



ITU WTDC
ADDISABABA2021
REGIONAL PREPARATORY
MEETING EUROPE

18-19 January 2021



Join us online!
itu.int/go/RPM-EUR-21



PRACTICAL INFORMATION

Registration, access and participation

Registration for RPM-EUR will be carried out **exclusively online and will open on 16 November 2020**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed from the following link:

<http://www.itu.int/net3/ITU-D/meetings/registration/>

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password, old TIES accounts also valid). In case they do not have an ITU user account, they can create one by following the steps available at: <https://www.itu.int/en/ties-services/>.

Note: For delegates who already created their user account when registering to previous events on this same system, their user account is still valid.

All registration requests for participation in RPM-EUR must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available at the following link: <http://www.itu.int/net3/ITU-D/meetings/registration/>.

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-EUR.

Interpretation

Participants to RPM-EUR are invited to select upon registration **by 4 December 2020**, in which languages they require interpretation.

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 from the [RPM-EUR webpage](#).

Contributions to RPM-EUR

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-EUR 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 13.2.2 of WTDC Resolution 1, contributions must be received no later than 45 calendar days, that is by **4 December 2020 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 45-day deadline but are received at least 12 calendar days before the opening of the meeting (i.e., by 6 January 2021) shall be published but not translated.

Contributions received less than 12 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the [website of RPM-EUR](#).

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the TDAG 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-EUR	Deadline to request interpretation and submit contributions with guaranteed translation	Final deadline for submission of contributions
18-19 January 2021	4 December 2020	6 January 2021