
	<p align="center">BYND 2015 Global Youth Summit</p>	
	<p align="center">INFORMATION FOR PARTICIPANTS</p>	

1. VENUE

The *ITU Global Youth Summit: BYND 2015*, will be held at Crowne Plaza Hotel Corobici in San José, Costa Rica from 9 to 11 September 2013. The Hotel is located at a 15 minute drive from the Juan Santamaria International Airport (SJO) and five minutes from the financial district.



Address: Crowne Plaza Hotel Corobici
Sabana Norte,
Junto a Agencia Datsun,
2443-1000 San José
Costa Rica

Tel: +506 2543 6000

E-mail: info@corobicicp.co.cr

Website: www.ihg.com/crowneplaza/hotels/gb/en/san-jose/sjocp/hoteldetail

2. PARTICIPATION

Participation is open to ITU Member States, Sector Members and Academia, Universities and their associated Research Establishments.

3. REGISTRATION

Registration for the BYND 2015 Global Youth Summit will begin on **10 June 2013** and will be carried out exclusively online by the Designated Focal Point (DFPs) at the Summit website at: http://www.itu.int/online/regsys/ITU-SG/auth/conference/edrs.registration?_eventid=1000086

4. DESIGNATED FOCAL POINT FOR PARTICIPATION

Each Member State, Sector Member and Academia, Universities and their associated Research Establishments can designate a focal point responsible for handling all registration formalities. The list of focal points can be found at http://www.itu.int/online/regsys/TIES/auth/ITU-SG/edrs.focalpoint?_eventid=1000086

To **designate** a DPF or to **modify** contact details of a DFP, you are kindly requested to officially provide his/her details (Lastname, Firstname and E-mail address) to the BYND 2015 Global Youth Summit Registration service (fax +41 22 730 6627 or sg-registration@itu.int).

Each focal point will receive on **10 June 2013** a **username and password** providing access to the online system.

5. PRE-REGISTRATION

Pre-registration using the online system is **highly recommended** for all participants in order to avoid delays upon arrival at the Summit Registration Desk. Pre-registered participants will receive a

confirmation letter, by e-mail, within five (5) working days of receipt of the completed registration form.

Special procedures to facilitate the participation of high-level officials at the BYND 2015 Global Youth Summit are provided below. As a security measure, all participants are required to wear a photo badge visibly to access and while inside the Summit venue. In order to avoid unnecessary delays upon arrival, the DFP is requested to pre-register high-level officials using the online system and, in addition, to send a certified electronic photograph¹ of such official(s) to the BYND 2015 Global Youth Summit by e-mail to sg-registration@itu.int at latest by 1 August 2013. Please note that this special procedure is reserved strictly for pre-registered Ministers or ministerial-level officials only and for whom a photograph has been provided in advance. For all other delegates, a photograph will be taken at registration desk onsite and badge will be issued upon arrival.

Delegations planning to attend the Summit accompanied by their own National Security Close Protection (CPT) are requested to contact the ITU Protocol and Security Division, Mr. Drew Donovan (drew.donovan@itu.int), for any special security or safety related needs as early as possible to enable timely preparations.

6. ON-SITE REGISTRATION

Registration desks will be located at the Crowne Plaza Hotel Corobici and will be opened as follows:

- Sunday 8 September 2013: 1300 - 2100 hours.
- From Monday 9 to Wednesday 11 September 2013: 0830-1200 and 1330-1700 hours.

There is no registration fee.

7. SUMMIT OFFICIAL IDENTIFICATION BADGES

Participants are required to present their confirmation letter to the Summit Registration Desk, together with an official identity document bearing a photograph (e.g. passport or driving license) in order to obtain a summit badge. This badge must be worn at all times when entering or inside the Summit premises.

8. SECURITY AND ACCESS TO THE SUMMIT PREMISES

Access to the official Summit premises within the Crowne Plaza Hotel Corobici will be strictly limited to persons wearing a Summit 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 Hotel, will only be admitted to the Summit premises upon presentation of this badge. This badge must be worn visibly at all times while inside the Summit premises.

Costa Rica is a relatively safe and secure country, but like all countries it is not without some crimes and the most likely examples of these, especially in San José city, include petty thefts and other street trickery crimes. Participants are urged to practice personal safety and security awareness and exercise good judgment when moving around in public areas.

All participants will be security screened at access points to the Hotel, similar to security controls found at airports.

It is recommended that participants coming to the Hotel limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the Summit premises.

