RPM-CIS PRACTICAL INFORMATION

Registration, access and participation

Registration for RPM-CIS will be carried out **exclusively online and will open on 17 February 2021**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed here.

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available HERE. A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

Note: For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in RPM-CIS must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available HERE. To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by fax: +41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to RPM-CIS.

Interpretation

Participants to RPM-CIS are invited to select upon registration **by 7 March 2021**, the language they require interpretation in.

Access to the virtual meeting room and captioning

Information to access the virtual meeting room will be provided to duly registered participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the RPM-CIS webpage.

Contributions to RPM-CIS

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions should not exceed five pages and must be submitted using the online template available at the RPM-CIS webpage.

Please attach the original "Word" version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.1 of WTDC Resolution 1, contributions for RPMs must be received no later than 30 calendar days before the start of the event, that is by **22 March 2021 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 30-day deadline but are received at least 14 calendar days before the opening of the meeting (i.e., by 7 April 2021) shall be published but not translated.

Contributions received less than 14 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the RPM-CIS webpage.

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the RPM-CIS meeting through the website. Information on how to request TIES access rights can be found at http://www.itu.int/TIES/.

Summary of deadlines

Date of RPM-CIS	Deadline to request interpretation (-45 days)	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)
21-22 April 2021	7 March 2021	22 March 2021	7 April 2021

_____