

## ANNEX 1

### Practical meeting information for participants of the seventh meeting of ITU-T FG-DPM (Geneva, 3-7 April 2019)

#### WORKING METHODS AND FACILITIES

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions are encouraged and should be submitted by e-mail to [tsbfgdpm@itu.int](mailto:tsbfgdpm@itu.int) by **26 March 2019** at the latest using the document template available on the [FG-DPM homepage](#). Access to all input and output documents will be provided from the [FG-DPM SharePoint](#) (TIES or Guest account required).

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: "ITUwifi", Key: itu@GVA1211). Detailed information is available on-site and on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates' ITU-T RFID identity badges. The e-lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](#).

**PRINTERS** are available in the delegates' lounges and near all [major meeting rooms](#). To avoid the need to install drivers on delegates' computer, documents may be "e-printed" by e-mailing them to the desired printer.

Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first-served basis.

#### PRE-REGISTRATION

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the [FG-DPM homepage](#) at least one week before the start of the meeting.

#### VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS

**VISITORS TO GENEVA:** Practical information for participants attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS:** A number of Geneva hotels offer preferential rates for participants attending ITU meetings, and provide a card giving free access to Geneva's public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**VISA SUPPORT:** The citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the FG-DPM meeting** 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**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa, but only within the period mentioned of **four** weeks. Any such request should be made by checking the corresponding box on the registration form no later than four weeks before the event (**3 March 2019 at the latest**). Enquiries should be sent to the ITU Travel Section ([travel@itu.int](mailto:travel@itu.int)), bearing the words "**visa support**".

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