Cluster of WSIS-related events (13-30 May 2008)

INFORMATION NOTE - REGISTRATION OF PARTICIPANTS
(internal working document)

1.   Participation

Participation in the informal cluster of WSIS-related events is open to all WSIS-stakeholders (except for IGF Advisory Group; WTISD; HLEG; UNGIS; CSTD, which is a formal event, and which will have a separate registration process). Participants from WSIS-accredited entities (i.e. Governments, international organizations, NGOs in consultative status with ECOSOC, civil society and business entities accredited to WSIS and ITU sector members are automatically cleared for participation in the cluster of WSIS-related events. Clearance will be provided by ITU (see procedure below). Participants from other entities or individual persons without affiliation will be cleared either by the IGF Secretariat or by the Special Advisor to the CSTD (former Executive Director of WSIS), on behalf of the different organizers in the cluster.

2   Registration & on-line form

Registration will open <u>to the public</u> on-line on 7 April 2008 at <u>http://www.itu.int/wsis/implementation</u> and will remain open until 30 May 2008 inclusive[1].

3   Registration process (including registration, clearance and confirmation)

3.1   Registration will be carried out as follows:

        step 1: <u>pre-registration</u> (request to participate) is carried out on-line by announced participant (public access);

        step 2: <u>acknowledgement of request to participate</u> is sent to announced participant within 48 hours by ITU/CGM by e-mail;

        step 3a <u>clearance</u> is provided by ITU/CGM (checked against database of WSIS accredited entities & participants)
        or

        step 3b <u>clearance</u> is provided by by the IGF Secretariat or by the Special Advisor to the CSTD, where ITU is unable to clear[2]. Request for clearance will be conveyed to them by ITU/CGM by e-mail. Clearance should be returned to ITU/CGM within a 5-day turnaround time.

Important note: If the IGF Secretariat or the Special Advisor to the CSTD cannot respond favourably to a request to participate, they should <u>inform the announced participant directly</u> within a 5-day turnaround time.

        step 4   <u>confirmation of registration</u> is sent to announced participants within a 5-day turnaround time by ITU/CGM by e-mail letter when cleared (see steps 3a and 3b above). An example of confirmation letter is <u>attached in annex</u>.

3.2   The clearing procedures indicated in steps 1 to 4 above will also apply to persons who have not announced their participation prior to the event (hereinafter referred to as *unannounced participants*).

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[1] Badges issued by ITU will be valid for the entire WSIS cluster of events from 13-30 May 2008 inclusive (including events held at the Palais).
[2] Request from representative of a **non** WSIS-accredited entity.

4   ID Badges

4.1   A photo-badge specimen (same colour for all participants) will be provided by ITU/CGM to ITU and UN Security Services in due course. An example is underlined in annex. Badges processed and issued by ITU/CGM will carry the information indicated below. Holders of regular staff badges from ITU, UN, UN specialized agencies and Geneva-based Permanent Missions will also have access to the ITU and UNOG buildings and to meeting rooms reserved for WSIS-related events.

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 (Photo)   John WALSH

      Government

Cluster of WSIS-related events
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4.2   **Note:** Following last year's practice for the cluster of WSIS-related events, as participants are not required to prove representation through the on-line system, no representation will appear on badge. Instead, the category of affiliation of participant will appear only (Government / Organization / Private Sector and/or NGOs/Civil Society).

5   On-site badging

5.1   Badging for the cluster of WSIS-related events will begin on Monday, 12 May 2008 at 10.00 hours at ITU Headquarters in Geneva (Montbrillant building). The badging service will remain open at ITU from Monday, 12 May to Friday, 30 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.

5.2   **Note**: For participants arriving after 23 May 2008, the UNOG Security Services will issue ID badges at the Palais des Nations for registered participants wishing to attend the WSIS-related events at UNOG from 26th to 30th May (e.g. CSTD, Partnership on measuring ICT for development).

6   Lists of participants

6.1   A direct link to lists of announced participants by event will be provided to the contact points for events and security services. Lists of announced participants are not accessible to the public.

6.2   A final list of participants by event (those badged at ITU) will be provided to contact points for events after the events have taken place.

7   Visa assistance

7.1   Information is provided in the letter of confirmation of registration attached in annex. 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 7306675) 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

7.2   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.

8   ITU contact, Registration Services, Cluster of WSIS-related events

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

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Cluster of WSIS-related events, 13-30 May 2008, 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/wsis/implementation/cluster.asp?year=2008&month=0&type='alf'&subtype=0) from 13 to 30 May 2008.

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

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 the ITU Montbrillant building (2, Rue Varembé, close to the Place des Nations – CH-1220 GENEVA), together with one form of photo identification.

On-site badging

Badging for the cluster of WSIS-related events will begin on Monday, 12 May 2008 at 1000 hours at ITU Headquarters in Geneva (Montbrillant building). The badging service will remain open at ITU from Monday, 12th May to Friday, 30 May (0830-1200 hours and 1400-1700 hours), with the exception of week-ends. You are requested to proceed directly to the badging desk where you will be required to present your confirmation letter and one form of photo identification.

Note: For participants <u>arriving after 23 May 2008, the UNOG Security Services will issue ID badges</u> at the Palais des Nations for participants wishing to attend the WSIS-related events at UNOG from 26th to 30th May (e.g. Partnership on measuring ICT for development).

Visa assistance

This e-mail can be used as a supporting document to obtain a visa to enter Switzerland. 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 6675) 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 the ITU Secretariat by e-mail at SG-registration@itu.int
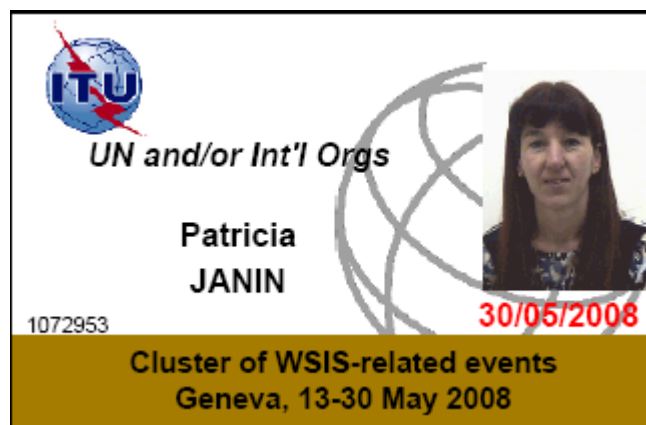
Badge specimens

Cluster of WSIS-related events
Geneva, 13-30 May 2008

1. Badge Specimen / Government

2. Badge Specimen / Organizations (including UN)

3. Badge Specimen / Private Sector

4. Badge Specimen / NGOs and/or Civil Society entities

CGM/26.03.08