# Practical Information to WRS-16 Participants

## 1. Venue and Dates

The World Radiocommunication Seminar (WRS-16) will be held from **12 to 16 December 2016** at:

- the “Centre International des Conférences de Genève” (CICG) ([www.cicg.ch](http://www.cicg.ch)), and
- the [ITU Geneva premises](http://www.itu.int/go/WRS-16) (also see Annex to this document).

Please note that the two buildings are located next to one another.

## 2. Event Website

Visit [www.itu.int/go/WRS-16](http://www.itu.int/go/WRS-16) for the WRS-16 programme, training material, etc.

## 3. Programme

WRS-16 will be organized in three parts:

1. **Opening of WRS-16 and Celebrations in honour of the 110th anniversary of the ITU Radio Regulations** (morning of Monday 12 December)
2. **WRS-16 - Plenary Sessions** (Monday 12 to Wednesday 14 December)
3. **WRS-16 - Workshops** (Wednesday 14 to Friday 16 December)

Please refer to the WRS-16 website for a detailed programme.

Daily meetings schedule and room allocation are also available on-line at [www.itu.int/go/sessions](http://www.itu.int/go/sessions).

## 4. Interpretation and Languages

For the 110th Anniversary Celebrations and the WRS-16 Plenary Sessions, simultaneous interpretation will be provided in the 6 official languages of the Union.

No interpretation will be provided for the Space and Terrestrial Workshops. Workshops will be held in accordance with the language requirements and available facilities.

## 5. Webcast

For the 110th Anniversary Celebrations and the WRS-16 Plenary Sessions, live webcast of the event sessions will be provided through the event website. These sessions will be available in the 6 languages of the Union. Archive of the audio feeds will also be available after the sessions.

No webcast will be provided for the Space and Terrestrial Workshops.
## 6. Registration and Event Badges

Advance registration to this event is mandatory and will be carried out exclusively online, through ITU-R Designated Focal Points (DFPs). See the event website for further information.

The **ITU event registration desks are located in the entrance of the ITU Montbrillant (M) building (2 rue de Varembé, 1202, Geneva). Registration will start at 08:00 on Monday 12 December.** An official photo ID (e.g. a passport) must be presented to receive an ITU event participant badge. To facilitate the registration process, participants should also have a copy of their registration confirmation email at hand. The event participant badge must be worn at all times while in the CICG and ITU premises.

The ITU-R Registration Service can be reached at ITU-R.Registrations@itu.int or by phone at +41 22 730 6118, office V.434/V.430 (Varembé building, 4th floor).

## 7. Documentation and Training Material

Documents and training material will be available electronically on the WRS-16 website. A flash memory drive (USB key) containing the event documentation will also be given to each participant at registration.

WRS-16 is a paperless event. Paper copies of documentation will NOT be available.

## 8. IT Facilities

Wi-Fi will be available free-of-charge at the ITU and CICG premises, with logon information to be provided on site.

PCs and printers are available at the ITU Cybercafé (ITU Tower building, 2nd basement).

The ITU Service Desk (office V.29, ground floor of ITU Varembé building) can provide IT support to ITU event participants.

Participants are invited to bring their laptops, taking into consideration the set of minimal specifications detailed on the event website. Under special circumstances, the ITU could endeavour to provide a limited number of laptops for use by participants during WRS-16. Please inquire with the ITU Service Desk (office V.29) about laptop loans.

## 9. Parking

Parking restrictions are in force in the streets adjacent to the ITU and the CICG. Participants may obtain parking cards providing access to the underground garage situated between the ITU Varembé and Montbrillant buildings. A **limited number of parking cards are available on a first-come/first-served basis.** Please inquire with the ITU-R Registration Service (see section 6 above) about parking cards.

## 10. Further Information

Please visit [www.itu.int/go/ITU-R/events-registration](http://www.itu.int/go/ITU-R/events-registration) for further administrative and logistic information concerning ITU-R event participants (accommodation, public transportation, medical service, ITU publications, etc.).

*The Radiocommunication Bureau looks forward to welcoming you to Geneva, Switzerland!*
ANNEX
ITU CIRCULATION PLAN

ITU Circulation Plan

Tower Building
- 1st basement Level SS1 or -1
- Tower meeting rooms T101 – T103 Level 1
- Tower reception Level 0 – Backshop
- Popov room Level SS2 or -2
- Medical Service Level 0
- Conference area 2nd basement Level SS2 or -2
- Access by lift or staircase
- Delegates’ lounge
- Room G2 Level +3
- Room G1 Level +3
- Varembe meeting room E Level +1

Varembe Building
- Rooms F Level +4
- Room G3 Level +3
- Cafetera Level 0
- Varembe entrance with ITU badge only

Montbrillant Building
- Library Level +6
- Montbrillant reception Level 0 – Pigeonholes
- Delegate registration
- Delegates’ lounge
- Meeting rooms area H1, H2, K1, K2, L5, L2, M1 and M2 Level +1
- Montbrillant entrance

Avenue de France
Avenue G. Motta
Rue de Varembe

Tower Building
- The restaurant le satellite Level +15
- 1st basement Level SS1 or -1

接入方式：
- 电梯或楼梯
- 代表团休息室
- 会议区2楼

会议室：
- T101 – T103 楼层1
- 塔楼接待处
- Popov房间
- 医疗服务
- 通往电梯或楼梯
- 代表团休息室