



7 April 2009

INFORMATION FOR PARTICIPANTS

VENUE

The fourth World Telecommunication Policy Forum (WTPF-09 or the Forum) and the Strategic Dialogue on ICTs will be held at the “Lisboa Congress Centre” (LCC) from 21 to 24 April 2009.

Address:

Lisboa Congress Centre
Praça das Indústrias
1300-307 Lisboa
Portugal

Tel: +351 21 3652000

Fax: +351 21 3639450

E-mail: lisboacc@aip.pt

Web: www.lisboacc.pt



ADMISSION

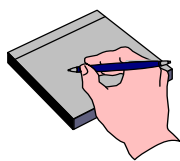
The Forum is open to:

1. ITU Member States and Sector Members
2. Organizations admitted as observers to ITU conferences and meetings
3. Accredited media representatives
4. The general public

Participation is free of charge. Organizations admitted as observers to ITU conferences and meetings must complete the registration formalities. Media representatives are entitled to attend following accreditation in the normal way by the Press Office, but may not participate.

The Forum is also open to attendance, but not direct participation, by the general public (any entity which does not fall within 1 to 3 above is considered to be part of the general public). Requests by the general public to attend the Forum will be subject to completion of a questionnaire as to a proven stake in WTPF-09 and an interest in at least one of the four issues on the Forum's agenda. Pre-registration is mandatory. The closing date for requests from the general public is 14 April 2009, one week prior to the opening of the event. A maximum of 150 persons from the general public will be admitted. Requests to attend will be handled on a first-come first-served basis.

Each Member State, Sector Member and observer organization or entity may designate and register as many delegates/representatives as it deems necessary. There is no limitation on the number of delegates/representatives attending the Forum and the Strategic Dialogue on ICTs.



REGISTRATION

- **Advance registration**

Pre-registration for the Forum began on **21 January 2009** and will remain open until the end of the event. Registration is carried out online via the WTPF-09 website at: <http://www.itu.int/wtpf2009/>. A letter of confirmation of registration will be sent to announced participants by e-mail. Advance registration is strongly advised in order to avoid delays on the first day of the Forum.

- **Designated focal point for participation**

Focal points responsible for handling registration formalities have received a username and password providing access to the online system.

If you wish to modify the contact details of a focal point for participation, you are kindly requested to provide details of his/her last name, first name and e-mail address by fax (+41 22 730 58 81) or e-mail (wtpfregistration@itu.int).



- **On-site registration**

The Forum Registration Desk will be located inside the main entrance of the LCC and will be accessible without a badge.

The Registration Service will be open as follows:

Sunday, 19 April 2009:	1400 to 1800 hours
Monday, 20 April 2009:	0800 to 1230 hours
Friday, 24 April 2009:	1330 to 1730 hours

Delegates/representatives who have not registered in advance should proceed to the registration desk where they will be required to produce documentary evidence attesting to their employer (name of the administration/company/organization they are representing and its address) in order to be eligible for admission. For logistical reasons, reserved seating can be guaranteed only for delegates/representatives having registered prior to the event.

There will be a special registration desk for accredited media representatives (see media registration details below).

For further information, please see our website at:

<http://www.itu.int/osg/csd/wtpf/wtpf2009/registration.html>

or contact the WTPF-09 Registration Service at wtpfregistration@itu.int

- **Media registration**

WTPF-09 will be open to the media. Details of the accreditation procedure are available at www.itu.int/newsroom/wtpf/2009/accredit/



- **Forum official identification badges**

Upon arrival at the LCC, pre-registered participants should proceed to the registration desk and present a copy of their confirmation of registration together with an official identity document bearing a photograph (e.g. passport or driving licence) in order to obtain a Forum badge. This badge must be worn when entering, and at all times when inside, the Forum premises.



FORUM AGENDA AND ORGANIZATION OF WORK

The Forum agenda can be found in Document WTPF-09/1. A detailed programme of work, to be approved at the opening of the Forum, can be found at: <http://www.itu.int/osg/csd/wtpf/wtpf2009/programme-forum.html>

Daily meeting schedules will be on permanent display on electronic notice boards in the LCC.