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

All lost and found inquiries can be addressed to the ITU Summit Security Service at the Information Desk located in the Summit premises.

¹ Electronic photograph should be a jpg format (at least 300dpi) of basic minimum dimensions (40 mm (height) by 30 mm (width)).

9. SUMMIT AGENDA AND PROCEEDINGS

Draft programme can be found at

www.itu.int/en/bynd2015/Documents/bynd2015-draft-programme.pdf

10. DOCUMENTATION

Information will be provided very soon

11. MEDIA AND COMMUNICATION FACILITIES AND SERVICES

Information will be provided very soon

12. IT FACILITIES

Free WiFi access is available to all participants throughout the venue. Information on how to connect to the wireless network will be posted at the registration desks and inside the meeting rooms. Wired Internet connections are available on the podiums.

[Limited ePrinting facility is available at the venue.]

13. SOCIAL EVENTS

Summit participants intending to host social events during the Summit are reminded that the ITU Protocol Service maintains and monitors a calendar of such events.

The main purpose of maintaining this calendar of events is to inform Summit participants planning to hold social events of possible scheduling conflicts. The ITU Protocol Service will seek to assist, to the extent possible, in identifying alternative times and date. It is, therefore, strongly advised that organizers of social events first liaise and coordinate with the ITU Protocol Service before proceeding with final arrangements for the date and time of a proposed social event. The ITU Protocol office serves solely as a go-between to suggest possible slots based on its updated list of events and provides information on overlaps.

The ITU Protocol Service will liaise with the event organizer in order to ensure distribution of invitations. It is recommended that organizers properly label their invitation envelopes. Except for this service, the ITU shall not take responsibility for logistical or other arrangements of social events. These are strictly the responsibility of the organizer of each event.

Please note that invitation cards and other materials distributed during the Summit for social events should not bear any ITU logo or any conspicuous reference and signs that may suggest or even infer ITU's endorsement of the event.

For all matters regarding social events during the Summit, please send all inquiries to protocol@itu.int, (Tel. 41 22 730 5602 – Fax 41 22 730 58 17). In order to register for a social event, please fill in the [social events form](#) and return to the ITU Protocol Office. Please note that information contained in this form is for coordination and protocol purposes only.

14. PASSPORT AND VISA REQUIREMENTS

Starting on July 30, 2007, the Costa Rican authorities will demand that all travelers coming from the following countries (Angola, Benin, Burkina Faso, Cameroon, Democratic Republic of the Congo, Gabon, Gambia, Guinea, Liberia, Nigeria, Sierra Leone, Sudan, Bolivia, Venezuela, Brazil, Peru, Colombia and Ecuador as well as the Republic of Guyana) have a yellow fever vaccination certificate.

A valid passport is mandatory to enter Costa Rica. It should be valid during the following 6 months from the entry date to Costa Rica.

All visitors must have an entry and exit ticket, whether it is by air or by land, as the case may be, as a requirement to enter the country.

Visas **are not required** by nationals referred in the list below, unless intending to stay longer than 90 days.

ANDORRA ARGENTINA (FALKLAND ISLANDS) AUSTRALIA* AUSTRIA BAHAMAS BARBADOS BELGIUM BRAZIL BULGARIA CANADA CHILE CROATIA CYPRUS CZECH REPUBLIC DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA DENMARK* ESTONIA FINLAND FRANCE* GERMANY GREECE HUNGARY ICELAND IRELAND ISRAEL ITALY JAPAN LATVIA LIECHTENSTEIN LITUANIA	LUXEMBURG MALTA MÉXICO MONTENEGRO NETHERLANDS (HOLLAND) * NEW ZEALAND* NORWAY* PANAMA PARAGUAY POLAND PORTUGAL PRINCIPALITY OF MONACO PUERTO RICO ROMANIA SAN MARINO SERBIA SINGAPORE SLOVAKIA SLOVENIA SOUTH AFRICA SPAIN SWEDEN SWITZERLAND TRINIDAD AND TOBAGO UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND ** UNITED STATES OF AMERICA* URUGUAY VATICAN
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* Sus dependencias reciben igual tratamiento

** Incluye Inglaterra, Gales y Escocia

Visas **are not required** by nationals referred in the list below, unless intending to stay longer than 30 days.

