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## **Information for participants**

**WSIS, SECOND PHASE (TUNIS, 16-18 NOVEMBER 2005)**

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## INFORMATION FOR PARTICIPANTS

### WSIS, Second Phase (Tunis, 16-18 November 2005)

#### A GENERAL INFORMATION

##### 1 Introduction

The World Summit on the Information Society (WSIS) is being held under the high patronage of the United Nations Secretary-General, Mr Kofi Annan, with the International Telecommunication Union (ITU) taking the lead role in its preparation.. The first phase of WSIS took place in Geneva, from 10 to 12 December 2003. The second phase (the Tunis Summit) will be held in Tunis from 16 to 18 November 2005.

##### 2 Venue

2.1 The Tunis Summit will be held at the "Parc des expositions du Kram" (Kram PalExpo) in Tunis, from 16 to 18 November 2005.

Parallel events will be held from 14-19 November 2005, and an "ICT4all" exhibition from 15-19 November 2005, both at the Kram PalExpo.

2.2 The Kram PalExpo is located in the northern suburbs of Tunis, some 10 km from the city centre and 8 km from Tunis Carthage airport.

Further information in this regard is available at the following address:

<http://www.fkram.com.tn/english/index.php>

##### 3 Participation

3.1 WSIS is open to delegates from all States. The delegation of each State participating in WSIS, and the delegation of the European Community, shall consist of a head of delegation and as many delegates as required.

3.2 Participants from the following observer entities may participate in WSIS:

- Entities and organizations holding a standing invitation to participate as observers in the sessions and work of the United Nations General Assembly;
- United Nations secretariat and organs;
- United Nations specialized agencies and other invited intergovernmental organizations;
- Associate Members of Regional Commissions;
- Accredited civil society entities (including NGOs);
- Accredited business sector entities (including all ITU Sector Members).

3.3 Accredited media and press representatives will also have access to the WSIS premises.

##### 4 Access to the official Tunis Summit perimeter in the Kram PalExpo

4.1 Access to the official Tunis Summit perimeter within the Kram PalExpo will be strictly limited to persons wearing a WSIS badge. WSIS badges will be issued to participants as listed in §§3.1 to 3.3 above.

4.2 For information regarding pre-registration, registration and the issuance of WSIS badges, please consult Section C below.

4.3 Each accredited entity may designate and register as many representatives as it deems necessary. There is no limitation on the number of representatives attending the Tunis Summit.

4.4 No registration fee is charged for participation in WSIS.

4.5 Representatives who have obtained a WSIS badge may leave and re-enter the Tunis Summit premises at any time. However, access to the plenary hall and other designated areas may be restricted at certain times, and overpasses may be required in addition to WSIS badges. Information regarding overpasses will be provided in due course.

## **5 Fellowships for participants from least developed countries (LDCs) and for civil society representatives**

At the Tunis Summit, a limited number of fellowships are expected to be made available to government representatives from developing countries, in particular LDCs, as well as to representatives from civil society.

Further information concerning the procedures for obtaining such fellowships will be made available on the WSIS website in due course.

## **6 Credentials**

6.1 Delegations of States participating in WSIS are reminded that they must submit credentials of representatives attending WSIS and that the credentials must be signed either by the Head of State or Government or by the Minister of Foreign Affairs.

6.2 The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of WSIS, not less than one week before 16 November 2005, the opening date of the Tunis Summit.

6.3 The original of the credentials should be sent to the following address:

*Secretariat for the Credentials Committee  
WSIS Executive Secretariat  
c/o ITU  
Place des Nations, CH-1211 GENEVA 20  
Switzerland*

For any questions on credentials, please contact: [wsis-credentials@itu.int](mailto:wsis-credentials@itu.int).

NOTE – Delegations of States participating in WSIS should be aware that information provided through the online registration system (see Section C below) does not exempt them from the obligation to submit the original credentials documents.

## **7 Tunisian visa requirements**

7.1 All participants from States for which Tunisian visa requirements apply will be granted an entry visa free of charge by the host country, upon application.

7.2 Participants are invited to consult the following web page to determine whether they are required to obtain a Tunisian entry visa:

<http://www.smsitunis2005.tn/plateforme/visa/index.php>

7.3 Requests for entry visas should be made to the Tunisian diplomatic and/or consular representation of the participant's country of residence. Participants residing in countries in which Tunisia has no diplomatic and/or consular representation may obtain their entry visa from the non-resident diplomatic mission responsible for their country, or, failing this, and exceptionally, upon arrival at the airport.

7.4 The Tunis Summit pre-registration confirmation letter may be used as a supporting document when applying for a visa (see Section C, §1.6, below).