PROGRAMME OF THE STRATEGIC DIALOGUE ON ICTS

Tuesday, 21 April 2009

The programme of the strategic dialogue can be found at <http://www.itu.int/osg/csd/wtpf/wtpf2009/programme-dialogue.html>



SECURITY AND ACCESS TO THE FORUM PREMISES

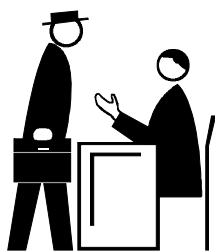
Access to the official Forum premises within the LCC will be strictly limited to persons wearing a WTPF-09 badge with photograph. Participants are advised that all delegates, representatives (including media representatives), ITU and host country secretariat staff and the public will be admitted to the Forum premises only upon presentation of this badge. The badge is to be worn at all time while within the LCC.

All participants will be screened by security personnel at access points to the LCC. Screening will be similar to security controls found at airports.

It is recommended that participants coming to the LCC limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the Forum premises.

Participants are reminded to safeguard their personal belongings at all times while within the Forum premises.

All lost and found enquiries should be addressed to the ITU Forum Security Team at the Information Desk located in the entrance of the Forum premises.



DOCUMENTATION

- **Official documents of the Forum**

The agenda and themes of the Forum will be based on a report by the Secretary-General, including input from any conference, assembly or meeting of the Union, and on contributions from Member States and Sector Members.

The final report of the Secretary-General, together with the draft opinions to be discussed at the Forum can be found at

<http://www.itu.int/osg/csd/wtpf/wtpf2009/sg-report.html>

Official documents of the Forum will be published in the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) on the WTPF-09 website:

<http://www.itu.int/osg/csd/wtpf/wtpf2009/documents.html>

The Forum will be conducted on a *paperless* basis as far as possible. Upon your arrival at registration in Lisbon, you will be provided with a set of documents on a memory (USB) key. Participants are requested to bring their laptop PCs with them to work at the Forum.

- **On-site document publication and distribution**

The WTPF-09 Document Service will be situated in Foyer B of the LCC. It will provide pigeonholes for use by Member States, Sector Members and observer organizations/entities. This area will be managed by staff from the ITU secretariat.

A specially designated area will be reserved in the LCC for the distribution of other Forum-related materials (e.g. information pamphlets, books, newspapers, magazines, other printed and/or electronic materials). Materials will be distributed in this area in the quantities and languages in which they are received. Please note that the Forum secretariat can undertake neither the translation nor the reproduction of such materials. This area will be accessible to all participants on a self-service basis and will be supervised by the ITU secretariat. An authorization is required to distribute materials in this area. This can be obtained by contacting the ITU secretariat (WTPF-09 Documents Service) at wtpfregistration@itu.int. Materials distributed without such authorization will be removed by the secretariat.

COMMENTS ON THE REPORT OF THE SECRETARY-GENERAL

With reference to the letter sent on [6 January 2009](#) to ITU Member States and Sector Members, speakers intending to present comments in plenary are invited to submit an advance copy of their statement to WTPFregistration@itu.int in the language(s) of their choice. Statements in paper form can also be handed to the Speakers' List Officers Desk located near the podium in the Plenary Hall. Statements should clearly indicate: 1) the speaker's name, 2) the speaker's title, 3) the name of the Member State, Sector Member, or observer organization/entity of the speaker, 4) the details of a contact person (preferably an e-mail address), 5) the theme(s)/opinion(s) on which the comments are to be delivered. The text of the statement will be posted on the WTPF-09 website in the language(s) in which it was submitted.

SEATING ARRANGEMENTS DURING THE FORUM

For pre-registered delegates/representatives, seating in the meeting room(s) will be in French alphabetical order of country or company/organization, with nameplates showing where participants are entitled to sit. Sector Members not forming part of their country's delegation and opting to register in their own name will be seated according to the organization name that appears in the ITU Global Directory. Those registering on-site will be seated according to availability of space.

Seating arrangements during the Strategic Dialogue

Seating will be open.

