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**Document WSIS-II/PC-2/ADM/1-E  
6 January 2005  
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## **WSIS Executive Secretariat**

### **INFORMATION FOR PARTICIPANTS**

Tunis phase of WSIS, PrepCom-2, 17-25 February 2005, Geneva

#### **1 Venue**

The second meeting of the Preparatory Committee (PrepCom-2) of the Tunis phase of the World Summit on the Information Society (WSIS) will be held at the Palais des Nations, “Salle de l’Assemblée”<sup>1</sup>, 3<sup>rd</sup> floor, building A, Place des Nations, 1211 Geneva 10, from 17-25 February 2005.

#### **2 Participation**

The WSIS PrepCom-2 meeting is open to:

- i) Representatives of States;
- ii) Observers representatives of:
  - Entities and organizations having received a standing invitation to participate as observers in the sessions and work of the United Nations General Assembly;
  - UN specialized agencies and other invited intergovernmental organizations;
  - UN Secretariat and organs;
  - Associate Members of Regional Commissions;
  - Accredited civil society entities (including NGOs);
  - Accredited business sector entities (including ITU Sector Members).

Accredited media and press representatives will also have access to the premises.

#### **3 Accreditation process for non-governmental organizations, civil society and business sector entities**

Information concerning the accreditation arrangements for participation of non-governmental organizations, civil society and business entities is available on the WSIS website at:

<http://www.itu.int/wsis/participation/accreditation/index.html>

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<sup>1</sup> For information on entering the Palais des Nations and the location of the “Salle de l’Assemblée”, see: <http://www.itu.int/wsis/docs2/pc2/venue.html> Note: Participants carrying baggage must enter the Palais des Nations through the Pregny Gate entrance.

#### 4 Fellowships for LDC participants and civil society representatives

At PrepCom-2, a limited number of fellowships will be available to government representatives from developing countries (with special emphasis on least developed countries, LDCs) as well as for representatives from civil society. Information concerning the conditions and procedures for these fellowships is available on the WSIS website at: <http://www.itu.int/wsis/preparatory2/pc2/index.html>

#### 5 Press

Accreditation to the WSIS PrepCom-2 meeting is required in order to obtain a press badge and thereby gain admission to the meeting. Media accreditation will open on 15 December. The procedure for media accreditation along with the form to complete can be found at <http://www.itu.int/newsroom/accredit/wsis/procedure.html>. Media information on the meeting will be available at <http://www.itu.int/wsis/newsroom/2/pc2/> from early February.

Media badges for PrepCom-2 will be available **from 16 February 2005, 08:30** at the WSIS Media accreditation desk of the Montbrillant Building of ITU Headquarters<sup>2</sup>. Please note that the confirmation letter sent upon acceptance of media accreditation should be presented at the desk together with one form of photo identification, in order to receive WSIS Media badges.

#### 6 Provisional timetable

The provisional timetable of PrepCom-2 will be published in due course on the WSIS website at: <http://www.itu.int/wsis/preparatory2/pc2/index.html>

#### 7 Working hours

Business hours are as follows: 17-18 & 21-25 February: 10:00-13:00 & 15:00-18:00

#### 8 Swiss entry visas

Participants requiring a visa in order to enter Switzerland are reminded that **they must obtain the visa before travelling to Switzerland**. Persons from countries in which Switzerland is not represented (by an Embassy or Consulate) must obtain their visas in a third country.

The Swiss authorities have introduced new measures concerning visas. Visas are no longer issued at the airport, other than in exceptional circumstances to persons from countries in which Switzerland has no representation (Embassy or Consulate), and then solely on presentation of documentary evidence, such as a mission order from their administration or an official letter of invitation, to the effect that the person concerned is attending a meeting organized under the auspices of ITU.

#### Visa support

The ITU Secretariat can assist participants who have difficulty in obtaining a visa. An official request signed by the responsible person of the entity to be represented should be submitted to the ITU Secretariat (fax No. +41 22 730 6443) providing applicant details as follows:

- PrepCom-2 ID Number
- First name, Last name
- Date of birth
- Passport number, date of issue, date of expiry

Requests must be submitted on official headed paper, must be signed and stamped by the entity to be represented, and must be accompanied by a copy of the national passport of the applicant. Your request will be processed subject to receipt of the above-mentioned information, at least 15 days before departure.

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<sup>2</sup> For the location of the ITU Montbrillant building, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

Neither ITU nor the WSIS Executive Secretariat can intervene to assist with requests to have entry visas to Switzerland issued at the airport.

## **9 Registration**

Pre-registration is strongly advised in order to avoid delays upon arrival at the meeting.

### ***Advance registration***

Registration for PrepCom-2 will begin on **5 January 2005**. Participants should be registered on-line at <http://www.itu.int/wsis/preparatory2/pc2/index.html> by Designated Focal Points for participation in the WSIS preparatory process and the Summit. A username and password is required to access the on-line system, which will be provided in due course by the Secretariat to your Focal Point.

