Telecommunication Development Sector

Regional Preparatory Meetings for the Europe Region (RPM-EUR)
Andorra la Vella, 1-3 December 2009

PRACTICAL INFORMATION FOR PARTICIPANTS

Venue

The Regional Preparatory Meeting for the Europe region for the World Telecommunication Development Conference 2010 (RPM-EUR) will be held in the city of Andorra la Vella, Andorra, from 1 to 3 December 2009, at the Congress Centre in Andorra la Vella.

Plaça del Poble, s/n
AD500 Andorra la Vella
Tel: +376 874 500
Fax: +376 874 501
Website: congressos.andorralavella.ad

Participation

The Meeting is membership-and contribution-driven and is open to:

1. Administrations of ITU Member States of the region

2. Recognized operating agencies, Scientific and industrial organizations, financial or development institutions and other entities dealing with telecommunications which are member of the ITU-D Sector and are from the region

3. Regional telecommunication organizations of the Europe region

4. International telecommunication, standardization, financial or development organizations

5. Intergovernmental organizations operating satellite systems

6. United Nations and its specialized agencies and the International Atomic Energy Agency

Proposals may be submitted by members only, using the official online template available here.

Registration

Pre-Registration

Pre-registration will be carried out exclusively online. You will find the pre-registration form here.

Pre-registrations should be confirmed **no later than Friday, 27 November 2009**.

Onsite registration

A registration desk will be set up at the Congress Centre and will operate during the following hours:

- **30 November**: from 09h00 to 18h00
- **1 December**: from 07h30 to 12h30 and from 13h30 to 18h00
- **2-3 December**: from 08h00 to 12h30 and fom 13h30 to 17h30

Meeting agenda

The agenda will be adopted by the Meeting. The agenda can be found here.

Time Management Plan	A time management plan is available to help participants. It is constantly updated to take account of changes needed as the Meeting will unfold. Please make sure to refresh the page to ensure that you access the latest available version.
	The time management plan is available here.
Security and Access	Access to the meeting rooms will be strictly limited to persons wearing an official RPM-EUR badge. Participants are advised that all delegates, observers, media representatives, ITU and Host Country Secretariat staff, and all technical support staff, will only be admitted to the RPM-EUR premises upon presentation of this badge.
	It is recommended that participants coming to the venue limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the RPM-EUR premises.
	Participants are reminded to safeguard their personal belongings at all times while in the meetings premises and hotel area.
Documentation	The Meetings will be largely paperless.
	RPM-EUR working documents are posted here.
	In order to facilitate efficient meeting management and document access handling process, participants are encouraged to bring their own laptops for the meeting.
	For the RPM-EUR, proposals are to be submitted exclusively through the website, using the template made available here.
	During the Meetings, participants are requested to hand-deliver a soft <u>and</u> hard copy of each document to the RPM-EUR Document Control Service for approval and processing. The RPM-EUR Document Control Service is the only service authorized to release for distribution documents to participants.
	A special designated area will be reserved for the distribution of meeting-related documentation, i.e. materials relevant to the Meeting agendas and objectives but which are not official meeting documents. Such documents include telecommunication information pamphlets, brochures, other printed and/or electronic materials from duly registered participants.
	This area will be accessible to all participants on a self-service basis and will be supervised by the RPM-EUR Secretariat. An authorization is required to distribute materials in this area. Materials distributed without authorization will be removed. Authorization can be obtained by contacting the RPM-EUR Document Control Service.
	While the Meetings will largely be paperless, one set of documents per delegation will handed out at the time of registration to the Head of Delegation. Documents received afterwards or in-sesssion documents will be distributed in the meeting room.
Cybercafe with service desk support	The Cybercafe is located in the Terra Hall of the Congress Centre. There are PCs with Internet connection, wired Ethernet connections for laptops and a network printer. Wireless connections for laptops are also available.
	A service desk located in the cybercafé is available to assist Delegates on IT-related issues.
	Printer
	Connection to the printer can be done in the cybercafé via the network (wired/wireless)
	Wired Ethernet LAN
	A number of Ethernet connections (RJ45) 10/100 Mbps are provided in the cybercafé to connect laptops to the Internet.
	Wireless LAN
	Access to the Internet and RPM-EUR documents is available through Wireless IEEE 802.11b/g in the entire conference area.

