

2 December 2003

INFORMATION NOTE FOR SPEAKERS FROM THE OBSERVER CATEGORY
FOR THE GENERAL DEBATE OF THE GENEVA PHASE OF
THE WORLD SUMMIT ON THE INFORMATION SOCIETY

1. The time limit for statements is 3 minutes.
2. Speakers will be invited to the lectern on the podium to deliver their statement.
3. Speakers are expected to arrive at the Plenary Room of Hall-1 in Palexpo 30 minutes (duration of six statements) in advance of their scheduled speaking time. Speakers are advised to regularly check the list of speakers on the WSIS website (<http://www.itu.int/wsis/docs/geneva/observers.pdf>) which will be updated regularly during the course of the Summit
4. Upon arrival at the Plenary Room of Hall-1, speakers are asked to inform the Secretariat staff serving in the Plenary Room of their arrival. Speakers who do not appear in the Plenary Room on time will be assigned the last slot of the relevant day.
5. Speakers for the first plenary and the second plenary should carry an overpass to clear security located at the entrances of the Plenary Room. Overpasses can be obtained through a designated WSIS focal point in your organization or by visiting the CCBI Business Centre in Hall-2 or the Civil Society office in Hall-2.
6. The official languages of the Summit are Arabic, Chinese, English, French, Russian and Spanish. Statements made in any of the six official languages will be interpreted into the other official languages.
7. Speakers may make a statement in a language other than an official language of the Summit if they provide either an interpreter for one of the official languages or a written text of the statement in one of the official languages. The WSIS Executive Secretariat should be informed of these arrangements in advance.
8. Speakers are asked to provide the text of their statements to the WSIS Executive Secretariat one day in advance to ensure smooth and accurate interpretation. Statements can be submitted by post, fax or e-mail (wsis_statements@itu.int). The text of statements will be posted on the WSIS website in its original language after the delivery of the statement.
9. Speakers may circulate a hard copy of their statements or other reference documents to the participants through the WSIS Documents Center. For more information, please see Chapter E (Documentation) of INFORMATION FOR PARTICIPANTS (WSIS-03/GENEVA/ADM/1-E) http://www.itu.int/wsis/docs/geneva/adm/information_participants.html

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