MEDIA FACILITIES

A press conference will take place on 22 April. The Strategic Dialogue on 21 April will be partly televised and webcast live. The media centre will provide accredited journalists with facilities such as workstations, an interview room, press conference room, an electronic bulletin board, etc.



CYBERCAFÉS

Computer terminals

Limited number of PCs with multilingual keyboard support and network printers will be provided at the two cybercafés: one located outside Pavilhão 1 and the other one outside Auditorium VIII.

Printers

Printers are available at the cybercafés.

Connections to the printers can be made:

- via the network (wired/wireless) through a printer server;
- via USB.

NB - Printers have the server name and share name marked on them.

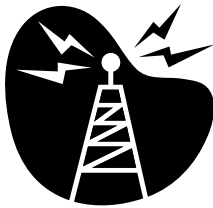


LAPTOP CONNECTIVITY

Access to the Internet at WTPF-09 will be available using the LAN technologies listed below:

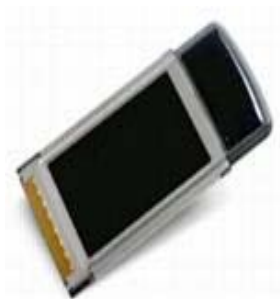
- **Wired: Ethernet RJ45 10/100 Mbps**
 - in the main meeting rooms and cybercafé
- **Wireless: IEEE 802.11a/n draft on 5 GHz and 802.11b/g/n draft on 2.4 GHz**
 - Throughout the whole Conference Centre

To make the most efficient use of network resources, we strongly recommend the following:



1. Use wired Ethernet RJ45 connection if available as it provides better consistency and higher throughput. Remember to turn off your wireless radio. By doing so, you free up wireless network capacity for other delegates.
2. Check to see if your laptop has 5 GHz capability. If it does not, purchase a card that supports both 5 & 2.4 GHz and have it configured beforehand.
3. By default the wireless radio is always on, even when you are not surfing the Internet. Please turn it off to free up capacity and reduce interference to others.
4. Ensure that your user account has administrative privileges. Should you require help onsite, the ITU Service Desk staff will only be able to help you if you have administrative rights on your laptop.
5. You are kindly requested to test your wireless connection well before the opening session.
6. Download the Forum documents before entering the meeting room.
7. Refrain from using peer-to-peer connections.

Please note that the installation and use of non-ITU wireless access points without prior authorization from the ITU/IS Department is prohibited.



WIRELESS LAN CARDS

Delegates are advised to procure a Wi-Fi certified card before travelling to the Forum. Please ensure that the wireless card is IEEE 802.11a/b/g/n draft compatible with 128-bit encryption (encryption is not used).

Before buying a card, it is advisable to check that it is in the compatibility list at <http://www.wi-fi.com> and that the frequency range is valid. (See also "Buying wireless cards" in the annex I to this document.)

Wireless LAN configuration parameters

Please follow the installation instructions delivered with the card. You may need to log in with **administrator privileges** depending on your PC's operating system and the card purchased.

The following parameters should be set in order to connect to the ITU wireless network:

- Set the case-sensitive SSID as "**ITUdelg**", your laptop will be connected to the higher bandwidth 5 GHz network based on 802.11a/n draft.
- If your wireless card supports only 802.11b or 802.11g at 2.4GHz, set the case-sensitive SSID as "**ITUdelg24**".
- Most cards are able to search for the radio channel automatically. If your card does not support this function, try channels 36, 40, 44, 48, 52, 56, 60, 64 for 802.11a/n and channels 1, 6 or 11 for 802.11b/g/n. You may have to change to another channel if you move to another part of the building.
- Set WEP encryption to "**Off**".
- Set Operation mode to "Infrastructure" (not Ad-Hoc or peer-to-peer). The Ad-Hoc mode creates a lot of confusion not only for you but also for other participants.

Notes on using wireless connections:

- 1) Wireless network connections are good for web browsing but fair for FTP downloads or for telnet applications.
- 2) Before taking out your wireless card (or any other PC card from its slot), you should first properly stop it, or risk re-installation of the operating system.
- 3) Wireless cards can drain considerable power from your laptop – so recharge your laptop frequently.

