# For your VMAD/FRAV meeting@ITU

2023.4.24 - 2023.4.28



① Enter 1st door



2 Enter 2nd door





③ Go to Right for Registration to make the ITU Badge





- 4 At Registration booth, please present your
  - + Passport
  - + ITU registration confirmation (if you have w you)

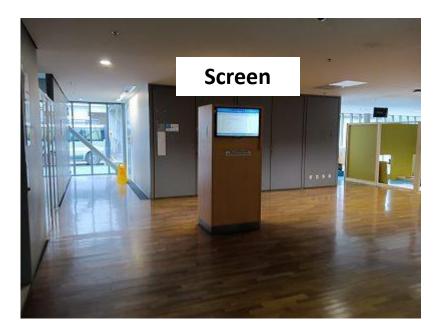
Note: Staff will take your photo, Please give your big smile

Note: It will take around 5 min

Note: Registration is open from **8:30-**.

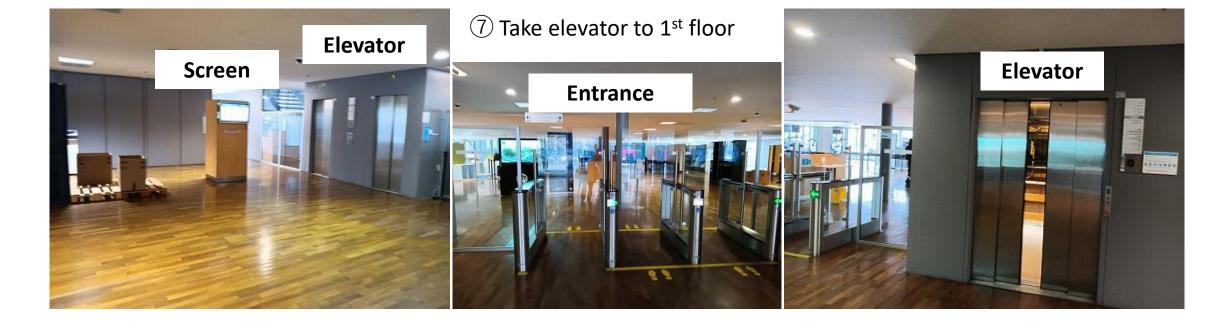


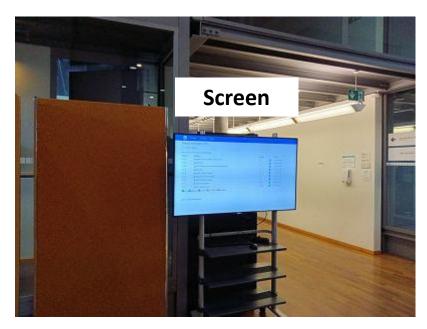
⑤ Enter using your ITU badge. You need your ITU badge to exit as well.



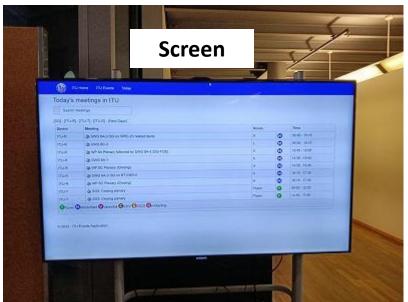
6 Check your meeting room on the screen. The screens are located right side and left side once you enter ITU Monbrillant building.

Note: Meeting room might change without any notice before and during your meeting.





8 Check your meeting room on the Screen.
If you forget to check your meeting room at ground floor, you can still find another screen at 1<sup>st</sup> floor once you get our from elevator.

