



## INFORMATION FOR PARTICIPANTS

### Preparatory Meeting - PrepCom-1 of the Tunis PHASE of WSIS (MEDINA CONFERENCE CENTER, YASMINE HAMMAMET/ TUNISIA, 24-26 JUNE 2004)

#### 1 Venue

The Preparatory Meeting (PrepCom-1 of the Tunis phase) of the World Summit on the Information Society (WSIS) will be held from 24 to 26 June 2004, in Yasmine Hammamet (Tunisia) at the *Medina Conference Centre*.

#### 2 Transportation

**Tunis International Airport – Yasmine Hammamet:** the Tunisian government will organize a Welcome Service at the Tunis International Airport and provide transport by bus to the hotels in Yasmine Hammamet, from 21 to 27 June.

**International flights to Tunis International Airport - special WSIS price:** For accredited participants of the Preparatory Meeting, the Tunisian government offers 50% price reduction on regular TUNISAIR flights tickets. To obtain this price reduction, the confirmation letter of your participation at the Preparatory Meeting, which you will receive from the Organisation Committee of Tunis 2005, has to be shown to the travel agencies of TUNISAIR (see also under point 10).

**Special flights Geneva - Tunis International Airport on 23 and 27 June 2004:** The Tunisian government will organize, on 23 and 27 June 2004, special TUNISAIR flights for the participants of the Preparatory Meeting:

- 23 June 2004, departure from Geneva at 19h50 LT / arrival at Tunis 20h40 LT (flight no: TU7103)
- 27 June 2004, departure from Tunis at 15h40 LT / arrival at Geneva at 18h35 LT (flight no: TU7102)
- Ticket price for this special flight arrangement in economy class (Geneva-Tunis-Geneva) for accredited participants: CHF 395.--

For other TUNISAIR flights from Geneva between 16 June and 4 July 2004 with special rates, see at:  
[http://www.itu.int/wsis/documents/doc\\_multi.asp?lang=en&id=122010](http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=122010)

#### 3 Accommodation

The Tunisian government will set up a central Location Service for the participants of the Preparatory Meeting, providing special hotel prices in Yasmine Hammamet. Information will be available on the official Tunisian WSIS website at [http://reservation.smsitunis2005.tn/home\\_en.html](http://reservation.smsitunis2005.tn/home_en.html)

#### 4 Admission / participation

The Preparatory Meeting in Hammamet is open to:

- Member States of the United Nations and any Specialized Agency
- Entities and intergovernmental organizations having received a standing invitation from the UN General Assembly

- Specialized agencies and other intergovernmental organizations
- Interested United Nations organizations
- Associate members of regional commissions
- Accredited non-governmental organizations and civil society entities<sup>1</sup>
- Accredited business sector entities<sup>2</sup>
- Media representatives (accreditation of Media representatives see para 6 below)

## **5 Accreditation process for non-governmental organizations and business sector entities**

Non-governmental organizations and civil society and private-sector entities need to be accredited in order to participate in the Preparatory Meeting. The deadline to submit accreditation requests for entities that have not yet been accredited to the PrepComs for the Geneva phase (see lists of accredited entities at:

[http://www.itu.int/wsis/documents/doc\\_multi.asp?lang=en&id=280956](http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=280956)) was 12 May 2004. All requests submitted after the deadline will be considered for PrepCom-2 of the Tunis phase of WSIS.

## **6 Press**

Accreditation to the Preparatory Meeting is required in order to obtain a press badge and, as appropriate, for admission to the meeting. The press accreditation procedures and accreditation form, as well as press information on the meeting, will be available soon on the WSIS website at <http://www.itu.int/wsis/participation/accreditation/media.html>

The host country will set up a media centre for accredited journalists including PCs with Internet connection and possibilities to plug in laptops.

## **7 Provisional Time Management Plan**

The provisional Time Management Plan of the Preparatory Meeting will be published in due course on the WSIS website at <http://www.itu.int/wsis/preparatory2/hammamet/index.html>

## **8 Working hours**

Thursday to Saturday, 24 – 26 June 2004: **1000 – 1300 hours** and **1500 – 1800 hours**

## **9 Entry visas to Tunisia**

No entry visas are requested for participants of European countries and of the United States. More information will be available at the Tunisian official WSIS website at <http://www.smsitunis2005.tn/plateforme/detail.php?id=217&lang=en>

## **10 Registration**

### ***Pre-registration***

Pre-registration is strongly advised in order to avoid long lines on the first day of the conference.