USEFUL REMINDERS FOR LAPTOPS

Enable DHCP so that your laptop will obtain the IP address and other network parameters automatically

Security

Please be aware that delegate network communication can be intercepted, end-to-end encryption is recommended for confidentiality.

If you are concerned about computer security, please use personal firewall software.

Firewall software configurations may prevent access to local resources (e.g. printers).

All wireless users must have a good anti-virus program that has up-to-date virus database. Viruses can easily spread in the wireless network. You will also need a few spyware detection programs such as Ad-Aware.

Outgoing e-mail

Set up your outgoing (SMTP) server as per the instructions given to you on the WTPF wireless network welcome page.

Web-proxy

The “Tools”, “Internet Options”, “Connection”, “LAN settings” should be set to “automatically detect settings”.

Socks

Disable any SOCKS configurations.



WEBCAST

Selected sessions will be webcast live on the Internet and archives will be made available after the end of each session at:

<http://www.itu.int/ibs/wtpf/2009/>

IT SUPPORT

Delegates can obtain support from the Service Desk by calling the Service Desk number displayed in the cybercafé.

MEETING ROOM MANAGEMENT & RESERVATIONS

Meeting rooms within the Forum premises at the LCC will be managed by the ITU secretariat.

Delegates/representatives wishing to reserve a room are requested to send a mail to roomreservation-wtpf2009@itu.int. Requests will be processed on a first-come first-served basis. During the Forum, the Room Reservation Service will be located in Room 1.11 (first floor)

SOCIAL EVENTS

1 Member States and other Forum participants intending to host social events during the Forum are reminded that the ITU Protocol Service maintains and monitors a calendar of such events.

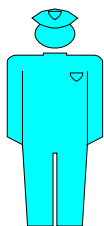
2 The main purpose of maintaining this calendar of events is to be able to inform Member States and other Forum participants planning to hold social events of possible scheduling conflicts, in which case the Protocol Service will make every effort to identify and propose alternative times and dates. Organizers of social events are therefore strongly advised to liaise and coordinate with the Protocol Service before making final arrangements involving the date and time of a proposed social event. Please note that the Protocol Service acts solely as a go-between to suggest possible slots and draw attention to overlaps, based on its updated calendar of events.

3 The ITU Protocol Service will ensure that invitations are properly distributed, to which end organizers are requested to label their invitation envelopes clearly and appropriately. Other than these services, ITU shall not be responsible for any logistical or other arrangements in respect of social events, which are strictly the responsibility of the organizer in each case.

4 Please note that invitation cards and other materials relating to social events that are distributed during the Forum should not bear any ITU logo or any conspicuous references or signs that may suggest or even infer ITU's endorsement of the event, unless otherwise authorized.

5 Please be advised that the list of social events maintained by the Protocol Service is an internal and confidential working document that is not intended for general distribution.

6 Please send all enquiries regarding social events during the Forum to protocol.service@itu.int (Tel: +41 22 730 59 27 – Fax: +41 22 730 58 17). In order to register for a social event, please fill in the social events form available at <http://wtpf2009.org> and return to the ITU Protocol Service. Please note that information provided in this form is for coordination and protocol purposes only.



PASSPORT AND VISA REQUIREMENTS

For full details of **visa** requirements, participants are advised to consult the host country website at: <http://wtpf2009.org>

Participants requiring a visa are requested to obtain this official document prior to travelling to Portugal.

The host country will take appropriate measures to issue visas and entry permits, where required, free of charge (applicable only to visas issued by a Portuguese Embassy or Consulate) and swiftly. In cases where there is no diplomatic representation of Portugal in a country, visa requests should be submitted to an embassy representing Portugal in order to obtain a Schengen visa. In both circumstances, it is recommended that participants apply for their visas well in advance, i.e. within a minimum of 4 weeks before travelling.

In exceptional circumstances, the host country will endeavour to have visas and entry permits delivered at relevant points of entry in Portugal to registered participants who were unable to obtain a visa prior to arrival.



TRAVEL ARRANGEMENTS AND TRANSPORT

Participants are requested to make their own travel arrangements to Lisbon.

