International Telecommunication Union

INFORMATION FOR PARTICIPANTS

1 General

The 1st ITU Inter-regional Workshop on WRC-15 Preparation will take place from 4-5 December 2013.

2 Place of the Workshop

The Workshop will be held in Room Popov, at the ITU Headquarters, Geneva (see Annex 2 to this document).

3 Registration

The ITU-R Delegate Registration Desk is located in the entrance of the ITU Montbrillant Building (see Annex 2 to this document). Delegates/participants may register from 08:00 hours on the opening and second days of the Workshop. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge. Please note that unannounced participants should ask the Designated Focal Point (DFP) of their entity to communicate with the ITU-R Delegate Registration Service to confirm their participation to the Workshop.

4 Identification Badges

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

5 Documentation

The Workshop will be conducted in a "paperless" environment, i.e. Workshop proceedings will be available on the website (http://www.itu.int/go/ITU-R/WRC-15-irwsp-13).

6 Working Hours

Please refer to the programme of the Workshop available at:
http://www.itu.int/en/ITU-R/conferences/wrc/2015/irwsp/2013/Pages/Program.aspx

7 Meeting Rooms

The Workshop will be held in Room Popov, at the ITU Headquarters.

If necessary, meeting rooms could be reserved through the room management service (Office V.247, Mrs Frédérique Bonet, Email: room.management@itu.int (for emails, please use the option "Request a read receipt" to ensure the request has been seen), Tel. 5641 (or 5746), 08:30 – 12:30 hours and 13:30 – 17:30 hours from Monday to Friday), which will post notice of meetings on the electronic display.

Participants are urged to keep themselves regularly informed of the dates and place of meetings by consulting these screens and the ITU-R Meeting Session web page at: http://www.itu.int/events/ExtWebDailyagenda.asp?sector=ITU-R.

It has been observed that small groups in particular, frequently require only half a morning or half an afternoon to transact their business and it is therefore suggested that, when possible, meeting rooms be booked accordingly. Complete mornings or afternoons can be reserved when required.

8   Remote participation

In order to facilitate remote participation in the Workshop, the ITU-R Secretariat is pleased to inform you that an audio and video webcast of the Workshop sessions will be provided through the ITU Internet Broadcasting Service (IBS). The "Webcast" under "Information - programme" of the Workshop web page gives access to the relevant video-audio feeds.

9   IT facilities and Internet access

Access to the Internet will be available using the LAN technologies listed below:

–   **Wired:**

    a)   in Rooms H, K, L, M, Popov and cybercafé of ITU;

    b)   use this whenever available.

–   **Wireless:**

    a)   throughout the ITU facilities;

    b)   SSID: **ITUwifi** (case sensitive);

    c)   WPA/TKIP and WPA2/AES key: **itu@GVA1211**.

PCs with multilingual keyboard support and network printers will be provided at ITU Tower building, 2nd basement, and Montbrillant building, 1st and 2nd floors.

See Annex 1 for information on connecting to the ITU's wireless facilities.

10   Practical information

For practical information for participants arriving in Geneva to attend an event held at the ITU Geneva premises, please see: www.itu.int/en/ITU-R/information/events

Annex 1
ITU's Wireless LAN connectivity

1   General

This Annex provides a brief guideline to ITU's wireless facilities and troubleshooting tips for wireless LAN connectivity.

ITU provides IEEE 802.11a, g and n wireless LAN coverage throughout its premises.
Access information is available onsite and at the ITU IS Service Desk (+41 22 730 6666).

In large meeting rooms we encourage Delegates:

1)   to use 802.11n or 802.11a on the 5.2 GHz band as it offers many channels resulting in higher bandwidth per user;

2)   to use wired Ethernet connection whenever it is available;

3)   to disable the wireless adaptor when not in use. Wireless adaptors send out a lot of beacons even when not in use, occupying significant bandwidth that is valuable for those who are using it;

4)   not to use ad-hoc (or peer-to-peer) mode as they will interfere with the site's wireless infrastructure.

As 802.11b devices slowdown 802.11g and 802.11n devices, the support for 802.11b is only available outside the big meeting rooms in ITU. Delegates may borrow an 802.11agn wireless adapters from the ITU reception or IS Service Desk if required.

When buying a laptop or a wireless adapter, please ensure they are "Wi-Fi compatible 802.11agn". Good wireless performance can only be guaranteed for devices that support 802.11a and 802.11n on the 5.2 GHz band. Please check that your card's model number is mentioned at http://www.wi-fi.com. Note that cards labeled 802.11bgn do not support 5.2 GHz.

2   Quick setup guide

Configuration parameters to use at ITU

1)   Select the SSID "ITUwifi" (without the quotes).

