



General Secretariat (SG)

Geneva, 17 May 2021

Ref.: **DM-21/1011**
E-mail: newbuilding@itu.int

To: ITU Sector Members

Subject: **Invitation to attend an information session on the progress of the New Headquarters Premises Project**

Dear Sir/Dear Madam,

Complementary to the document [C21/7](#) submitted to the virtual consultation of councillors (C21\VCC-1) and in line with the commitment to transparency and dialogue, an information session on the New Headquarters Premises Project will be held on Monday, 7 June 2021, from 15:00 to 16:00 (Geneva time).

The meeting will be accessible via Zoom and will be held in English only.

Online registration can be made at <https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00009658>

To participate in the virtual consultation, you must be registered and enter the platform through the ITU Restricted Virtual Events page (<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>). For security reasons, it will not be possible to enter the platform by directly using the Zoom URL.

On the platform you will automatically be identified by your Entity Name as well as your first and last name as recorded in your ITU User Account.

For a smooth session, it is advisable to have minimum 4 megabit/second in both directions. Further technical is available here: <https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/online meetingroom.aspx>

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General