



General Secretariat (SG)

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To ITU Member States, Sector Members and  
Academia

Subject: **Registration and other Organizational arrangements for the BYND 2015: Global Youth Summit; San José, Costa Rica, 9 – 11 September 2013**

Dear Madam/Sir,

Further to ITU Circular-letter No. 140 sent on 17 April 2013, I am pleased to provide you with information about registration and additional organizational details for the BYND 2015: Global Youth Summit to take place at the Crowne Plaza Hotel Corobici in San Jose, Costa Rica, from 9 to 11 September. Please note that a special opening ceremony and social event will be held on the evening prior, on 8 September. The full information note for participant is available at: [www.itu.int/en/bynd2015/Pages/participation.aspx](http://www.itu.int/en/bynd2015/Pages/participation.aspx).

#### **Overview**

The Global Youth Summit in Costa Rica will bring young people from around the world together to participate in a series of workshops, presentations and conversations about how they are changing their world using ICTs. We expect approximately 500 youth to attend the Summit in person and many more to participate through online webcast and multiple social media channels.

#### **Programme**

Over the course of the three day programme, participants will engage in a series of interactive sessions, including small group break-outs and hands-on workshops led by experienced moderators. Plenary presentations will be short and focused, with motivational speakers. This quick-paced format will ensure a maximum exchange of ideas. Off-sites visits will also put participants in the middle of the issues at hand. In addition, the Summit will include a “Hack the MDGs” hackathon where young developers will build applications to address challenges faced in their communities. The draft programme is available here: [www.itu.int/en/bynd2015/Documents/bynd2015-draft-programme.pdf](http://www.itu.int/en/bynd2015/Documents/bynd2015-draft-programme.pdf).

#### **Outcomes**

The Summit will provide a direct channel for youth to speak to world leaders: we will crowd-source a statement from young people onsite and virtually, that the President of Costa Rica will deliver to the United Nations General Assembly in September, just days after the Summit. In doing so, the Summit will contribute to the United Nations and civil society engagement processes (often referred to as Beyond-2015) and help make ICT a key pillar of the Post-2015 development agenda. To generate momentum and interest in the Summit, former Secretary General Kofi Annan has launched a series of online dialogues with youth on topics around skills, jobs, political engagement and the environment.

## **Youth Delegates**

As mentioned in Circular letter 140, we invite all ITU Member States, Sector Members and Academia to sponsor a delegation including young leaders aged 18 to 25, with appropriate gender balance, to participate in the Summit. The expected profiles of the young participants to attend the Summit should include application developers, ICT engineers, entrepreneurs as well as community leaders who have a proven track in developing or implementing innovative solutions in their communities related with the themes of the Summit. While some interpretation services will be provided, youth delegates should have a working knowledge of English and/or Spanish to ensure that they can fully interact with one another.

Participating Ministries and organizations will need to take responsibility for the young participants that they sponsor as well as fund their travel and accommodation costs. Support staff will be made available by the Summit organizers to facilitate delegations on the ground and special hotel and visa arrangements will be made for visiting delegations. During the Summit, meals and local transport will be provided at no cost to the participants.

## **Voluntary Financial Contributions**

We encourage Members to make voluntary financial contributions to assist ITU and the Host Country with the organizational costs of the Summit. For more information, please contact [bynd2015@itu.int](mailto:bynd2015@itu.int).

We encourage Member States, Sector Members and Academia to confirm their interest in this Summit in the coming days.

We look forward to working together for a successful Youth Summit.

Yours faithfully,

Dr. Hamadoun I. Touré  
Secretary-General

Visas. Mme Doreen Bogdan-Martin, SPM  
Mr Christopher Clark, SPM

*Annex: Registration and organizational arrangements*

## Registration and organizational arrangements

Global Youth Summit; San José, Costa Rica, 9 – 11 September 2013

### Registration

Registration will begin on 10 June 2013 and will be carried out exclusively online by the Designated Focal Point (DFP) of each delegation on the Summit website: [www.itu.int/en/bynd2015/Pages/registration.aspx](http://www.itu.int/en/bynd2015/Pages/registration.aspx). ~~The deadline for registration is 15 July 2013.~~ All members are asked to kindly register the members of their delegation by this date. As space will be limited, **we will register participants on a first-come, first-serve basis**, with some adjustment if required, to ensure regional and gender balance.

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](http://www.itu.int/online/regsys/TIES/auth/ITU-SG/edrs.focalpoint?_eventid=1000086).

To designate a DFP 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](mailto:sg-registration@itu.int)).

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

### *Passport and visa requirements*

Every foreign national travelling to San José must be in possession of a valid **passport**.

For complete details of **visa** requirements, participants are advised to consult the web site of the Host Country at [www.migration.go.cr](http://www.migration.go.cr). Enquiries can be addressed to a Costa Rican Embassy or Consulate in countries of residence or by contacting [visasGYS@cenat.ac.cr](mailto:visasGYS@cenat.ac.cr). If a visa is required, participants are requested to obtain this official document prior to travelling to Costa Rica. The following documents should be submitted to the Costa Rican Embassy or Consulate when applying for a visa. Other documents may be required in certain countries.

Please note that a visa cannot be obtained through the ITU Secretariat.

### **Hotels**

ITU and Costa Rica have identified several hotels and negotiated special rates for Summit participants. These hotels will be served by transportation service to and from the airport and to and from the venue(s) of the Summit. Costa Rica is coordinating hotels for the Summit. For more information, please contact: [hotelsGYS@cenat.ac.cr](mailto:hotelsGYS@cenat.ac.cr).

### **Connectivity and Devices**

As the Summit will be a paperless meeting, free wifi will be made available throughout the venue. The Summit programme will be available as an interactive application for smart phone and tablet devices, as well as online. Delegation focal points are advised to ensure that all participants under their responsibility are equipped with a device, which they could use to access the Summit content.