2)   When prompted for the access key, enter the key mentioned in section 9 of this document. It is also posted onsite or can be obtained from the IS Service Desk (+41 22 730 6666).

Some other considerations

1)   If a wired connection is available to you in the meeting room, please use it. Remember to turn off your wireless radio. By doing so, you free up capacity for other delegates and also increase your laptop's battery life.

2)   The external LAN is not meant to be a secured environment, so users should take their own measures to protect his or her data.

Important reminders

1)   Encryption offered at the site is not a guarantee for confidentiality; you must use end-to-end encryption technologies such as VPN technologies to keep your communications safe.

2)   When connected to the ITU network, you remain responsible for the security of your devices.

3)   The use of non-ITU wireless access points at ITU is prohibited.

4)   If your connected device is intentionally or unintentionally spreading malware, taking up too much bandwidth, becoming a DHCP server, trying to become a fake access point or ad-hoc wireless peer, etc., the IT staff has the right to take your machine off the network until the offending device has been pruged of all malware.

3   Wireless troubleshooting

Practical tips to troubleshoot your wireless connection

1)   Often, just rebooting the laptop fixes quite a number of connectivity problems. Sometimes problems such as VPN connections not working have been caused by the user putting his laptop in hibernation mode or sleep mode and not rebooting the laptop for extended periods.

2)   If you cannot solve your wireless connectivity problems, please contact the IS Service Desk. You may need administrator privilege for some of the fixes, without which Service Desk staff won't be able to help.

Some hints for advanced users

1)   Set your wireless card to favor 802.11a/n over 802.11b/g/n.

2)   Ensure your wireless card is set to "infrastructure mode" and not "ad-hoc".

3)   Most cards are able to search for the radio channel automatically, but if your card does not support this function, try channels 36, 40, 44, 48, 52, 56, 60, 64 for 802.11a/n and channels 1, 6 or 11 for 802.11b/g/n. You may have to change to another channel if you move to another part of the building.

4)   Make sure you have the latest software driver for the wireless adaptor by visiting the manufacturer's support site. If not, install the new driver.

5)   Ensure DHCP is enabled for the client so that you will get IP address and other network parameters automatically - settings - you can display it with the "ipconfig /all" command at the DOS command prompt. If your IP address looks like 169.254.x.x, please restart your DHCP client.

6)   Check the routing table with the netstat -rn command. If you see some strange default routes it may be because of some fixed IP settings and you will have to take off these fixed settings in TCP/IP configuration.

7)   If your laptop has Bluetooth enabled then your 802.11b/g/n card may not work well – please disable Bluetooth.

8)   Make sure that your web proxy configuration is set to off or set it to www-proxy.itu.ch:3128.

9)   Make sure your proxy server is set to auto.

10)   Make sure your firewall is not blocking the connection.

11)   Some cards don't work unless a station ID (or Client Name) is set (station ID cannot be blank).

12)   For Windows laptops, there may be more than one way to manage your wireless connections: (a) Using Windows itself, or (b) Using wireless client utility that came with

the card. If you are using wireless client utility or third-party utilities to configure wireless, you may need to turn Wireless Zero Config service off to avoid conflict.

4 Printers

Participant printers are labelled with print queue name, server name and IP address. They are shown in the table below.

Printer name	Location
\\delprint.itu.int\hpdelg1	Varembé building rooms G1/G2 (3rd floor)
\\delprint.itu.int\hpdelg3	Varembé building room G3 (3rd floor)
\\delprint.itu.int\hpdelt01	Tower building near rooms T.101 and T.103 (1st floor)
\\delprint.itu.int\hpdel2ss	Cybercafé in 2nd basement of the Tower building (Note: Two printers on same queue)
\\delprint.itu.int\hpdelm1	Montbrillant building near meeting rooms (1st floor)
\\delprint.itu.int\hpdelm0	Cybercafé in ground floor of the Montbrillant building

The following options can be used to connect to participant printers:

1) do start > Run and enter \\delprint.itu.int. A list of available printers is displayed, select as required. If you are prompted for authentication, use USERNAME: delegate, PASSWORD: delegate. Participants can also print without installing a printer by including the document in an email and sending to the e-print address on the printer's label;

2) install a local printer using the IP address.

5 TIES Services

TIES (Telecommunication Information Exchange Service) is a set of networked information resources and services offered by ITU without any charge to ITU Members (Member States, Sector Members, Associates, and Academia) to support their participation in the activities of the Union. A TIES account is required to view most ITU meeting documentation. For further information and TIES account application, please visit www.itu.int/ties.

Annex 2

Please find attached a plan of the ITU buildings. This plan can also be found electronically on: http://www.itu.int/aboutitu/itu-plan.pdf