



WSIS Forum 2011

Venue: ILO Conference Centre

Host: ITU

Co-organizers: ITU, UNESCO, UNCTAD, UNDP

Guidelines/ Check list for Session Organizers

1. Make sure that information about your session has been reflected on your website and your networks have been informed about the WSIS Forum 2011.
2. Venue information and accommodation details etc are provided on the WSIS Forum 2011 website (www.wsis.org/forum; see about → venue
3. The entrance to the WSIS Forum rooms is from Porte 1, ILO Conference Centre : <http://groups.itu.int/wsis-forum2011/About/VenueInformation.aspx> (layout of floors available at the link)
4. Please ensure that you and all your speakers are registered to the WSIS Forum 2011 at <http://www.itu.int/cgi-bin/htsh/edrs/ITU-SG/meetings/edrs.registration.form?eventid=1000059>
5. As organizer of the session you are kindly requested to register to the **imeetYouatWSIS** (www.wsis.org/imeet). It has been developed especially for you to facilitate your communication and networking with all registered participants.
6. Please ensure your own NAMEPLATES for the podium for your respective session speakers.
7. Printing possibilities are very limited in ILO premises. Please ensure that you carry all required printed material for your respective sessions/ workshops etc.
8. In order to start reporting on your session, as organizer of the session, you are invited to join the **iwriteforWSIS Forum initiative** (www.wsis.org/iwrite)
9. Please ensure that you **end your session on time** for the next session to start on time!
10. Remote Participation at WSIS Forum 2011: ITU will provide a virtual conference room as a window into each physical conference room. This will allow remote participants to follow the discussions and presentations and put questions to panelists via Instant message. Each virtual room will have a dedicated meeting host who will interact with remote participants and liaise with each session organizer. Session organizers will be provided with a short video with guided tour of the virtual conference rooms.

Please brief the panelists in your session about the remote component of this event.

- Please ensure that you are carrying your laptop to your session and use it to log in to the virtual conference room. This will allow the virtual conference room host to communicate with you using Instant Message.
- When planning your session, **please reserve 15 minutes during which remote participants can put questions to speakers and panelists.** Please note that the Moderator of the session should announce at the beginning of each session that the session is being followed by remote participants from all over the world.

11. Regie in each room :

Please find below the internal phone numbers of the regie in each meeting room – there is a phone in each room from where you can call the regie if there is a sudden problem:

Governing Body Room : 85 90

Room II 8592

Room IV 85 94

Room V 85 95

Room VI 85 96

Room IX 86 89

Room XI 86 91

12. There might be changes in the room allocation for your session, please check and confirm with the latest agenda at www.wsis.org/forum (on 14th May) , for last minute updates / changes, incase there might be any.
13. For the purposes of the **WSIS Action Line Facilitators Meeting (ALFM)** to be held on **Friday, 20 May 2011, 9:30 – 12:30** all organizers of the sessions are requested to provide 300-400 words executive report on the outcomes of their meetings. All submitted documents will be published on the page of the ALFM meeting and used as reference only. Please submit your document to Gitanjali.Sah@itu.int not later than **Thursday, 19 May 2011, not later than 18:00**. Collected documents will constitute first draft of the **Report on the Outcomes of the WSIS Forum 2011**.
14. WSIS Secretariat will issue a **Final Report on the Outcomes of WSIS Forum 2011** on the 30th of May 2011. Please insure that you **submit the main points summarizing your workshop to gitanjali.sah@itu.int** as soon as your session is over. Please note that in case we do not receive your summary by 25 May 2011, WSIS Secretariat holds the right to provide a summary on your behalf.
15. Please, don t forget to collect your badges in advance

Badging desks will be open as follow:

- ITU, Monbrillant reception

Friday 13 May afternoon (1400-1700 hours)

Tuesday 17 May 2011 (0900-1200 hours)

- ILO, Porte 1

From Monday 16 May (starting at 7.30) to Friday 20 May 2011 - 0830-1200 and 1330-1700

16. Parking is available at ILO: please inform at the entrance that you are a speaker for WSIS Forum 2011.
17. Electricity sockets for charging laptops will be available at desks or at the back of the room.
18. Please, ensure that your delegation has booked accommodation in Geneva in advance.
(www.itu.int/travel)