7.5 Questions regarding visas should be sent to the Tunis Summit Visa Service at the following address:

[info.visa@smsitunis2005.tn](mailto:info.visa@smsitunis2005.tn)

## **8 Hotel and travel arrangements**

8.1 Participants are responsible for making their own accommodation and travel arrangements. A list of hotels located in the centre of Tunis (10 km from the Kram PalExpo), in the northern suburbs 10 km from the Kram PalExpo) and in Yasmine Hammamet (a seaside resort, 70 km from the Kram PalExpo) is available at the following address:

[https://www.reservation.smsitunis2005.tn/hebergement\\_en.htm](https://www.reservation.smsitunis2005.tn/hebergement_en.htm)

8.2 A hotel reservation bureau is available to participants. It may be contacted by e-mail, telephone or fax, as follows:

Tunis Summit Reservation Bureau
E-mail: <a href="mailto:reservation@smsitunis2005.tn">reservation@smsitunis2005.tn</a>
Telephone: +216 71 961 690
Fax: +216 71 961 650

## **9 Catering**

The Kram PalExpo will offer various catering facilities, including restaurants, on site.

## **10 Transport services**

10.1 From 12 to 19 November 2005, a free shuttle-bus service will be provided to participants, operating between Tunis Carthage Airport, the WSIS Registration Centre, the hotel areas and the Kram PalExpo, as described below:

10.2 Participants arriving at Tunis Carthage Airport are invited to take the shuttle bus from the airport to the WSIS Registration Centre, located close to the airport, where they can complete the registration process and pick up their WSIS Summit badges and documentation before continuing by shuttle bus to the hotel areas.

Participants who have not arrived by air will be able to use the shuttle buses to reach the WSIS Registration Centre from the hotel areas.

- From 12 to 15 November 2005, Tunis Summit shuttle buses will link the WSIS Registration Centre to the hotel areas only.
- From 16 to 19 November 2005, they will also link the WSIS Registration Centre (located close to the airport) to the Kram PalExpo.
- From 12 to 19 November 2005, Tunis Summit shuttle buses will link the hotel areas to the Kram PalExpo.

**10.3 Only participants wearing their WSIS badge will be able to board the buses to and from Kram PalExpo**

10.4 During the period of the Summit, private vehicles, taxis and Tunis Summit shuttle buses bringing participants to the venue will be directed to designated parking and drop-off areas in the vicinity of the Kram PalExpo entrances. Outside the period 16 to 18 November 2005, access from those areas to the Kram PalExpo entrances will be limited to pedestrians. From 16 to 18 November 2005, an on-site Kram PalExpo shuttle bus service will be available to facilitate and expedite access to the premises.

10.5 Access to the Kram PalExpo premises will be limited to the official cars used by Tunis Summit VVIPs and VIPs. Security stickers (*macarons*) will be issued by the Registration Centre to identify vehicles allowed to enter the Kram PalExpo perimeter. The specific arrangements will be communicated in due course to the parties concerned.

10.6 Enquiries regarding shuttle buses and official cars should be directed to the Tunis Summit Transportation Service at the following address:

[cosmsi@smsitunis2005.tn](mailto:cosmsi@smsitunis2005.tn)

**B ACCREDITATION OF NGOs, CIVIL SOCIETY ENTITIES AND BUSINESS ENTITIES**

1.1 Participation by non-governmental organizations, civil society entities and business entities is restricted to those organizations/entities which are in consultative status with the United Nations Economic and Social Council (ECOSOC), are ITU Sector Members or have already obtained accreditation to WSIS through the PrepComs.

1.2 Only representatives from organizations/entities as specified above can register and receive a WSIS badge.

1.3 The deadline for accreditation requests was 8 August 2005. No request for accreditation received after that date can be considered.

## **C PRE-REGISTRATION, REGISTRATION AND ISSUANCE OF WSIS SUMMIT BADGES**

### **1 Pre-registration and registration**

#### **Designated focal points (DFP) for participation in WSIS**

1.1 Each entity shall designate a focal point responsible for handling all pre-registration and registration formalities.

#### **Pre-registration**

1.2 Pre-registration is highly recommended for all participants in order to avoid delays upon arrival at the Registration Centre and WSIS badging desk. Pre-registered participants may proceed directly to the **WSIS badging desk** in the Registration Centre. Participants who have not pre-registered should go first to the **WSIS registration desk** in the Registration Centre.

The pre-registration of WSIS participants will be carried out by the WSIS Registration Service on the basis of the information provided through the designated focal points. National delegations as well as organizations and entities that have not yet provided information on their DFP are requested to do so by consulting the WSIS registration website. Each DFP will receive a username and password giving access to online pre-registration.

#### **Registration**

##### *Online*

1.3 An online pre-registration service will be available **from 1 September to 18 November 2005**. DFPs are requested to use this service, to be found at:

<http://www.itu.int/wsis/tunis/index.html>.