To make the most efficient use of network resources, we strongly recommend the following:

– Ensure that your user account has administrative privileges. Should you require help onsite, the Event Service Desk staff will only be able to help you if you have administrative rights on your laptop.
– Refrain from using peer-to-peer connections.

Please note that the installation and use of non-ITU wireless access points without prior authorization from the Event organizers is prohibited.

Useful reminders for laptops

Wireless LAN configuration parameters

The following parameters should be set in order to connect to the ITU wireless network:

– Set the case-sensitive SSID as "ITUdelg".
– Set Operation mode to "Infrastructure" (not Ad-Hoc or peer-to-peer). The Ad-Hoc mode creates a lot of confusion not only for you but also for other participants.

Notes on using wireless connections

1. Wireless network connections are good for web browsing but fair for FTP downloads or for telnet applications.

2. Before taking out your wireless card (or any other PC card from its slot), you should first properly stop it, or risk re-installation of the operating system.

3. Wireless cards can drain considerable power from your laptop – so recharge your laptop frequently.

Network Connection settings

Enable DHCP so that your laptop will obtain the IP address and other network parameters automatically

Security

Please be aware that delegate network communication can be intercepted, end-to-end encryption is recommended for confidentiality.

If you are concerned about computer security, please use personal firewall software.

Firewall software configurations may prevent access to local resources (e.g. printers).

All wireless users must have a good anti-virus program that has up-to-date virus database. Viruses can easily spread in the wireless network. You will also need a few spyware detection programs such as Ad-Aware.

Web-proxy

Ensure that your Internet browser's proxy setting is removed.

Socks:

Disable any SOCKS configurations

Meeting Room management and reservations	Delegations wishing to reserve a room may contact the office of the RPM-EUR Secretariat (Secretariat I) during the event. Requests will be processed on a first come first served basis.
Visa requirements	A visa is not required for visitors to Andorra, regardless of their nationality. However to get to Andorra one has to travel via France or Spain, therefore if a visa is required for either of those countries, please ensure that the proper authorities are contacted. Valid passport must be presented when entering Andorra.

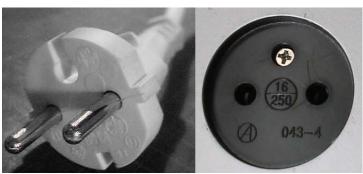|	
Transfers and transportation	All participants who inform the Andorran Secretariat of their flight details in advance will be met upon arrival at Barcelona Airport, where transportation to nominated hotels will be provided according to the schedule below. The journey between Barcelona airport and Andorra is approximately 3 hours Please take this into account when booking your filights.
Climate	In December the temperature in Andorra varies from -4 °C to 11°C.
Electricity	The electric current used in Andorra is 220 Volt, 50 Hz.

Banking and currency	The currency used in Andorra is the Euro.
Travel Insurance	Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary. However ITU is unable to bear the cost of insurance for participants, any medical expenses or any other expenses.
Hotel accommodation, catering and booking	Hotel Reservation Form is available here. Please note that if you make your own hotel arrangements, you are nonetheless invited to provide your local contact flight details for the airport transfers (blue box in the form).

The form must be completed and returned to:

Attention: Ms. Meritxell DURO/Ms. Rosaura BARTUMEU
E-mail: rpmeur@andorra.ad

List of hotels	Breakfast and taxes are included in all the rates given

The three hotels are located within walking distance of the Congress Centre, no more than a 5 minutes walk.

Hotel Carlton *****
Av. Meritxell 23-25 Andorra la Vella AD500

Ph: + 376 872 999
Fax: +376 872 998
Website: www.plazandorra.com

e-mail: carltonplaza@plazaandorra.com
Junior Suite (single occupancy) 96,72€/night, double 126,88€/night

Art Hotel ****
Prat de La Creu, 15-25. Andorra la Vella. AD500

Ph: +376 76 03 03
Fax: +376 76 03 04
Website: www.arthotel.ad
e-mail: arthotel@andorra.ad
Business room: 92,56€/night, double 106,71€/night

Hotel Pyrénées***
Av. Príncep Benlloch 20 Andorra la Vella AD500
Ph: +376 879 879
Fax: +376 820 265
Website: www.hotelpyrenees.com
e-mail: info@hotelpyrenees.com
Standard room (single occupancy): 39,52€/night, double 61,05€/night