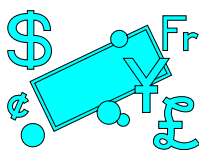
Transfers from Lisbon Airport to selected hotels and back to the airport at the end of the Forum will be provided free of charge, from 18 to 25 April 2009, to participants who have used the online hotel room booking service through the official agency designated by the host country (see below). An information desk will provide assistance at the Lisbon Airport. A travel agent will be available in the LCC and selected hotels to assist with travel arrangements.

Shuttle services between selected hotels and the LCC will be provided free of charge from 20 to 24 April to Forum participants who have used the online hotel room booking service. A shuttle service schedule and other relevant information will be available at every official hotel.



ACCOMMODATION AND HOTEL ROOM BOOKINGS

To reserve rooms in hotels recommended by the host country, participants are invited to book online through the agency designated by the host country at: <http://wtpf2009.org>



BANKING AND CURRENCY

The official currency of Portugal is the euro, in common with all countries of the eurozone – Germany, Austria, Belgium, Spain, Finland, France, Greece, the Netherlands, Ireland, Italy, Luxembourg, Cyprus, Malta, Slovakia, Slovenia and Portugal.

1 euro is divided into 100 cents. There are eight coins: 1, 2, 5, 10, 20 and 50 cents and 1 and 2 euros.

Notes can be distinguished by their different colours and sizes and have the following values: 5, 10, 20, 50, 100, 200 and 500 euros.

Currency can be exchanged in banks, which are open Monday to Friday from 0830 to 1500 hours, and exchange bureaux. Automatic exchange machines are also to be found in certain locations.

There is a national ATM (automated teller machine) network called MB (Multibanco), which can be used to withdraw cash 24 hours per day.

The credit cards most commonly used in Portugal are: Visa, American Express, Diners Club, Europay/MasterCard, JCB and Maestro. In the event of loss or theft of cards issued by Visa, MasterCard or American Express, contact:

Visa:	800 811 107
MasterCard:	800 811 272
American Express:	707 50 40 50



CLIMATE

Lisbon has a pleasant climate throughout the year, thanks in particular to its proximity to the sea. While temperatures fall in October and the winter, there are still many sunny and warm days. In April, average minimum temperatures are around 11°C and average maximum temperatures are around 19°C, with eight hours of daylight and little rain.



ELECTRICAL APPLIANCES

Electrical current is 230/400 volts at a frequency of 50 hertz. All sockets follow European standards. To use American-type plugs, a 230-volt transformer should be used together with an adaptor plug. Hotels and the LCC can provide the necessary adaptor equipment, which can also be purchased in local shops.

CONTACT INFORMATION

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Fellowships Christine Jouvenet
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bdtfellowships@itu.int

Annex I

Buying wireless cards

Check Wi-Fi compatibility. ITU recommends the use of 128-bit encryption cards from known vendors to minimize problems and to facilitate troubleshooting.

When buying a new card, be sure to mention that you need “**Wi-Fi compatible 802.11a/b/g/n draft wireless card with 128-bit encryption**” (although encryption is not used at the moment in ITU, it may become mandatory in future and most cards come with it anyway).

Please note that all IEEE 802.11a, b, g or n draft standard compliant cards are not necessarily Wi-Fi compliant, whereas Wi-Fi compliant cards are IEEE 802.11a/b/g/n draft compliant. Look for the card with one of the following certificate:



Please check that your card's model number is mentioned at <http://www.wi-fi.com> before you buy the card.

Check frequency range

Please note that wireless cards manufactured for some specific countries may not work because of frequency limitations imposed in these countries.

For 802.11a/n at the 5 GHz band (5.15 – 5.35 GHz), the following channels are allowed in Portugal:

Channels: 36 40 44 48 52 56 60 64 100 104 108 112 116 120 124 128 132 136.

For 802.11b/g/n draft at the 2.4 GHz band (2.4-2.4835 GHz), the following channels are allowed in Portugal:

Channels: 1 to 13

To avoid interference and to maximize throughput, **we use only three channels** 1, 6 and 11 in our 802.11b/g/n draft equipment.

Therefore, before buying a card, it is wise to check that it is on the compatibility list at <http://www.wi-fi.com> and also that your frequency range is valid as described above.