1.4 Delegations of States participating in WSIS should note that the provision of information through the online pre-registration system does not exempt them from the need to submit the original credentials documents (see Section A, §6, above).

1.5 In exceptional cases, where online pre-registration is not possible, DFPs are requested to contact the WSIS Registration Service by fax (+216 71 77 00 88) in order to obtain the necessary forms.

#### **Pre-registration confirmation letter**

1.6 Each pre-registered participant will receive a confirmation letter, by e-mail or fax, within five working days of receipt of the completed pre-registration forms. A copy of this confirmation will also be sent to the DFP.

Pre-registered participants must present this confirmation letter to the "WSIS badging desk", together with photo identification (passport, ID card), in order to receive an official WSIS badge. The confirmation letter can also be used as a supporting document when applying for a Tunisian visa (see Section A, §7.4, above).

## **2 On-site registration and badging**

### **Location**

2.1 The WSIS Registration and WSIS Badging services will be located in the WSIS Registration Centre near Tunis Carthage Airport. A free shuttle bus service will be provided from the airport to the Registration Centre (see Section A, §10, above).

### **Opening hours**

2.2 The WSIS Registration Centre will be open as follows:

<b>WSIS Registration Centre opening hours</b>
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11-18 November 2005
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0700-2200 (non-stop)
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### **Pre-registered participants**

2.3 Pre-registered participants who have received a confirmation letter from the WSIS Registration Service may proceed directly to the "**WSIS badging desk**" in the Registration Centre, where they will need to present their confirmation letter together with some form of photo identification (passport, ID card) in order to be issued with a WSIS badge.

### **Other participants**

2.4 Participants who have not pre-registered should first proceed to the "**WSIS registration desk**" in the Registration Centre, where they will be required to provide proof of representation (copy of letter of credentials, letter of representation signed by the head of delegation, head of organization/entity/or DFP). Once the request has been validated by the WSIS Registration Service, the participant may proceed to the WSIS badging desk where a badge will be issued.

2.5 Loss of a WSIS badge must be reported immediately to the WSIS Security Service.

### **List of participants**

2.6 The WSIS Registration Service will publish a list of announced participants prior to the opening of the Summit on the basis of the information provided by DFPs.

## **D DOCUMENTATION**

### **Documentation**

WSIS documentation, including distribution, will be managed by the WSIS Documentation Service. Upon registration in Tunis, participants will receive a document voucher in exchange for which one set of official documents will be provided in the official language selected at the time of pre-registration.

Additional official documents will be made available as follows:

- a) in the pigeonholes, located in the WSIS Official Documents Centre in the Kram PalExpo, assigned to national and observer delegations for this purpose<sup>1</sup>;
- b) in the Civil Society and Business Sector pavilions.

In addition to the distribution in pigeonholes and pavilions, official documents may also be distributed in meeting rooms, where appropriate. Further detailed information regarding the submission and distribution of documentation will be made available in due course.

## **E FORMAT AND AGENDA**

### **1 Draft format of the Tunis Summit**

The Tunis Summit will comprise an organizational meeting, an opening ceremony, eight plenary meetings, two round tables and one high-level panel. The draft format of the Tunis Summit, as adopted by PrepCom-2, can be found at:

[http://www.itu.int/wsis/documents/doc\\_multi.asp?lang=en&id=1518|0](http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=1518|0)

### **2 Organizational meeting**

2.1 The Organizational Meeting of the Tunis Summit will be held on Wednesday, 16 November 2005, from 0830 to 0915 hours. The meeting will be opened by the Secretary-General of the United Nations or by a person designated by him for that purpose. It will elect the President of the Tunis Summit and the President of the Organizational Meeting. The meeting will thereafter continue under the chairmanship of the President of the Organizational Meeting.

2.2 The organizational meeting will adopt the agenda of the Tunis Summit, amend Rule 7 of the Rules of Procedure of WSIS, elect the members of the Bureau, take note of the organization of work, set up the Credentials Committee and hear the report of the Preparatory Committee.

2.3 The draft agenda of the Tunis Summit is available at:

[http://www.itu.int/wsis/documents/doc\\_multi.asp?lang=en&id=1519|0](http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=1519|0).

2.4 Other official documents will be published on the WSIS website in due course.

### **3 Opening ceremony**

The Opening Ceremony of the Tunis Summit will take place on Wednesday, 16 November 2005, from 1000 to 1100 hours. During this ceremony, the President of the Republic of Tunisia and President of the Summit, the President of the Swiss Confederation, the Secretary-General of the United Nations, the Secretary-General of ITU, the President of the Tunis Summit Preparatory Committee (PrepCom), as well as one speaker representing civil society entities and one speaker representing business sector entities, will address the participants.

