

## ADMINISTRATIVE INFORMATION TO WRS-12 PARTICIPANTS

<b>1. Conference Venue and Dates</b>	<p>The <a href="#">World Radiocommunication Seminar (WRS-12)</a> will be held 3-7 December 2012 at:</p> <ul style="list-style-type: none"><li>• the <a href="#">“Centre International des Conférences de Genève” (CICG)</a>, and</li><li>• the <a href="#">ITU Geneva premises</a> (click here for the <a href="#">ITU circulation plan</a>).</li></ul> <p>Please note that the two buildings are located next to one another.</p>
<b>2. Programme</b>	<p>Plenary sessions are scheduled on 3-4 Dec. to cover international frequency management and radiocommunication standardization, including the related work of the ITU-R Study Groups. Workshops on terrestrial and space services will be held on 5-7 Dec. See <a href="http://www.itu.int/ITU-R/go/wrs-12">www.itu.int/ITU-R/go/wrs-12</a> for the detailed WRS-12 programme.</p> <p>The daily meeting schedules, including room allocation, will be on permanent display and regularly updated on the electronic notice boards throughout the ITU buildings. <a href="#">Daily meeting schedules and room allocation</a> are also available on-line.</p>
<b>3. Registration and Identification Badges</b>	<p>The <b>WRS-12 Registration Desk will be located in the entrance of the ITU Montbrillant (M) building</b> (2 rue de Varembé, 1202, Geneva). <b>Registration will start at 08:00 on Monday, 3 December.</b> An official photo ID must be presented to receive an ITU event participant badge. To facilitate the registration process, participants should also have a copy of their registration confirmation email. The event participant badge must be worn at all times when on CICG and ITU premises.</p> <p>The ITU-R Registration Service can be reached at <a href="mailto:ITU-R.Registrations@itu.int">ITU-R.Registrations@itu.int</a> or by phone at +41 22 730 5870 or +41 22 730 6118.</p>
<b>4. Documentation</b>	<p>All documents will be available electronically on the <b>WRS-12 web site</b> at <a href="http://www.itu.int/ITU-R/go/wrs-12">www.itu.int/ITU-R/go/wrs-12</a>. A TIES account is required to access some of the WRS-12 documents. See <a href="http://www.itu.int/TIES">www.itu.int/TIES</a> for online TIES account application (ITU Members only). A <b>USB flash memory drive containing the WRS-12 documentation</b> will also be given to each participant at registration. WRS-12 is a paperless event. <b>Paper copies will NOT be available.</b></p>

<b>5. Interpretation and Languages</b>	For the WRS-12 Plenary Sessions on 3-4 Dec., interpretation will be provided in English, French, Spanish, Russian, Arabic and Chinese. Workshops on 5-7 Dec. will be held in accordance with the language requirements and available facilities.
<b>6. Webcast</b>	The WRS-12 Plenary Sessions held on 3-4 Dec. will be webcast live at <a href="http://www.itu.int/ITU-R/go/wrs-12">www.itu.int/ITU-R/go/wrs-12</a> . These sessions will be available in English and in the language of the floor. Audio feeds will be TIES protected and available online for two weeks after the end of the event.
<b>7. IT Facilities and Support</b>	<p><b>Wired Internet access</b> is available in the <b>ITU meeting rooms K, L, M and Popov as well as at the ITU Cybercafé</b> (ITU Tower building, 2<sup>nd</sup> basement).</p> <p><b>Wi-Fi at the ITU premises</b> (case sensitive):</p> <ul style="list-style-type: none"><li>• Network: ITUwifi</li><li>• Password: itu@GVA1211</li></ul> <p><b>Wi-Fi at the CIGG premises</b> (case sensitive):</p> <ul style="list-style-type: none"><li>• Network: ITU</li><li>• Password: WRS</li></ul> <p>PCs and printers are available at the ITU Cybercafé and at the ITU Montbrillant building, ground floor.</p> <p>If required, the ITU Service Desk (office V.29, ground floor of ITU Varembe building) can provide IT support to ITU event participants.</p>
<b>8. Exhibitors Lounge</b>	Participants are invited to visit the WRS-12 exhibitors' lounge located behind the registration area at the entrance of the Montbrillant building.
<b>9. Laptop Loan</b>	WRS-12 participants who wish to borrow a laptop for the duration of the event should inquire with the ITU-R Registration Desk (see section 3 above). A limited number of laptops are available on a first-come/first-served basis. No deposit required.
<b>10. Parking</b>	Parking restrictions are in force in the streets adjacent to the ITU and the CIGG. Participants may obtain parking cards providing access to the underground garage situated between the ITU Varembe and Montbrillant buildings. A limited number of parking cards are available on a first-come/first-served basis and valid for the duration of the event only. Please inquire with the ITU-R Registration Service (see section 3 above).
<b>11. Further logistic and administrative information</b>	Please visit <a href="http://www.itu.int/ITU-R/go/delegate-reg-info/en">www.itu.int/ITU-R/go/delegate-reg-info/en</a> for further administrative and logistic information to ITU-R event participants (access to duty free shop, public transportation, medical service, ITU publications, etc.).

***The Radiocommunication Bureau looks forward to welcoming you to Geneva, Switzerland!***

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