### ***On-site registration and badging***

The registration and badging desk will be located at the **ITU Montbrillant building<sup>3</sup>** and will be open at the following times:

**Monday-Friday, 14-18 & 21-25 February 2005 0900 to 1300 and 1400 to 1800 hours**

Pre-registered persons are requested to proceed to the registration desk and present an official identity document (e.g. passport or driving license) to obtain their badge.

Persons who have not registered before the event should proceed to the registration desk where they will be required to produce documentary evidence attesting to their employer (name of Administration or provisionally accredited entity/organization they are representing and its address) in order to obtain their badge. A special registration desk will be reserved for accredited media representatives.

The PrepCom-2 badge will also provide access to the open Plenary Meeting of the Working Group on Internet Governance (WGIG), scheduled for Monday, 14 February 1100 to 1300 hours and to the Open Consultations of the WGIG, scheduled for Tuesday/Wednesday 15 and 16 February 1000 to 1300 and 1500 to 1800 hours<sup>4</sup>.

Please refer to section 5 for information on media participation.

There is no registration fee for PrepCom-2. Airfare, hotel and miscellaneous expenses shall be borne by the participant.

### ***Access to UNOG (Palais des Nations)<sup>5</sup>***

All participants need an official badge and personal identity document with photo to enter the Palais des Nations.

Participants without hand luggage may access the building through the Place des Nations and Pregny gates. Participants carrying hand luggage (briefcases, laptops) may access the building through the Pregny gate only. Suitcases are not permitted.

## **10 Documentation**

Official documents for PrepCom-2 will be available in Arabic, Chinese, English, French, Russian and Spanish.

The provisional agenda and official documents will be available on the WSIS website at: <http://www.itu.int/wsis/preparatory2/pc2/index.html>

Upon registration, the Document Distribution Service will provide each participant with a complete set of documents. Further documentation will be made available in the meeting room(s).

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<sup>3</sup> For the location of the Montbrillant building, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

<sup>4</sup> Persons who are not from entities accredited to WSIS, and who would like to attend these meetings, should submit a request for participation directly to the WGIG-Secretariat (see: <http://www.wgig.org>)

<sup>5</sup> For PC-2 access map, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

## 11 Interpretation

Simultaneous interpretation will be available in **Arabic, Chinese, English, French, Russian and Spanish** in the plenary and sub-committee meetings. Interpretation in French, English and Spanish is available for major civil society meetings.

## 12 Seating arrangements

Seating will follow the UN practice. Each State will have two seats at table and two seats behind in the plenary hall of the meeting. Observers will have one seat each. Additional free seating will be available at the back of the room and on the balcony. Seating in the plenary and other meeting room(s) will be in the English alphabetical order.

## 13 Meeting room reservations

If you wish to reserve a meeting room in the Palais des Nations, please contact Ms Danièle Boccard (e-mail : [daniele.boccard@itu.int](mailto:daniele.boccard@itu.int)).

## 14 Cloakroom facility

A self-service cloakroom is available at the entrance of the “Salle de l’Assemblée”, building A, of the Palais de Nations. The area is not monitored and neither the UN, the ITU nor the WSIS Executive Secretariat can be held responsible for any loss or theft, which may occur.

## 15 Hotel room reservations

Participants are expected to make their own accommodation arrangements. A list of hotels in Geneva and the surrounding area that accord special rates to participants of UN meetings is available at the WSIS website at: <http://www.itu.int/wsis/practical/travel.html>

## 16 Climate

The climate in Geneva in February is cold, with daytime temperature averaging around 0 – 8° C.

## 17 Electrical appliances

The electrical current in Switzerland is 220 V/50 Hz.

## 18 Public transport

To call a taxi, dial 022 33 141 33. Buses **5, 8, 11, 14, 18, 28, F, V and Z stop at Place des Nations, as well as trams 13 and 15**. Tickets must be bought at the bus and tram stops (correct change only) before boarding the bus or tram. A standard ticket for the Geneva city area costs 3.00 Swiss francs. Weekly passes valid for buses, trams, boat taxis (mouettes) and regional trains are available. Buses **18** and **28** connect to the airport from the Place des Nations. For more information, see:

<http://www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm>

Trains are available from Cornavin station, connected by buses 5, 11, 8, F, V and Z as well as Trams 13 and 15. The closest train station is Sécheron, next to WMO and Jardin Botanique from where Regional trains run to Cornavin and Nyon. For more information: <http://www.sbb.ch/en/>

## 19 Parking

Parking restrictions are in force in the streets adjacent to the Palais des Nations. To avoid fines, participants are advised to respect these restrictions, particularly in the area adjacent to the Palais des Nations main entrance. Limited parking facilities will be made available in the surrounding area and places will be allocated on a first come, first served basis.

## **20 Banking**

Two UBS banks are located in the Palais des Nations: 1) door 6, building S: open from Monday to Friday 8.30-16.30; 2) door 41, building E, open: 8.30-2.30 and 13.30-16.30. For more information, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

## **21 Post office**

The post office is located at Door 6, building S. Only UN stamps may be used here. Opening hours: 8.30-17.00. For more information, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

## **22 Cafés and Restaurants**

For information on the cafes, bars and restaurants in the Palais des Nations, see: <http://www.itu.int/wsis/docs2/pc2/venue.html>

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