
Document WSIS/PC-1/ADM/3-E
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WSIS Executive Secretariat

INFORMATION FOR PARTICIPANTS

WSIS PrepCom-1, 1-5 July 2002, Geneva

1 Venue

The first meeting of the Preparatory Committee (PrepCom-1) of the World Summit on the Information Society (WSIS) will be held at the Geneva International Conference Centre (CICG), 15, rue de Varembe, 1202 Geneva, from 1-5 July 2002.

2 Admission/participation

The WSIS PrepCom-1 meeting is open to:

- Member States of the United Nations and of any Specialized Agency
- Entities and intergovernmental organizations having received a standing invitation from the UN General Assembly
- Specialized agencies and other invited intergovernmental organizations
- Interested United Nations organs
- Accredited non-governmental organizations¹
- Accredited business sector entities
- Accredited media representatives

3 Provisional accreditation process for non-governmental organizations and business sector entities

Information concerning provisional accreditation arrangements and participation of non-governmental organizations and business entities is available at the WSIS Website at: <http://www.itu.int/wsis>.

4 Press

Accreditation to the WSIS PrepCom-1 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 on the WSIS website at: <http://www.itu.int/wsis>

5 Provisional timetable

The provisional timetable of PrepCom-1 will be published in due course on the WSIS Website at <http://www.itu.int/wsis>

6 Working hours

Monday to Friday, 1-5 July 2002

1000 to 1300 and 1500 to 1800 hours

¹ Including civil society organizations.

7 Swiss entry visas

Participants requiring a visa in order to enter Switzerland are reminded that **they must obtain the visa before travelling to Switzerland**. Persons from countries in which Switzerland is not represented (by an Embassy or Consulate) must obtain their visas in a third country.

The Swiss authorities have introduced new measures concerning visas. Visas are no longer issued at the airport, other than in exceptional circumstances to persons from countries in which Switzerland has no representation (Embassy or Consulate), and then solely on presentation of documentary evidence, such as a mission order from their administration or an official letter of invitation, to the effect that the person concerned is attending a meeting organized under the auspices of ITU. Neither ITU nor the WSIS Executive Secretariat can intervene to assist with requests to have entry visas to Switzerland issued at the airport.

8 Registration

Advance registration

Pre-registration is strongly advised in order to avoid long lines on the first day of the conference. To facilitate registration, it is recommended that persons planning to attend the meeting designate a focal point who will send by e-mail (wsis@itu.int) or by fax (+41 22 730 58 81) their list of representatives and the name of their head of delegation, where appropriate. The WSIS PrepCom-1 registration form is available at <http://www.itu.int/wsis>.

On-site registration

The registration desk will be located inside the main entrance of the CICG and will be open at the following times:

Sunday, 30 June 2002	1000 to 1200 and 1400 to 1800 hours
Monday-Friday 1-5 July 2002	0900 to 1300 and 1400 to 1800 hours

Pre-registered persons are requested to proceed to the registration desk and present an official identity document (e.g. passport or driving licence) to obtain their badge.

Persons who have not registered before the event should proceed to the registration desk where they will be required to produce documentary evidence attesting to their employer (name of Administration or provisionally accredited entity/organization they are representing and its address) in order to obtain their badge. There will be a special registration desk for accredited media representatives.

There is no registration fee for PrepCom-1. Airfare, hotel and miscellaneous expenses shall be borne by the participant.

9 Documentation

Official WSIS PrepCom-1 documents will be made available in Arabic, Chinese, English, French, Russian and Spanish.

The WSIS PrepCom-1 provisional agenda and official documents will be made available on the WSIS website at the following address: <http://www.itu.int/wsis>.

During the WSIS PrepCom-1 meeting, the Document Distribution Service, situated in the main hall of the Conference Centre, will provide an individual pigeon-hole for each participant bearing the number that appears on the identification badge issued at the time of registration. Official and working documents distributed (one copy per participant), as well as mail, telegrams and other messages, will be placed in the pigeon-holes by the PrepCom-1 Secretariat, the only persons authorized to do so.

10 Interpretation

Simultaneous interpretation will be available in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary and sub-committee meetings. No other interpretation facilities will be available.

11 Seating arrangements

Seating will follow the UN practice. Each State will have two seats at table and two seats behind in the plenary hall of the meeting. Observers will have one seat each. Additional free seating will be available at the back of the room. Seating in the plenary and other meeting room(s) will be in the English alphabetical order.

12 Meeting room reservations

If you wish to reserve a meeting room in the CICG, please contact Ms. Chantal Clin (Tel: +41 22 730 5746).

13 Cloakroom facility

A self-service cloakroom is available in the main hall of the CICG. The areas is not monitored and neither the ITU nor the WSIS Executive Secretariat can be held responsible for any loss or theft.

14 Telecommunications

A cyber cafe with PCs and laptop connection will be available on level -1 at the CICG.

15 Hotel room reservations

Participants are expected to make their own accommodation arrangements. A list of hotels in Geneva and surrounding area that accord special rates to participants of UN meetings is available at the WSIS website at:

<http://www.itu.int/wsis>.

16 Climate

The climate in Geneva in July is temperate to warm, with daytime temperature averaging around 18 – 26° C and occasional showers.

17 Electrical appliances

The electric current in Switzerland is 220 V/50 Hz. Electric plugs in the CICG are 45 RG standard.

18 Public transport

To call a taxi, dial 022 33 141 33. Bus route **5** runs from the city centre and railway station (Place Cornavin) to the Conference building (bus stop: Vermont). Bus route **18** runs from the airport to the vicinity of the CICG (Place des Nations). A standard ticket for the Geneva city area costs 2.20 Swiss francs.

18 Parking

Parking restrictions are in force in the streets adjacent to the CICG. To avoid fines, participants are advised to respect these restrictions, particularly in the area adjacent to the CICG main entrance. Participants may obtain for the duration of the meeting from the ITU Book Shop, parking cards providing access to the underground garage situated between the ITU Varembeé and Montbrillant buildings.

19 Banking

A UBS bank at which currency can be exchanged is situated across from the CICG building (17bis rue Louis Dunant) and is open non-stop from 0830 to 1630 hours from Monday to Friday.

20 Restaurants

The CICG bars, restaurant and cafeteria will be open at normal times during the PrepCom-1 meeting, as well as the ITU Montbrillant cafeteria.