

Practical Information for Participants to RA-19/WRC-19

Dates and Venue

The **Radiocommunication Assembly 2019 (RA-19)** will be held from **21 to 25 October 2019** at the **Sharm el-Sheikh International Congress Center (SHICC)** located in **Sharm el-Sheikh, Egypt**, immediately preceding the **World Radiocommunication Conference 2019 (WRC-19)** to be held from **28 October to 22 November 2019** at the same venue.

For further information on the event venue please visit the [Host Country website](#).

Timetable and General Structure

WRC-19 daily schedules are established for the work of the conference. Up-to-date information on WRC-19 meeting sessions are available on the following webpage.

- [WRC-19 daily schedule and meeting sessions](#)

Weekly schedule of the main sessions with interpretation (e.g. Plenary, Committee and Working Group sessions) is planned by the WRC-19 Steering Committee and reviewed periodically throughout the conference taking into account the progress made and is available on the following webpage:

- [WRC-19 weekly schedule \(link to provided soon\)](#)

Security and access

Access to the official Conference premises within the Convention Centre will be strictly limited to persons wearing a Conference badge with photograph. Participants are advised that all delegates, observers, media representatives, ITU and Host Country Secretariat staff, and all technical and support staff of the Convention Centre, will only be admitted to the Conference premises upon presentation of this badge.

Conference participants are also requested to have in their possession at all times an official travel document (e.g. national passport) that may need to be presented in addition to the conference badge at the conference compound entry to the host country Egyptian Authorities.

All participants will be security screened at access points to the Convention Centre, similar to security controls found at airports. It is recommended that participants coming to the Convention Centre limit their hand luggage to one small briefcase or backpack.

Participants are reminded to safeguard their personal belongings at all times while in the Conference premises and hotel area.

All **lost and found inquiries can be addressed to the ITU Conference Security Team** at the Information Desk located inside the Conference premise.

Transportation at Sharm el-Sheikh (Shuttle buses and others)

- Accredited vehicles will be allowed to enter the SHICC Compound.
- These vehicles will be VIP transport limousines managed by the Host Country
- It is recommended in Sharm el-Sheikh to only use approved taxis and/or approved transport cars from official hotels; these taxis will NOT be allowed into the SHICC compound, but they will be allowed to drop and pick up passengers at specific points outside the compound (i.e. drop-off will be near to pedestrian gate No. 3, which is

the same for official buses; and pick-up will be outside gate No. 7, where all official buses and taxi stands will be located).

All other vehicles; i.e. rented vehicles by a Member State delegation would also be able to drop-off passengers close to gate No. 3: however, would have to park outside of gate no. 7 in a designated parking area. It is important to note that any delegation wishing to rent vehicle(s) for transport, should inform the ITU so that this information could be transmitted to the relevant Ministry and the local security responsible via NTRA.

Parking

All non-VIP vehicles, including rented vehicles by Member State delegations, would be able to drop-off passengers close to gate No. 3. However, those vehicles would have to park outside of gate no. 7 in a designated parking area. It is important to note that any delegation planning to rent vehicle(s) for local transportation should inform the ITU so that this information could be transmitted to the relevant Ministry and the local security responsible via NTRA. For additional information, see section on Transportation at Sharm el-Sheikh below.

Meeting room management and reservations

Meeting rooms within the Conference Centre are managed by the ITU Secretariat. Conference participants wishing to reserve a meeting room are kindly requested to contact the Room Reservations Service at conf-logistics@itu.int. During the Conference, the Room Reservation Service will be located in Building 1 (Room TBD) of the Conference venue.

Please note that requests will be processed on a first-come, first-serve basis and are restricted to 2 non-consecutive slots of 1.5 hours per day per delegation. When processing requests, the following order of precedence will apply:

1. RA-19/WRC-19 Plenary, Committees, Working Groups, their sub-groups and steering groups;
2. Member States and Regional Organizations;
3. Other entities admitted to the Conference.

Kindly note that meeting rooms cannot be used as working space or office suites, and that reservations may be cancelled according to the needs of the Conference. Administrations wishing to rent an office space during the Conference should contact the designated persons as specified in the Exhibition section of this information note.

