special rates to delegates attending its conferences and meetings. The list is accompanied by booking forms.

Refer to the following link for further information:

<http://www.itu.int/net4/travel/index.aspx>

BADGING INFORMATION:

For participants, badges issued by ITU will be required to enter the ITU buildings. Participants will be issued with a Photo & RFID badge.

First time participants: Badges can be prepared in advance. In order to do so, **please send a high-resolution photograph as soon as possible. (Deadline: 16 June c.o.b.)**

Badges can be collected at the ITU Montbrillant entrance (2 rue de Varembé) reception on the day of the Advisory Board meeting. If you wish to collect your badge earlier, please contact the Secretariat of the SSDM Initiative (E-mail: ssdm@itu.int)

Please note that the high-resolution photograph is also required for the SSDM Initiative website.

ITU CIRCULATION Plan:

ITU's headquarters comprise three interlinked buildings, Montbrillant, the Tower and Varembé. Please see the ITU Circulation Plan here: <http://www.itu.int/aboutitu/itu-plan.pdf>

There are three entrances:

- The Montbrillant entrance (2 rue de Varembé, extension 6788 or 6789) is open from 0600 to 2200 hours, Monday to Friday. It is here that delegate registration takes place.
- The Tower entrance (av. Giuseppe Motta, extension 5107 or 5108) is open every day from 0600 to 2200 hours (including weekends, but not official holidays).
- The Varembé entrance, accessible only to badge holders, is open from 0600 to 2200 hours, Monday to Friday.

DOCUMENTATION:

Documentation for the Advisory Board meeting will soon be available for consultation and may be accessed at the following address: <http://www.itu.int/en/ITU-D/Initiatives/SSDM/Pages/default.aspx>

ITU DELEGATE'S CORNER:

To facilitate and make your stay in Geneva more pleasant, ITU gathered some additional useful information for you: <http://www.itu.int/en/delegates-corner/Pages/default.aspx>

CHECKLIST:

1. Please book your flight tickets and accommodation on time
2. Please request your visa on time
3. If you are a first time participant, kindly send a high-resolution photograph (Deadline: 16 June c.o.b) for us to prepare your badge in advance and for the webpage
4. If you have questions please contact the Secretariat of the SSDM Initiative (E-mail: ssdm@itu.int)