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| Geneva, 14-16 May 2013 |
| **Document WTPF-13/ADM/4  29 April 2013  English only** |
| Note by the Secretary-General |
| Information for participants of the Fifth World Telecommunication/Information and Communication Technology Policy Forum |

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| **WTPF venue and meeting arrangements**  The fifth World Telecommunication/ICT Policy Forum (WTPF-13) will be held in the Centre International des Conférences de Genève (CICG).  Opening hours of the CICG are the following: 07.00–19.00. |
| **Working hours and meeting schedule**  09.30–12.30 and 14.30–17.30 from Tuesday, 14 May to Thursday, 16 May. The programme of the WTPF is available at <http://www.itu.int/en/wtpf-13/Pages/programme.aspx>.  The WTPF will be preceded by a Strategic Dialogue, which will take place 14.30–18.00 on Monday, 13 May. The programme of the Strategic Dialogue is available at <http://www.itu.int/en/wtpf-13/Pages/dialogue.aspx>. |
| **Registration**  The WTPF Registration Desk will be located in the **ITU Montbrillant** building.  Opening hours are as follows:  Friday 10 May 2013: 14.00–17.00  Sunday 12 May 2013: 15.00–18.00  Monday 13 May 2013: 07.30–12.00 and 13.30–17.00  Tuesday 14 May 2013 to Thursday 17 May 2013: 08.30–12.00 and 13.30–17.00 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 or the CICG. |
| **Document availability**  All documents will be available electronically on the WTPF website at <http://www.itu.int/en/wtpf-13/Pages/default.aspx>  **ITU WTPF Sync Application**  This application allows you to synchronize WTPF documents from the ITU server to your local drive. It has been configured to access the ITU server in Geneva and synchronize on demand to the latest published documents. Click here to download: <http://www.itu.int/en/wtpf-13/Pages/documents.aspx>  **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 buildings and the CICG. Participants are subject to fines when not respecting these restrictions, particularly in the area adjacent to the CICG main entrance.  Participants may obtain parking cards (to the extent provided by CICG on a first-come/first-served basis) providing access to the underground Nations Parking garage situated between the Varembé and Montbrillant buildings, 2 rue de Varembé. Parking cards are available at the security desk in the Montbrillant entrance. This card is valid for the duration of the Conference only. No deposit is required.  **Public transport**  Several bus and tram lines provide transport to various parts of Geneva. There are bus stops in the vicinity of the ITU at the Place des Nations, rue de Vermont, avenue de France and avenue Giuseppe Motta. For further information see [www.tpg.ch](http://www.tpg.ch). |
| **Post office**  A post office is situated at the rue de Varembé entrance to the CICG. It is open 08.00–12.00 and 14.00–18.00 (Monday to Friday) and 08.30–11.30 (Saturday). |
| **Cybercafé and IT Service Desk**  PCs with multilingual keyboard support and network printers will be provided at the cybercafé located in CICG, Level -1. For computer support, please go to the Service Desk located in CICG, Level -1 or contact the ITU Service Desk at 022-730-6666.  **Internet Access**  Access to the Internet will be available using the LAN technologies listed below:   * **Wired: Ethernet RJ45 10/100 Mbit/s**   + in CICG meeting Room 1 and at the cybercafé   + use this whenever it is available * **Wireless: IEEE 802.11a on 5.2 GHz and 802.11g on 2.4 GHz**   + SSID – “CICG”, which is available throughout the venue   + Good wireless performance can only be guaranteed for devices that support 802.11a on the 5.2 GHz band   + Open the Internet browser to access any website, you will be redirected to the logon page. Enter the username and password that is posted at the venue.   ***Please note that the installation and use of non-ITU wireless access points without prior authorization from ITU/IS Department is prohibited.***  **Website for mobile devices**  A WTPF website optimized for use of mobile devices is available at <http://m.itu.int/wtpf/>. As this is a pilot project, your feedback and suggestions for improvement would be appreciated, and can be submitted through the website. |
| **Meeting room management and reservations**  Meeting rooms during the Forum at the CICG will be managed by the ITU Secretariat. Participants wishing to reserve a room are requested to contact [room.management@itu.int](mailto:room.management@itu.int). Requests will be processed on a first-come, first-served basis. |
| **Restaurant**  The CICG Bar/Café on Level 0 and Cafeteria on Level 1 will be open during the Conference. A self-service cafeteria is situated between the ITU Varembé and Montbrillant buildings. There is also a self-service style bistro on the 15th floor of the ITU Tower building which serves salads 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 and other travel services. |
| **Security services**  There will be a main security desk located at the CICG entrance. Conference badges will be scanned at the main CICG access point when entering and exiting the building and must be worn visibly when present inside the CICG and the ITU. For security reasons it is recommended that you remove your badge when you are circulating in the Geneva public areas (e.g. train, bus, tramway, public streets). Participants should also beware of crimes such as street trickery and/or pickpockets. A document providing further security information will be transmitted to participants upon registration. In case of an emergency evacuation, participants must quickly leave the premises via the signed emergency doors and follow security instructions thereafter. The lost and found office will be located at the security desk in the CICG. In case of incident or medical emergency, please call 119. |
| **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 Varembé building, extension 5380. The services of a nurse are available to participants from 08.30–12.30 and 13.30–17.30. The medical service is on Level –1 of the CICG. Between 12.30 and 13.30, in case of emergency, participants may contact the CICG Reception or ITU Security.  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  The closest medical centre is :  Centre Médico-Chirurgical Vermont-Grand Pré  9a, rue de Vermont, 1202 Genève Tel : 022 734 51 50  Geneva Emergency Services Tel: 144 |