If you plan to participate at the Preparatory Meeting, please send the registration form duly filled to the Organization Committee of Tunis 2005 by fax at one of the following numbers: + 216 71 96 46 42 / + 216 71 96 20 43 / + 216 71 96 48 83, if possible **before 16 June 2004**. The Preparatory Meeting registration form is available at [http://www.itu.int/wsis/documents/doc\\_multi.asp?lang=en&id=12101211](http://www.itu.int/wsis/documents/doc_multi.asp?lang=en&id=12101211)

After having received your registration form, the Organization Committee of Tunis 2005 will confirm your registration with a fax returned to you. This fax has to be presented to the TUNISAIR travel agencies to obtain the special flight rates for the Preparatory Meeting.

### ***Welcome Service at Tunis International Airport***

The Tunisian government will organize a Welcome Service at the Tunis International Airport from 21 to 27 June 2004. At your arrival at the airport, upon presentation of the confirmation letter you have received from the Organization Committee of Tunis 2005 and an official identity document (passport), you will receive your personal badge. The Welcome Service will also organize the transport to your hotel in Yasmine Hammamet. You will receive the documentation for the Preparatory Meeting at the registration desk on arrival in the Medina Conference Centre.

---

<sup>1</sup> Including NGOs in consultative status with ECOSOC, which do not need accreditation

<sup>2</sup> Including ITU Sector members, which do not need accreditation

### ***On-site registration***

The registration desk will be located inside the Medina, at the entrance to the Conference venue, and will be open at the following times:

Wednesday, 23 June 2004	1000 to 2000 hours
Thursday to Saturday, 24 - 26 June 2004	0830 to 2000 hours

Pre-registered participants who have not received their badge at the Airport (e.g because they are Tunisian residents or because they arrived before 21.5.2004 at the airport) are requested to proceed to the registration desk at the entrance of the Conference venue and present the confirmation letter they have received from the Organization Committee of Tunis 2005 and an official identity document (passport ) to obtain their badge and the documentation file.

There will be a special registration desk for accredited media representatives.

There is no registration fee for the Preparatory Meeting in Hammamet. Airfare, hotel and miscellaneous expenses shall be borne by the participant.

### **11 Documentation**

Official WSIS Preparatory Meeting documents will be made available in Arabic, Chinese, English, French, Russian and Spanish.

The provisional Draft Agenda and the provisional Time Management Plan of the Preparatory Meeting will be made available on the WSIS website: <http://www.itu.int/wsis/preparatory2/hammamet/index.html>.

During the Preparatory Meeting, no individual pigeon-holes will be available for the participants. Documents will be distributed in the plenary hall of the meeting.

### **12 Interpretation**

Simultaneous interpretation will be available in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary and possible subcommittee meetings.

### **13 Seating arrangements**

Seating will follow the UN practice. Each State will have a maximum of **two seats at table and two seats behind**, in the plenary hall. Observers from International Organizations will have one seat at the table and one seat behind, in the plenary hall. Other observers will have seats on the balcony. Government seating in the plenary hall and other meeting room(s) will be in the English alphabetical order.

### **14 Meeting room reservations**

A centralized structure for meeting room reservations will be set up at the Conference Centre.

### **15 Cybercafé/Telecommunications**

A cybercafé with approximately 30 PCs and 20 laptop connections will be available at the Conference centre. The PCs are equipped with CD-ROM and diskette drives; Internet browser and word processing software. Wireless LAN facilities based on the 802.11b standard is available in the cybercafé as well as the plenary and all meeting rooms, with sufficient power sockets for laptops. Several printers are installed in the cyber café for printing of short documents.

### **16 Electricity**

Electricity is 220V/50Hz and the plugs are standard C and E plugs (for more information see <http://kropla.com/electric2.htm> )

### **17 Climate**

The climate in Hammamet in June is warm, with daytime temperature averaging around 26 – 30° C.