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| **Radiocommunication Advisory GroupGeneva, 22-24 May 2013** |  |
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|  | **Document RAG13-1/INFO/2-E** |
| **23 May 2013** |
| **English only** |
| Director, BR |
| Example list of requirements for  a meeting held outside Geneva |

# 1 Participation (expected)

Number of delegates: up to 250

# 2 Working hours

– 0900 to 1200 and 1400 to 1700 hours for ordinary meetings

– 0800 to 0900 and 1730 to 1900 hours for additional meetings

– 0800 to 2000 hours for secretariat

# 3 Meeting rooms

All rooms are required for the whole meeting, and should be available for preparation on the day prior to the opening of the meeting.

– 1 meeting room for more than 250 people, and in addition:

– 3 rooms (100, 80, 80) with microphones for the duration of the meeting and a video computer monitor for those at the head table to view documents that are being projected on the main screens (one room can be the same as the previous item)

– 2 small meeting rooms (about 20 seats each), eventually with video projectors

– 1 room for the Chairman and the Management Team (size of 20 minimum) with white board or easel and pad and markers

– 1 room for the ITU Counsellor and the Secretariat (2 ITU assistants); this room to be fitted with a wired network and necessary printers

– 1 room for delegates’ use (cybercafé) with computer facilities (3-4 terminals and 10 sockets/wireless access for laptops), wireless access to network printers

– 1 area for the local secretariat with 1 photocopying machine

– 1 registration area on the morning of the opening day.

Enough electric power points should be available for the connection of delegates’ laptops in all of the meeting rooms.

# 4 Secretariat

The ITU Secretariat is composed of 1 Counsellor and 2 assistants.

It is responsible for the overall management of the meeting, including:

– support for the Chairman;

– technical/procedural advice to delegates;

– registration of delegates;

– preparation of all meeting documents (agendas, lists of participants, input and working documents);

– management of Sharepoint facilities and document synchronization;

– publication of all documents on the web (e-mail software necessary for this).

One person is required for the maintenance of computer facilities and assistance to delegates (1/2 technician), available during the day (on call).

# 5 Computer facilities

Computers

– 2-4 PCs for use by delegates in the computer room.

Printers

**–** 2 laser printers for the ITU Secretariat.

– 1 laser printer for delegates in the Delegates’ room.

Video projectors

If possible 1 or 2 video projectors should be available in 1 or 2 of the meeting rooms.

# 6 Communications facilities

– Free international access to telephone and facsimile machines for the members of the Secretariat (usually used as little as possible).

– Pay-as-you-use access to telephone and facsimile machines for the delegates.

– Free access to Internet (WWW, FTP, etc.) by the members of the Secretariat and delegates.

# 7 Registration of delegates

The ITU will provide badges for delegates participating at the meeting.

The ITU will prepare the indicators of country and organization names for placing on the desks in the plenary room.

# 8 Coffee breaks

Coffee and refreshments should be provided for delegates during the meeting breaks (nominally 1015-1045 and 1515-1545 hours).

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