



Your Reference ID : 5 please always indicate this number for any correspondence.

Geneva, 31st of October 2003

Ref: WSIS 2003 - Meeting Facilities

Dear Madam / Sir,

We are very pleased to confirm your request for conference room facilities at Geneva Palexpo during the World Summit on the Information Society. We have assigned the conference room taking into consideration your requirements and we have tried to conform as much as possible according to availability at the time of request.

We are pleased to confirm your request for meeting room(s) as follows:

Organizer :**MDPI / ENSTA**

Event : **Scientific Information and PCT Working Groups**

Date (american format): From **12/10/2003** to **12/10/2003**
Time / From : **5:00:00 PM**
To : **8:00:00 PM**

Venue: Geneva Palexpo (Summit Venue)
ch. Edouard-Sarasin
1218 Le Grand-Saconnex
Geneva, Switzerland

Conference room: **Cervin**

Seating capacity (Theatre style): **300**

Technical equipment provided: **Screen – Data projector (Beamer) – PC Computer**

Translation Booth : **No**

Microphones : **Speakers : Yes, 2**
Presidence : Yes, 4
Public : Yes, 2, on foot

Important !

Please note the registration level required to enter in the conference room : Summit and/or ICT4D registration

Your Conference room is in **Conference Centre**

Each conference rooms is equipped with state of the art technical equipment as per above. However, if you require additional equipment you will need to complete the Request for Additional Technical Equipment Form and send it directly to the supplier.



In order to obtain access to the conference room for your session, please bring a copy of this confirmation on site. We kindly ask you to ***finish on time*** and leave the room in working order for the next session.

Your event is on the Wsis website : <http://80.80.231.16/event/>

If you want to update the content of your event (Title, description, etc), please contact Marianne Kopf at marianne.k@vaiga.com.

Access to the on-line registration system for participation in WSIS is provided to Designated Focal Points from Accredited Entities. To secure access, each Designated Focal Point will be provided with a username and password.

If your delegation, organization or entity has not yet provided information concerning a designated focal point for participation, please contact WSIS Accreditation & Registration of Participants at wsis_arp@itu.int. **PLEASE DO ARRANGE ALL REGISTRATIONS FOR YOUR SPEAKERS AND GUESTS.**

For More informations, please look under <http://www.itu.int/wsis/>.

Please do not hesitate to contact us if you require any further assistance,

Sincerely,

CEM UNAL

Project Coordinator
cem.unal@mci-group.com

MCI GROUP SA

Rue de Lyon 75 - P.O. Box 502
1211 Geneva 13 - Switzerland
Phone +41 (0)22 33 99 629
Fax +41 (0)22 33 99 621