Venue: ILO Conference Centre, Geneva, Switzerland

Host: International Telecommunication Union (ITU)

Guidelines/ Check list for Session Organizers

1. Session organizers should ensure information about their session has been reflected on their website and their networks have been informed of WSIS Forum 2012.

2. Session organizers are invited to join iwrite4WSISForum campaign (www.wsis.org/iwrite) and tweet updates on their sessions using the #WSIS hashtag. Session organizers are encouraged to use the iwrite4WSISForum campaign to publicize and report on their sessions.

3. Venue and accommodation information are provided on the WSIS Forum 2012 website (www.wsis.org/forum). Session organizers should ensure that all necessary accommodation is booked as soon as possible. A list of hotels may be found at http://groups.itu.int/wsis-forum2012/Information/AccommodationInformation.aspx

4. Entrance to the ILO Conference Centre and access to the WSIS Forum 2012 rooms will be through Porte 1. A floor map of the conference centre is available at the following link: http://groups.itu.int/wsis-forum2012/Information/VenueInformation.aspx

5. Session organizers should ensure all members of their delegation and intended speakers are registered to the WSIS Forum 2012. Registration information is available at the following link: http://groups.itu.int/wsis-forum2012/Registration/RegistrationInformation.aspx.

6. Session organizers are invited to register to imeetyouatWSISForum (www.wsis.org/imeet). This component of the WSIS Forum has been developed to facilitate communication and networking with all registered participants and session organizers.

7. Session organizers are kindly reminded to carry their own nameplates for their respective session’s speakers. The template of the nameplate is available at the following link: http://groups.itu.int/wsis-forum2012/Information/InformationforSessionOrganizers.aspx.

8. Printing facilities are very limited in ILO premises. Session organizers should ensure that all required printed material is printed prior to the forum.
9. Session organizers are requested to ensure sessions are **concluded on time**.

10. Remote Participation at WSIS Forum 2012: 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 be assigned a dedicated meeting host who will interact with remote participants and liaise with each session organizer. Session organizers are kindly requested to:

- Brief session panelists on the remote participation component.
- Provide all material to be presented during the session to the virtual conference room meeting host in advance.
- Enter the virtual conference room. This will allow the virtual conference room meeting host to communicate with the session organizer.
- **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.

More on information on remote participation is available at the following link: [http://groups.itu.int/wsis-forum2012/Information/RemoteParticipation.aspx](http://groups.itu.int/wsis-forum2012/Information/RemoteParticipation.aspx).

11. Please find below the internal phone numbers of the regie (central control room) in each meeting room – there is a phone in each room from which the regie may be contacted if there is a sudden problem:

- Governing Body Room:
- Room II:
- Room IV:
- Room V:
- Room VI:
- Room IX:
- Room XI:

13. WSIS Secretariat will issue the WSIS Forum 2012 Outcome Document on the 18th of May 2012. Session organizers should ensure that the main points summarizing their session are submitted to gitanjali.sah@itu.int as soon as the session is over and not later than 17th May 2012. Please note that each summary should include at least three components:

   a) Clearly defined objective of the session
   b) Executive description of the outcomes
   c) Listing of emerging trends and possible implications for the WSIS process beyond 2015

14. Please note that final version of the WSIS Forum 2012 Outcome Document will be issued by 5th June. In this context, if a session summary is not received by 30th of May, the organizers reserve the right to provide a summary on the session organizer’s behalf.

15. Session organizers are requested to present at the WSIS Action Line Facilitators meeting to be held on 18th May 2012, 9:00 – 12:00.

16. Session organizers are invited to collect their badges in advance. Badging desks will be open at the following locations and times:

   - ITU, Monbrillant reception
     - Friday 11 May, **14:00 - 17:00**
     - Tuesday 15 May, **09:00 -12:00**
   - ILO, Porte 1
     - Monday 14 May, **07:30 - 12:000** and **13:30 - 17:00**
     - Tuesday 15 to Friday 18 May, **08:30 - 12:00** and **13:30 - 17:00**

17. Parking will be available at the ILO. Session organizers should identify themselves as such (or as speakers at the WSIS Forum 2012) at the parking entrance.

18. Electricity sockets for charging laptops will be available towards the back of each room.