



RADIOCOMMUNICATION ADVISORY GROUP (RAG)



Geneva, 25 -27 June 2012

INFORMATION DOCUMENT



Meeting venue and arrangements

The Radiocommunication Advisory Group (RAG) will be held in the ITU Tower, Room Popov from Monday, 25 June to Wednesday, 27 June 2012. The circulation plans are attached for your convenience.



Room reservations

For all reservations, confirmations or cancellations of meeting rooms, the ITU service concerned should be contacted directly, Office V.247 telephone: +41 22 730 5746.



Working hours and meeting schedules

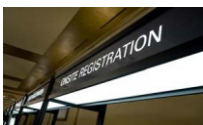
1000 - 1200 hours and 1400 - 1700 hours on Monday

0900 - 1200 hours and 1400 - 1700 hours on Tuesday

0900 - 1200 hours on Wednesday

It is suggested that breaks of 20 minutes be taken at approximately 1020 hours and 1520 hours.

The daily meeting schedules will be on permanent display and regularly updated on the electronic notice boards and TV screens of the ITU Buildings.



Registration

The Registration Desk will be located in the entrance of the Montbrillant building and will be open from Monday, 25 June 2012 to Wednesday, 27 June from 0815 hours to 1700 hours.



Identification badges

At the time of registration, participants will receive an identification badge which must be worn at all times when circulating within the ITU premises.

At the opening of the RAG, all participants must register their photograph, if necessary, in the Delegate Registration System database. These measures are being taken to ensure security for all delegates participating in ITU conferences and meetings.



Document submission

All documents should be submitted to Ms. Lia Millet, Office V. 117, telephone +41 22 730 6046.



Document availability

All documents will be available electronically on the RAG web site. Click [here](#) to access the web page.



Publications

ITU publications may be obtained at the [ITU Bookshop](#) located in the entrance hall of the ITU Tower building.



Parking

Parking restrictions are in force in the streets adjacent to the ITU and the CIGC. Participants are subject to fines when not respecting these restrictions, particularly in the area adjacent to the CIGC main entrance.



Duty free shopping cards (subject to approval)

Duty free shopping cards are available for delegates for the duration of the RAG. Forms are available at the Registration Desk. Tax free cards are issued within 24 hours and participants are invited to come and collect them from the Registration Desk.



Public transport

Several bus or tram lines provide transport to various parts of Geneva. There are bus stops in the vicinity of the ITU on the Place des Nations, rue de Vermont, avenue de France and avenue Giuseppe Motta (click on www.tpg.ch for further information).



Post office

A post office is situated at the rue de Varembe entrance to the CIGC.
Working hours: 0800 - 1200 hours and 1400 - 1800 hours (Monday to Friday)
and 0830 - 1130 hours (Saturday)



Bank

A bank is situated on chemin Louis-Dunant just across the street from the ITU Tower entrance.

Currency exchanges and other services are available Monday to Friday from 0830 – 1630 hours (without interruption).



Computers and IT Facilities

PCs with multilingual keyboard support and network printers will be provided at:

- ITU Tower Building, 2nd basement
- ITU Montbrillant Building, Ground floor

For computer support, please contact the ITU Service Desk at extension 6666.



Restaurant

A self-service cafeteria is situated between the ITU Varembe and Montbrillant buildings. There is, as well, on the 15th floor of the ITU Tower building, a self-service style bistro serving salads, pizzas and a daily menu.



Travel agency

The American Express Travel Agency (ground floor of the ITU Tower Building), extensions 5168 and 5170, is at the disposal of participants for excursions, hotel reservations, confirmation of tickets and other travel services.

Social and medical services

The ITU has a service that may be used by participants needing to contact their family or a repatriation service as a matter of urgency. It operates from Office T.062 of the ITU Varembe building, extension 5380.

The following medical services in Geneva are open 24 hours a day:



Hôpital de la Tour
3, avenue Jean-Daniel Maillard
1217 Meyrin Tel: 022 719 61 11



Hôpitaux Universitaires de Genève (HUG)
24, rue Micheli-du-Crest
1211 Genève 14 Tel: 022 372 33 11

Geneva Emergency Services Tel: 144

ITU Circulation Plan