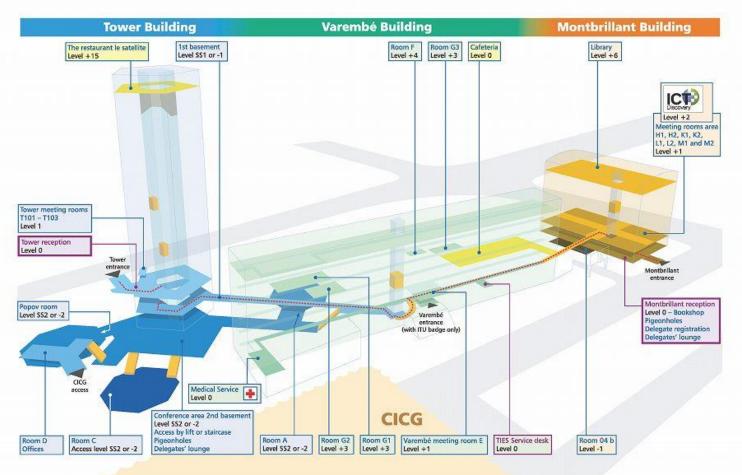


Building	Meeting rooms
Montbrillant	H1, H2, K1, K2, L1, L2, M1, M2
Varembé	A, E, G1, G2, G3
Tower	Popov, C, D, T101, T103

### ITU Circulation Plan



9 Use **ITU Circulation Plan** to find your meeting room and building. You can find this on the wall in the ITU buildings with your current location.



**Meeting room K2** is located at 1<sup>st</sup> floor of Monbrillant building. ITU Circulation Plan **Tower Building** Varembé Building Montbi illant Building Room F Level +4 Room G3 Cafeteria Level +3 Level 0 The restaurant le satellite Level +15 Level SS1 or -1 You can use + Apple pay ICT) + Google pay + Credit card Meeting rooms area H1, H2, K1, K2, - VISA L1, L2, M1 and M2 Level +1 - Master Tower meeting rooms T101 - T103 Level 1 Tower reception Level 0 Tower entrance Montbrillan Water Server Montbrillant reception Popov room Level 0 - Bookshop Level SS2 or -2 Delegate registration Delegates' lounge CICG Medical Service Level 0 Conference area 2nd basement CICG Level SS2 or -2 Access by lift or staircase Room D Room C Room A Room G2 Room G1 Varembé meeting room E TIES Service desk Room 04 b Drink/Snack Coffee Access level SS2 or -2 Delegates' lounge Level SS2 or -2 Level +3 Level +3 Level -1 Vending machines are available outside of Meeting room K/H



**Meeting Room K2** 

Stage: 6 seats

Audience: 10 seats x 5 rows = 50 seats

Hours: 8:30 – 17:30

WiFi: Username and Password are written on your ITU badge.





# **Meeting Room K2**





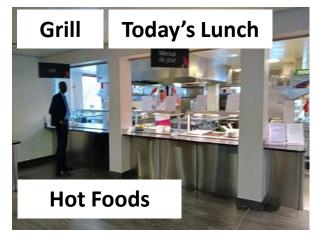
















### Cafeteria











**Available** 

Coffee/tea/Snacks: 8:30 – 16:00

Lunch time: 12:00-13:45







**Food Truck (Debi's Street Food)** is available outside of Monbrillant Building from 11:30 – 13:30. You can check menu @ http://debiskitchen.ch/

# For people who will join physically in ITU

- 1. Delegate register online at: https://www.itu.int/net/CRM/js/sr/C-00012381
- 2. Delegate receive an email from the system which the delegate needs to validate
- 3. Delegate receive the confirmation of registration via email

## For delegate who will join remotely:

Please use this link

https://itu.zoom.us/j/94194493491?pwd=dzdsTklVd3Y5L1pjK3JIZEMxeHFaZz09

### **Questions:**

- Q1) What time does Cafeteria open for coffee/tea/snacks (morning/break)?
  - A) The cafeteria opens form 8h30 to 16h00
- Q2) What time does Cafeteria open for lunch?
  - A) 12h00 to 13h45
- Q3) How to connect WiFi?
- A) The wi-fi Username and Password are written on the registration badges and it's different for each participants, one more reason to collect the badges for the meeting once in ITU.
- Q4) What time does registration(ITU reception) open in the morning?
  - A) 8h30
- Q5) How long can we use meeting room each day? By 17:00? 18:00? 19:00? Any limitation?
- A) 17h30 Official ITU time (if more time is required this should be coordinated beforehand with Zanou, Marc Antoine MarcAntoine.Zanou@itu.int)