IT Facilities

- **Cybercafé and IT Service Desk:** The IT Service Desk is located near the Cybercafé. A limited number of PCs/laptops are available at the Cybercafé. A limited number of printers (only accessible through the laptops set up at the Cybercafé) are also available.
- **Laptop connectivity - access to the Internet at RA-19/WRC-19 will be available using WiFi:**
 - **Wireless: IEEE 802.11a/n/ac on 5 GHz and 802.11g/n on 2.4 GHz**
 - Good performance is only guaranteed for 5 GHz, delegates are strongly advised to come with devices that support both 5 and 2.4 GHz throughout the whole conference area
 - SSID: **WRC19** (Provides superior performance)
 - SSID: **WRC19-legacy** (for devices supporting only 2.4 GHz)
 - Username and password are printed on your event participant badge, each username supports up to 3 devices. Please do not share with others.
 - **Please note that the installation and use of non-ITU wireless access points without prior authorization from the ITU/IS Department is strictly forbidden.**

Participation and Registration

Further information on Participation and Registration

For RA-19 and WRC-19, the Radiocommunication Bureau has deployed a new event registration platform. The same registration platform will also be used for all ITU-R events scheduled as from 1 September 2019.

In the new registration system, participants are required to first complete an online registration request form, submit to the Designated Focal Point (DFP) who would approve or reject it. A notification of registration approval/rejection will be sent from the DFP for ITU-R event registration.

IMPORTANT: Advance registration is highly recommended and carried out online exclusively. ITU will not process registration requests without prior approval by the DFP of the corresponding Administration/Sector Member/Entity. A registration request can only be granted once approved by the DFP. Participants whose registration request is still pending DFP approval will not be granted access to the event venue. As a result, participants are encouraged to obtain their registration confirmation prior to the event. Please refer to: <https://www.itu.int/online/edrs/TIES/auth/edrs.focalpoint.br>

Registration desk opening hours during RA-19/WRC-19 (to be provided soon)

Documentation

In accordance with no. 8 of Annex 2 to Decision 5 (Rev. Dubai, 2018), **RA-19 and WRC-19 will be completely paperless**. An **ITU account with TIES privileges is required** to access RA-19 and WRC-19 documents and other electronic resources. All conference documents will be available electronically on the [RA-19 website](#) and [WRC-19 website](#), respectively.

Exchange of Information between Participants

As both **RA-19 and WRC-19 are paperless events**, participants are invited to use electronic means of communication to exchange information. There will be no pigeonholes provided or available to delegates.

[List of Registered RA-19/WRC-19 Participants](#) (TIES access required).

Schedule and Timetable

The daily meeting schedules and room allocation will be on permanent display and regularly updated on the electronic notice boards throughout the event venue. Meeting schedules are also available on the [RA-19 website](#) and on the [WRC-19 website](#), respectively.

Webcast and Captioning

Live webcast in the 6 languages of the Union will be provided during the following sessions (TIES access required).

- **RA-19 webcast:** plenary and committee sessions,
- **WRC-19 webcast:** plenary, committee and working group sessions

Archives of the audio feeds will also be made available after the sessions.

Live captioning (in English only) will be available for the RA-19 plenary and committee sessions and for the WRC-19 plenary and sessions of Committees 4, 5 and 6 (TIES access also required). Unedited transcripts will also be made available after the sessions.

Access to the webcast and captioning are available on the [RA-19 website](#) and [WRC-19 website](#), respectively.

Travel Arrangements, Visas and Accommodation Bookings

Participants are requested to make their own travel arrangements and accommodation bookings to Sharm el-Sheikh, Egypt. For further information on travel arrangements, visas and hotel bookings please visit the [Host Country website](#). For further information and **enquiries related to accommodation, please contact WRChotels@gmc-egypt.com**

Entry Visa for travel into Egypt:

- **All relevant enquires should be addressed to wrcvisa@tra.gov.eg.** Visas cannot be obtained through the ITU Secretariat.
- The official email confirmation of registration issued by ITU must be presented with a visa application. Participants are strongly invited to submit their visa applications to the Egyptian authorities at least 12 weeks, but not less than 6 weeks, prior to travelling to Egypt.

