
Document WSIS/PCIP/ADM/1-E
9 July 2003
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WSIS Intersessional meeting

15 to 18 July 2003, Paris

INFORMATION FOR PARTICIPANTS

1 Date and venues

The WSIS Intersessional meeting will be held from 15 to 18 July 2003 at:

UNESCO Headquarters
125, avenue de Suffren
F-75007 Paris ¹
France

2 Admission/participation

The meeting of the Formal Open-ended Intergovernmental Drafting Group is open to the following observers:

- intergovernmental organizations having received a standing invitation from the United Nations General Assembly
- specialized agencies and other invited intergovernmental organizations
- interested United Nations organs
- ITU Sector Members
- accredited non-governmental organizations and civil society entities*
- accredited business entities *
- accredited media representatives**

* Participation is open to all NGOs, civil society and business entities that were accredited at PrepCom-2. (see WSIS/PC-2/DOC/0009) and to NGOs in consultative status with ECOSOC that participated at PrepCom-1 and/or 2.

¹ Maps at <http://www.unesco.org/webworld/maps>

** For media accreditation see section 4 below

3 Rules of Procedure

The Rules of procedure for the Preparatory Committee shall apply to the WSIS Intersessional meeting. The participation of observers shall be according to these Rules of Procedure.

4 Press

Media accreditation for the WSIS Intersessional meeting is required to obtain a press badge and gain admission to the meeting. Details of press accreditation procedures and accreditation form, will be available shortly on the WSIS website.

5 Timetable

A provisional timetable for the meeting of the WSIS Intersessional meeting will be available shortly on the WSIS website.

6 Working hours

Tuesday, 15 July - Friday, 18 July 2003: 1000 to 1300 hours and 1500 to 1800 hours.

7 French entry visas

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

Neither the WSIS Executive Secretariat nor UNESCO can intervene to assist with requests to obtain entry visas to France.

8 Registration

Advance registration

Pre-registration is strongly advised in order to avoid long queues on the first day of the meeting. Persons planning to attend the meeting should register online (online registration forms will be available soon at <http://www.itu.int/wsisis/preparatory/prepcom/intersessional/index.html>) or send the completed form by fax (Attn: UNESCO Information Society Division +33 1 45 68 55 83)

On-site registration

The registration desks situated in front of Room I in the UNESCO building and is open as follows:

Monday, 14 July	UNESCO in Front of Room I	14h00 to 18h00
Tuesday, 15 July		08h00 to 12h00 14h00 to 18h00
Wednesday, 16 July – Friday, 18 July		09h00 to 12h00 14h00 to 18h00

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

Participants 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, entity/organization having requested accreditation, and its address) in order to obtain their badge.

There is no registration fee for the meeting. Air travel, hotel and miscellaneous expenses shall be borne by participants.

9 Documentation

Official documents for the meeting will be available in Arabic, Chinese, English, French, Russian and Spanish.

The provisional agenda and official documents will be available shortly on the WSIS website at: <http://www.itu.int/wsisis/preparatory/prepcom/intersessional/index.html>

During the meeting, the Document Distribution Service will provide each participant with an individual pigeonhole. All official and working documents that are distributed (one copy per participant), as well as mail, telegrams and other messages will be placed in the pigeonholes by members of the WSIS secretariat, these being the only persons authorized to do so.

10 Interpretation

Simultaneous interpretation will be provided in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary meetings (one team). In case of parallel meetings, a second team (English, French, Spanish) would be available.

11 Seating arrangements

Each Member State will, in the plenary hall, have two seats with table and two seats behind. Observers will have one seat each. Additional seating will be available at the back of the room. The allocation of seats in the plenary and other meeting rooms will be in French alphabetical order.

12 Meeting room reservations

If you wish to reserve a meeting room, please contact Ms Natasha Denissova on:
Tel: +33.1.45.68.13.27.

13 Cloakroom

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

14 Telecommunications

A cybercafé with PCs and laptop connections will be available in the hall of Room I. Wireless internet access will be available in the conference premises. The SSID (Service Set Identifier) to connect to the wireless network is: wsismeeting.

15 Hotel reservations

As the summer period is a high tourist season in Paris, participants are advised to make their own accommodation arrangements as early as possible. A list of hotels in Paris is available on UNESCO's website at: <http://www.unesco.org/webworld/hotels>

16 Climate

The climate in Paris in July is warm, with daytime temperatures generally ranging from 20 to 25°C and with few rain showers.

17 Electrical appliances

The electric current in France is 220 V/50 Hz.

18 Public transport

To call a taxi dial (01) 49.36.10.10

19 Parking

Parking restrictions and metering are in force in the streets adjacent to the UNESCO buildings. To avoid fines, participants are advised to respect these restrictions.

20 Banks and post offices

A bank at which currency can be exchanged is situated on the first floor of the UNESCO Building; it is open from 9h30 to 12h15 and from 13h30 to 17h00 (Tuesday to Friday). There will be no services available on 14th July 2003.

21 Restaurants

The UNESCO bars, restaurants and cafeterias will be open at normal times during the meeting. There will be no services available on 14th July 2003.

Executive Secretariat, Geneva