Special measures for VVIP and VIP participating in the Connect Americas Summit
Panama City, Panama, 17-19 July 2012

1. PARTICIPATION OF VIP AND VVIP

Based on ITU protocol, the following are considered VVIPs:

1. Heads of State and Crown Princes and Princesses
2. Heads of Government
3. Special Envoys of Heads of State
4. Vice Presidents and Deputy-Prime Ministers

The following are considered VIP:

1. Ministers
2. Heads of Administration / Regulatory Agencies
3. Ambassadors
4. Heads of UN agencies, funds and programmes, relevant international and regional organizations
5. CEOs

2. REGISTRATION OF NATIONAL DELEGATIONS

Special procedures to facilitate the participation of VVIPs and VIPs at the Connect Americas have been put in place.

As a security measure, all participants, with the exception of VVIPs, are required to wear a photo badge to access the conference venue. This includes the official delegation including Heads of State or Government, as well as security and close protection personnel, accompanying press staff (journalists, crews, technical staff), support personnel, etc. Heads of State and Government will have a badge without photo.

In order to avoid unnecessary delays upon arrival, the Designated Focal Point for registration should be contacted to pre-register all personnel using the on-line system. For VIPs, it is possible to send in advance a certified electronic photograph of the official(s) to the Summit Registration Service by e-mail to cams-registration@itu.int at latest by 12 July 2012. The photos submitted must imperatively comply with the specifications found in annex). Photos that do not comply with the specifications will not be processed. All other personnel must come in person at the registration desk of the Summit venue to be photographed and collect their badge from 15 July 2012, 09:00.

Badges Heads of State and Government as well as for VIP whose photos will have been submitted in advance can be connectamericas.itu.int
collected by a duly authorized representative of the Embassy of the country concerned in Panama ahead of the opening of the Summit upon presentation of the official Embassy ID card.

**Please note that this special procedure is reserved strictly for VVIP, as well as to VIPs for whom a photograph has been provided in advance.** All others will have to come in person to be photographed and collect their badge.

### 3. HIGH-LEVEL POLICY STATEMENT SEGMENT DURING THE OPENING CEREMONY

The Opening Ceremony on 18 July will comprise a High Level Segment for policy statements to be delivered by Heads of State /Government.

In order to accommodate all Heads of State/Government speakers, statements should not exceed five minutes, on the understanding that this does not preclude the presentation of more extensive texts that will from part of the official records and be made available online.

A List of Speakers will be opened as of 29 June 2012. Request for inscription on the list of speakers should be communicated by email to (cams-statements@itu.int).

Policy statements made at the Connect Americas must be provided in advance for interpreters, preferably by 16 July 2012. In addition, policy statements provided electronically will be posted after delivery on the website of the Conference in the language(s) in which they were submitted.

When submitting the statement, the following information should be clearly indicated:

- the speaker’s name
- the speaker’s title
- the name of the Member State of the speaker
- the details of a contact person
- original language of text

All copies received will remain confidential until after the statements have been delivered.

If changes are to be made to the text, the contact person should advise the Summit 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 within 30 minutes after delivery.

Contact information:

**Policy Statements Coordinator**

**E-mail:** cams-statements@itu.int

### 4. SECURITY CLOSE PROTECTION

Delegations planning to attend the conference accompanied by their own Security/Close Protection personnel (CPT) are requested to contact the ITU Security Service, Philippe Timboni (cams-security@itu.int) for any special security-related needs as early as possible to enable timely preparations.

### 5. INFORMATION ON ARRIVALS AND DEPARTURE OF VVIPs AND VIPs

Special welcome and receiving arrangements at Tocumen International Airport will be made available by the host county for VVIPs, Ministers, Heads of UN agencies and regional organizations.

Embassies in Panama City are advised to request diplomatic clearance and welcome facilities for their high-ranking officials by Note Verbale to the Ministry of Foreign Affairs.