ITU Bookshop

An on-site Bookshop with ITU Publications and a collection of the newest ITU Souvenirs will be available during this event. Precise location will be announced at a later stage.

ITU Publications available will include the Radio Regulations 4-volume desk set, Collection of Basic Texts, Final Acts of previous events, SMS4DC (5.1), Yearbook of Statistics, and many others.

Please send any specific pre-orders prior to September 5 to sales@itu.int for pick-up at the ITU Bookshop at RA-19/WRC-19. Otherwise, orders placed at the on-site Bookshop for any title not readily available will benefit from free shipping from Geneva to your preferred address.

For more information on any ITU Publication, please see www.itu.int/publications or contact sales@itu.int.

Currency and Banking

The official currency of Egypt is the Egyptian Pound (EGP). Visa, American Express, Access/MasterCard can be used. Banks are open from Sunday to Thursday, from 8.30 a.m. to 2.00 p.m. The exchange rates in Egypt can be found at the below link: <http://www.cbe.org.eg/en/EconomicResearch/Statistics/Pages/ExchangeRatesListing.aspx>.

Media and Communication facilities and services

See WRC-19 Newsroom

Accessibility

To enable persons with disabilities to fully participate at the Conference, ITU is committed to provide reasonable accommodation.

The Conference venue is generally accessible to persons with disabilities. Accessibility features and services available at the Conference will be announced on the official Conference website and will include captioning of the main meetings, signage and dedicated lanes for persons with disabilities, amongst others. Any additional requests for the provision of accessibility services can be made during the registration process or by directly contacting itu-r.registrations@itu.int. Additional requests made on site will be subject to the availability of resources.

Social Events

Member States and other conference participants interested in hosting social events during the conference are invited to note that the ITU Protocol Service maintains and monitors a calendar of such events. This calendar is designed to inform all conference participants planning to hold social events of possible scheduling overlaps. Any entity or persons planning to organize a social event must first liaise and coordinate with the ITU Protocol Service before proceeding with final arrangements for the date and time of a proposed social event.

If there is a scheduling overlap, the ITU Protocol Service will assist, as far as possible, in proposing alternative times and dates. The ITU Protocol Service only intervenes to identify overlaps and suggest possible time slots based on available slots.

Please also note that invitations are no longer distributed. Social events will be posted on the WRC-19 website no later than one week prior to the opening of the Assembly or Conference. Access to the online calendar is TIES-protected. The daily calendar will be shown on screens in the conference venue, and social events may be announced on the day by the Secretary of the meeting taking place beforehand.

For queries regarding social events during the conference, please contact protocol@itu.int.

Medical Service

Information to be provided soon.

Exhibition Area

An **EXHIBITION-AREA** has been made available for interested **ITU Member States** and **ITU-R Sector members** registered to participate in the **World Radiocommunication Conference 2019 (WRC-19)** to be held in Sharm el-Sheik, Egypt, from 28 October - 22 November 2019.

The **EXHIBITION-AREA** will be located in a building at the **Sharm el-Sheikh International Congress Center (SHICC - Sharm ICC)**.

To book your space, please contact Ms. Grace PETRIN, email: grace.petrin@itu.int

For additional information please visit the Host Country Conference Venue website - <https://wrc19egypt.eg/index.php/venue/>

- Detailed information relating to configuration, prices and other specific requirements, please contact:

Mohamed Montaser - Head of Sales Department
Tel: +201143444342
email: mohamed.montaser@gcm-egypt.com

Nadine Kotry - Marketing Manager
Tel: +201017070090
email: nadine.kotry@gcm-egypt.com

Shipping and Importation Instructions

If you are sending any equipment or material for your booth that will require Customs clearance, it is recommended that you use the services of DHL Egypt – Freight Agency + 202 259 432 00 (for international calls), (16345 (for local calls)). **For further details, please contact:**

Mr. Malek El-Kady, Tel: +20-2-163455, Mobile: +20-1011130983 Email: malek.ahmed@dhl.com

Other Inquiries

For other inquiries related to travelling to Sharm el-Sheikh, Egypt (weather, vaccination, currency, etc.), please visit the host country website. <https://wrc19egypt.eg/index.php/information/>