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<sup>1</sup> Delegations are reminded that these pigeonholes are reserved strictly for the distribution of **official** Summit documents and may not be used for the circulation of other papers or for any other purpose.



## 4 Seating arrangements

4.1 The seating arrangements in the plenary will be in accordance with United Nations practice. In the Plenary Hall, each State will have two table seats and two seats immediately behind. International organizations will have one table seat and one seat immediately behind.

4.2 An additional 1 000 seats will be made available in the Plenary Hall for representatives from accredited civil society entities and business sector entities.

## 5 Interpretation

Simultaneous interpretation will be provided for official events in the six official languages of the Summit, namely **Arabic, Chinese, English, French, Russian and Spanish**.

## F PARALLEL EVENTS

### 1 Guidelines for organizers of parallel events

1.1 The host country is co-organizing, together with the WSIS Executive Secretariat, a number of events to be held in parallel with the Summit. The events, which will take place at the Kram PalExpo, include:

1.2 Parallel events under the heading "ICT4all", consisting in meetings, panels, discussions, workshops and gatherings of a global nature and relevant to the Summit theme. They will take place from 14 to 19 November. The deadline for applying to hold a parallel event was 30 April 2005. The list and programme of parallel events to be held during the Tunis Summit, as well as the applicable rules, are to be found at the following addresses:

<http://www.itu.int/wsisis/tunis/events/index.html>  
<http://www.smsitunis2005.org>

Since the ICT4all events will be taking place within the Tunis Summit perimeter, access will be restricted to WSIS badge holders (see Section A, §4.1, above).

1.3 An ICT4all exhibition, to be held from 15 to 19 November 2005.

Further information on the exhibition (please note that online registration for stands is now closed) is available at:

<http://www.expo.ict4all-tunis.org>

Access to the ICT4all exhibition will be as follows:

- Participants with WSIS badges can visit the exhibition from 15 to 19 November 2005, free of charge.
- Visitors and exhibitors without a WSIS badge may obtain an exhibition badge online (further information about the online badging system will be available soon at [www.expo.ict4all-tunis.org](http://www.expo.ict4all-tunis.org)). **Please note that the ICT4all exhibition badge does not give access to the Summit perimeter within the Kram PalExpo.**  
The exhibition will be open to professional visitors from 15 to 18 November 2005. The daily admission charge will be Tunisian dinars (TND) 15.
- On 19 November 2005, the exhibition will be open to the general public.

## **G OTHER USEFUL INFORMATION**

### **1 Climate**

Tunisia has a Mediterranean climate. November is the autumn season, with temperatures ranging between 11 and 21° C (52 to 69° F), with the possibility of rain. For further information, visit the link:

[www.meteo.tn](http://www.meteo.tn)

### **2 Currency, cheques and credit cards**

2.1 The official currency in Tunisia is the Tunisian dinar (TND). Foreign currencies and foreign currency travellers' cheques may be exchanged at banks and in most hotels. Banking facilities are available at Tunis Carthage Airport and in the Tunis downtown area. Banks are normally open from 0830 to 1100 and from 1400 to 1615 hours.

2.2 Credit cards (Visa, MasterCard, American Express and Diners Club) are widely accepted in Tunisia.

2.3 Foreign currency, travellers' cheques, credit cards or cash may be used to pay hotel and other expenses in Tunisia.

### **3 Electricity**

3.1 The standard electricity supply in Tunisia is 220 volts, 50 hertz. The plugs most commonly found in Tunisia are C and E plugs. For detailed descriptions see:

<http://kropla.com/electric2.htm>.

3.2 It is advisable to bring conversion plugs or adapters if using any kind of mains-powered equipment.

### **4 Computer equipment and communication networks**

4.1 A cybercafé equipped with computer workstations and networked printers will be available to participants.

4.2 The Summit site will be covered by a local WiFi network, further information about which will be available soon on the WSIS website.

4.3 Participants will also have at their disposal:

- telephone booths, the prepaid cards for which may be purchased on the Summit premises or from outlets in the city;
- two GSM mobile telephone networks providing roaming via a large number of operators.

### **5 Medical services**

5.1 Medical services providing first-aid care will be available to participants at the Kram PalExpo

5.2 In cases of emergency, the medical service will arrange for the transportation by ambulance and admission to hospital of the person(s) concerned (at the latter's expense).

5.3 Medical services will also be available at Tunis-Carthage Airport, in the Registration Centre, in the Kram PalExpo and in each of the areas in which participants will be staying (Tunis, Gammarth, Yasmine Hammamet).

## **6 Security measures in the Kram PalExpo**

6.1 Security matters outside the Summit Perimeter are the responsibility of the Tunisian Government, while security matters within the Summit Perimeter are the responsibility of the United Nations security services.

6.2 Only participants wearing a WSIS badge will be admitted to the Summit Perimeter (see Section A, §4.1, above).

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