ANTIGUA AND BARBUDA BELIZE BOLIVIA DOMINICA EL SALVADOR FIJI GRENADA GUATEMALA GUYANA HONDURAS KIRIBATI MALDIVES MARSHALL ISLANDS MAURITIUS MICRONESIA (FEDERATED STATES OF) NAURU	PALAOS PHILIPPINES SAINT KITTS AND NEVIS SAINT LUCIA SAINT VINCENT AND THE GRENADINES SALOMON ISLANDS SAMOA SAO TOME AND PRINCIPE SEYCHELLES SURINAME TONGA TURKEY TUVALU VANUATU VENEZUELA
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Those wishing to stay longer than their allocated time in Costa Rica must leave the country for 72 hours before re-entering.

Business visas are not really issued for Costa Rica.

If intending to do business, the normal procedure is to enter on a tourist visa and conduct your business within that time. If you wish to stay longer without leaving the country to renew your visa you can apply for a Business Temporary Residence Permit once you are there.

Note: Nationals not referred to in the chart are advised to contact the embassy to check visa requirements for Costa Rica.

Types and cost: Tourist visas for Costa Rica for those who require them are US\$52.

Validity: Visas are not required for any of the above listed nationalities for a maximum of 90 days. However, those with passports stating 'British Overseas Citizens', 'British Protected person' or 'British Subject' may stay for a maximum of 60 days. Visas issued by consuls of Costa Rica must be used within 30 days after date of issue.

Transit: Provided you have an onward ticket for a flight leaving within 48 hours of your arrival and you do not leave the airport, you do not require a transit visa for Costa Rica.

Application to: Costa Rican embassy/consulate within your country.

Temporary residence: A temporary residence permit is usually a working visa, and is applied for with numerous pieces of documentation once you are in Costa Rica. It is issued for six months and can then be extended up to a year.

Working days: Visas for Costa Rica take approximately 4-8 weeks after the documents have been sent to the General Office of Migration in Costa Rica.

Sufficient funds: Technically visitors are required to be able to prove they have more than US\$500 in the bank; in practice, you are unlikely to ever have to do this.

Extension of stay: The most expedient way to extend your stay in Costa Rica is to leave the country and then get stamped back in to renew your new visa.

The easiest way to do this is overland to either Nicaragua or Panama, but bear in mind that you are supposed to leave the country for at least 72 hours and you may be checked on this. Also, Panama has started to get very strict about onward journeys, and will be unimpressed by a declaration that someone is only coming into the country to do a visa run.

Should you wish more information, please send an email to visasGYS@cenat.ac.cr

15. ELECTRICAL CURRENT

Outlets are 110 V, with standard US two prong plugs.



16. SAFETY AND SECURITY

Dial 911 for immediate assistance.

Hotel Security

Hotels for delegates have been carefully selected. However, delegates are advised:

- Never give out your room number or invite strangers to your room.
- Never leave valuable property unattended in hotel rooms, meeting rooms, restaurants, swimming pool area, etc.
- Always use safety lock on the door, even during the daytime.
- Always use room safe for valuables, or use lockable storage for valuables at the front desk, but make sure they issue a receipt for your items.

General Security Advice

San José is a lively city and josefinos, as the residents are known, are friendly and helpful to visitors. Crime is low by regional standards, but petty crime, particularly mugging, is not uncommon. Most streets are generally safe during the day but delegates should stick to well-lit streets at night and travel in groups if possible.

- Use only accredited taxi services with radio communication.
- Take precautions if walking after dark from the venue to nearby hotels or shopping centers.
- Be aware of the city's geography and avoid high-crime areas and the red light district.

17. ACCOMMODATION AND HOTEL ROOM BOOKINGS

A number of hotel rooms have been blocked for the Global Youth Summit participants, and special rates negotiated so as to include breakfast and dinner (lunches will be provided at the Venue). These are the recommended hotels. Please be aware that local transportation will be provided **only** for delegates who are staying in these recommended hotels. Full details on hotels can be found in the Accommodation section of the Website at: <http://www.itu.int/en/bynd2015/Documents/bynd2015-accomodation.pdf>.

18. DEPARTURE TAX

Departure tax is US\$28.00, can be paid in US Dollars, Colones or with credit cards.

19. DRESS CODE

Following dress codes will be applicable at the Summit:

At the Opening Ceremony and Closing Ceremony, being events of a formal nature, men are expected to wear business suits and women smart/cocktail dresses.

During the summit as of 9th September, the atmosphere will be more casual therefore smart casual dress code is expected.

In every case, open toe shoes/ sandals and shorts are not advisable for the conferences.