|  |  |
| --- | --- |
| **Radiocommunication Advisory GroupGeneva, 22-24 May 2013** |  |
|  |  |
|  |  |
|  | **Document RAG13/INFO/1-E** |
| **15 May 2013****English Only** |
|  |
| **ADMINISTRATIVE INFORMATION TO RADIOCOMMUNICATION ADVISORY GROUP (RAG) PARTICIPANTS** |

|  |  |
| --- | --- |
| 1. **Dates, Venue and Meeting Rooms**
 | The meeting of the **Radiocommunication Advisory Group (RAG)** will be held from **22 to 24 May 2013** in Room Popov of the [ITU Geneva premises](http://goo.gl/maps/1ZeIm). **On 22 May, the RAG meeting will open at 10:00.** Prior to the RAG meeting, a one-day meeting on the **ITU-R Strategic and Operational Plans** is scheduled in **Room K from 09:00 on** **21 May 2013**.An **informal meeting of Heads of Delegations of RAG** will be held on **21 May in Room A from 17:30**. The daily meeting schedules, including room allocation, will be on permanent display and regularly updated on the electronic notice boards throughout the ITU buildings. Daily meeting schedules and room allocation are also available at [www.itu.int/en/events](http://www.itu.int/en/events).  |
| 1. **Event website**
 | See [www.itu.int/en/ITU-R/conferences/rag](http://www.itu.int/en/ITU-R/conferences/rag) for details on registration to this event, documentation, invitation letter, time management plan, etc. |
| 1. **Registration and Identification Badges**
 | **Pre-registration through RAG designated focal points (DFPs) is mandatory.** The list of DFPs for the RAG meeting is available on the event website. The **Registration Desk** **will be located in the entrance of the**[**ITU Montbrillant (M) building** (2 rue de Varembé, 1202, Geneva).](http://goo.gl/maps/1ZeIm)  **Registration will start at 08:00 on Tuesday 21 May.** An official photo ID 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. The event participant badge must be worn at all times when on ITU premises.The ITU-R Registration Service can be reached at ITU-R.Registrations@itu.int or by phone at +41 22 730 5870 or +41 22 730 6118. |
| 1. **Documentation**
 | **The RAG meeting is a paperless event.** Paper copies of meeting documentation will NOT be available. All documents will be available electronically on the RAG website**.** A TIES account is required to access most ITU meeting documents. See [www.itu.int/TIES](http://www.itu.int/TIES/) to submit an online TIES account application (ITU Members only).  |
| 1. **Interpretation and Languages**
 | For the RAG meeting from 22 to 24 May, interpretation will be provided in 6 languages (English, French, Spanish, Russian, Arabic and Chinese). The meeting of 21 May on ITU-R Strategic and Operational Plans will be held in English without interpretation.  |
| 1. **Webcast**
 | The RAG Plenary Sessions held from 22 to 24 May will be webcast live in 6 languages.Audio feeds will be TIES protected and accessible from the event website. |
| 1. **IT Facilities and Support**
 | Wired Internet access is available in the ITU meeting rooms K and Popov as well as at the ITU Cybercafé(ITU Tower building, 2nd basement).**Wi-Fi at the ITU premises** (case sensitive):* Network: ITUwifi
* Password: itu@GVA1211

PCs and printers are available at the ITU Cybercafé and at the ground floor ITU Montbrillant building. If required, the ITU Service Desk (office V.29, ground floor of ITU Varembé building) can provide IT support to ITU event participants from 09:00 to 12:30 and 13:30 to 17:00, Monday to Friday. |
| 1. **Laptop Loan**
 | RAG participants who wish to borrow a laptop for the duration of the event should inquire with the ITU-R Registration Desk (see section 3).  |
| 1. **Further administrative information**
 | Please visit [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events) for further administrative information to ITU-R event participants (access to duty free shop, public transportation, medical service, ITU publications, etc.).  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_