**Information and Logistics**

**Combating Counterfeit and Substandard ICT Devices**

**(Geneva, Switzerland, 17-18 November 2014)**

1 The seminar will take place at ITU Headquarters, Geneva, Switzerland from 17 to 18 November 2014. The seminar will open at **1400** hours on 17 November 2014. Distribution of badges for registered participants will begin at 1300 on 17 November 2014 at the Montbrillant entrance. Information concerning the meeting room will be displayed on screens at the Montbrillant entrance.

2 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions, and to any individual or organization from a country which is a member of ITU. The seminar is free of charge.

3 ITU will not be providing fellowships for this event.

4 Wireless LAN facilities are available for use by delegates. Detailed information is available at <http://itu.int/ITU-T/edh/faqs-support.html>.

5 For your convenience, a hotel confirmation form is enclosed as **Annex 3** (see [http://www.itu.int/travel/](http://www.itu.int/travel) for the list of hotels).

6 Citizens of some countries are required to obtain a visa in order to enter Switzerland. The visa must be requested at least four (4) weeks before the seminar and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered by ITU Member States, Sector Members, Associates or Academic Institutions, ITU can approach the competent Swiss authorities to facilitate the delivery of the visa but only within the above-mentioned period of four weeks. Any such request should be made by official letter from the administration or entity you represent. This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T seminar in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), bearing the words “visa request”. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academic Institutions.**