



1st MEETING OF THE m-POWERING DEVELOPMENT ADVISORY BOARD 15 October 2013 PRACTICAL INFORMATION FOR PARTICIPANTS

Board Members attending the meeting are advised to enter at the Montbrillant entrance (2 rue de Varembé). ITU Protocol welcomes Board Members and accompanies them to hall of Room E. (1st floor of Varembé Building)

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 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. Please 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.

Badges can be collected at the ITU Montbrillant entrance (2 rue de Varembé) reception on the day of the Advisory Board meeting.

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 is available for consultation and may be accessed at the following address: <http://www.itu.int/en/ITU-D/Initiatives/m-Powering/Pages/default.aspx>