



World Radiocommunication Seminar

Geneva, 12-16 December 2016



INTERNATIONAL TELECOMMUNICATION UNION

30 November 2016
English only

PRACTICAL INFORMATION TO WRS-16 PARTICIPANTS

1. Venue and Dates	<p>The World Radiocommunication Seminar (WRS-16) will be held from 12 to 16 December 2016 at:</p> <ul style="list-style-type: none">• the “Centre International des Conférences de Genève” (CICG) (www.cicg.ch), and• the ITU Geneva premises (also see 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-16 for the WRS-16 programme, training material, etc.</p>
3. Programme	<p>WRS-16 will be organized in three parts:</p> <ol style="list-style-type: none">1. Opening of WRS-16 and Celebrations in honour of the 110th anniversary of the ITU Radio Regulations (morning of Monday 12 December)2. WRS-16 - Plenary Sessions (Monday 12 to Wednesday 14 December)3. WRS-16 - Workshops (Wednesday 14 to Friday 16 December) <p>Please refer to the WRS-16 website for a detailed programme.</p> <p>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 110th Anniversary Celebrations and the WRS-16 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. Workshops will be held in accordance with the language requirements and available facilities.</p>
5. Webcast	<p>For the 110th Anniversary Celebrations and the WRS-16 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.</p> <p>No webcast will be provided for the Space and Terrestrial Workshops.</p>

<p>6. 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 12 December. An official photo ID (e.g. a passport) must be presented to receive an ITU event participant badge. To facilitate the registration process, participants should also have a copy of their registration confirmation email at hand. 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>7. Documentation and Training Material</p>	<p>Documents and training material will be available electronically on the WRS-16 website. A flash memory drive (USB key) containing the event documentation will also be given to each participant at registration.</p> <p>WRS-16 is a paperless event. Paper copies of documentation will NOT be available.</p>
<p>8. IT Facilities</p>	<p>Wi-Fi will be available free-of-charge at the ITU and CICG premises, with logon information to be provided on site.</p> <p>PCs and printers are available at the ITU Cybercafé (ITU Tower building, 2nd basement).</p> <p>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-16. Please inquire with the ITU Service Desk (office V.29) about laptop loans.</p>
<p>9. 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 underground garage 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 6 above) about parking cards.</p>
<p>10. 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, medical service, ITU publications, etc.).</p>

The Radiocommunication Bureau looks forward to welcoming you to Geneva, Switzerland!

ANNEX
ITU CIRCULATION PLAN

