

Cluster of WSIS-related events (14-25 May 2007)

REGISTRATION INFORMATION

1 Registration & on-line form

Registration is now open on-line at

<http://www.itu.int/wsisis/implementation/cluster.asp?year=2007&month=0&type='alf'&subtype=0>

Registration will remain open until 25 May 2007.

2 Registration process (including registration, vetting and confirmation)

(see example of confirmation letter attached in annex)

- step 1:** pre-registration is carried out on-line by announced participant (public access)
- step 2:** acknowledgement sent to announced participant, including message that participation will be confirmed within a period of 5 days.
- step 3a** check/vet - by ITU/CU (against database of WSIS accredited entities & participants).
- step 3b** check/vet - by contact point for event (where ITU is in doubt and unable to vet - request for clearance conveyed by ITU/CU to main contact point for event by e-mail. Clearance* should be returned to CU within 5-day turnaround deadline
- step 4** confirm participation – ITU/CU sends letter to announced participant when cleared (see steps 3a&b above)

* If the main contact for the event is unable to provide clearance for an announced participant, he/she must inform the announced participant directly within the 5-day turnaround deadline.

For persons who have not announced their participation prior to the event (referred to as unannounced participants), the vetting procedures indicated in steps 1 to 4 above will apply.

3 ID Badges

A photo-badge specimen (one colour for all) will be provided to ITU and UN security services in due course. Badges processed and issued by ITU/CU will carry the information below. Holders of regular ITU, UN and specialized agencies staff badges, along with Permanent Mission badges, will also have access to the ITU and Palais des Nations buildings and to WSIS-related events (except CSTD).

(Photo) John WALSH

Cluster of WSIS-related events
14-25 May 2007

Note: As participants are not required to prove representation through on-line system, no representation will appear on badge.

4 On-site badging

Badging for the cluster of WSIS-related events will begin on Friday, 11 May 2007 at 1400 hours at ITU Headquarters in Geneva (Montbrillant building). The badging service will remain open from Monday, 14th May to Friday, 25th May (0830-1200 hours and 1400-1700 hours), with the exception of week-ends. Participants are requested to proceed directly to the badging desk where they will be required to present their confirmation letter and one form of photo identification.

Please note that in order to receive your identity badge, this confirmation e-mail must be carried with you and presented to the badging desk located on the reception of ITU Montbrillant building (2, Rue Varembe, close to the Place des Nations – CH-1220 GENEVA), together with one form of photo identification.

Note: Badges for the CSTD annual meeting will be processed and delivered by UN Security Services in the Palais.

5 Visa assistance

See confirmation letter. The ITU Secretariat can provide administrative support to participants having difficulty in obtaining a visa. An official request signed by the responsible person should be submitted to the ITU Secretariat (fax No. +41 22 730 5881) providing applicant details as follows:

Cluster of WSIS-related events ID Number
First name, Last name
Date of birth
Passport number, date of issue, date of expiry

Requests must be accompanied by a copy of the national passport of the applicant. Requests will be processed subject to receipt of the above-mentioned information at least 15 days before departure. The ITU Secretariat cannot intervene to obtain entry visas to Switzerland issued at the airport.

6 ITU contact for Registration Services, Cluster of WSIS-related events

Enquiries should be sent to SG-registration@itu.int

Annex
(example of confirmation letter)

Cluster of WSIS-related events, 14-25 May 2007, Geneva, Switzerland

CONFIRMATION OF REGISTRATION

Dear «item» «givenname» «familyname»,

You have been registered to participate in the Cluster of WSIS-related events to be held in Geneva (see details on <http://www.itu.int/ws/implementation/cluster.asp?year=2007&month=0&type='alf'&subtype=0>) from 14 to 25 May 2007.

Your registration identification (ID) number to be quoted at all times is: «registrationid»

Visa assistance

This e-mail can be used as a supporting document to obtain a visa to enter Switzerland. As indicated above, the ITU Secretariat can also provide administrative support to participants having difficulty in obtaining a visa. An official request signed by the responsible person should be submitted to the ITU Secretariat (fax No. +41 22 730 5881) providing applicant details as follows:

Cluster of WSIS-related events ID Number

First name, Last name

Date of birth

Passport number, date of issue, date of expiry

Requests must be accompanied by a copy of the national passport of the applicant. Requests will be processed subject to receipt of the above-mentioned information at least 15 days before departure. The ITU Secretariat cannot intervene to obtain entry visas to Switzerland issued at the airport.

Hotel accommodation

Information concerning hotel accommodation in Geneva can be found at the following website address:
<http://www.itu.int/travel/>

For further information please contact:

ITU Secretariat by e-mail at SG-registration@itu.int