Itinerary and other pertinent information should be made available through the corresponding **Arrival/Departure Form**

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1 Meet and greet at the aircraft and transported to the VIP Lounge, assistance with immigration and luggage formalities.
by the concerned VVIP/VIP focal point and submitted online. The form will be received under confidentiality, by host country and ITU Protocol only.

For private flights, additional arrangements\(^2\) are required, through diplomatic channels, for the corresponding landing permissions and ground services.

For departures, delegation members should be present at the airport to complete all formalities 2 hours before scheduled take-off.

6. **VISAS**

For entry visas, please see [here](#) for requirements and procedures.

7. **DIPLOMATIC LIAISON OFFICERS / EMBASSY LIAISONS - FOCAL POINTS**

For each Member State participating delegation, the Organizing Committee will appoint a Diplomatic Liaison Officer, whose primary function will be to permanently accompany the Head of State / Government, and to channel any requests between the Government of Panama (Organizing Committee) and the participating delegation, and resolve any issues related to accommodation, security, transportation, medical, ceremonial, protocol and other required support that may arise.

Embassy Liaisons - Focal Points

The participating Member State delegation shall appoint an Embassy Liaison from their accredited Diplomatic Representation in Panama (if applicable) or designated Focal Point, who will keep in constant contact with the Panamanian counterpart in order to ensure the necessary coordination and resolve any situations that may arise.

Likewise, the Liaison should also be the person responsible for supervising the control of the luggage, together with designated Protocol officials in the port of entry and with the designated officials in the Summit hotels for the departure.

It is important that the contact details of the Embassy Liaison / Focal Point be included in the form in order to attend to any requirements dealing with the HoS/HoG presence at the Summit.

8. **TRANSPORTATION**

The Government of Panama will provide Heads of State/Government with a courtesy car with driver for the duration of their attendance at the Summit.

The Government of Panama will provide airport transfers to the respective hotels to all VIPs. Transportation will also be available from the Summit hotels to the conference venue.

9. **TRAVEL AND ACCOMMODATION ARRANGEMENTS**

The Government of Panama will provide Heads of State/Government +1 person hospitality accommodation during the Summit at the Sheraton Hotel.

As a general rule, other participants are requested to make their own travel and accommodation arrangements. VIP hotel reservations can be arranged by the host country if necessary. Please contact Ms. Joanna Vega at jvegafestiwom@cwpanama.net for further assistance.

10. **ARRIVAL OF VVIPS TO THE CONFERENCE CENTRE**

VVIPs will arrive at a designated VVIP drop-off and entry point at the conference venue, according to a pre-convened schedule, prior to the Opening Ceremony.

VVIPs will be received and greeted by representatives of the host country and ITU officials.

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\(^2\) Detailed information is required on the number and type of aircraft(s), flight plan on arrival and departure, total number and list of passengers, number of luggage, and armed and unarmed security agents, etc.
11. **ENTRANCE OF VIPS TO THE CONFERENCE ROOM AREA**

An entrance for VIPs will be made available for priority access to the meeting rooms.

12. **VVIP/VIP LOUNGES**

VVIP and VIP Lounges will be made available. The VVIP Lounge will serve as the Holding Room prior to the Opening Ceremony.

13. **VIP MEETING ROOMS**

VVIP and VIP meeting rooms for bilateral meeting requirements will be available.

Allocation of a meeting room will be on first-come-first-serve basis and subject to confirmation by ITU Protocol. Delegations are requested to reserve a VVIP/VIP Room in advance by completing an on-line [Meeting Room Reservation Form](#) or directly at the Protocol Office at the conference venue. For any further information, please contact: protocol.service@itu.int
ANNEX 1

ID badges – Photo specifications
(Special procedures for VIP only)

“Electronic” images:

a. The name of the file must be in the form: IDnumber_Name_Firstname_org.jpg and must not exceed 32 characters. The ID number is the number of the confirmation received when the person was registered. Example: 1023456_Smith_Joe_SUI.jpg

b. The image must be in portrait mode and in the .jpg format (at least 300dpi) for a size of 4cm high x 3cm wide.

c. The image must not bear any stamps or other administrative markings.

d. The background against which the photo was taken must be a light one.