

**ITU Academy Training Centres
First Annual Meeting
17-19 October 2023
Geneva, Switzerland**

PRACTICAL INFORMATION NOTE

VENUE

The International Telecommunication Union is organizing the first annual meeting of the ITU Academy Training Centres (ATCs) **from 17 to 19 October 2023** in **Geneva, Switzerland**, at the **Centre de Conférences de Varembe (CCV)**, opposite the International Conference Center Geneva (CICG) in room Geneva.

Access to the meeting venue

The workshop will take place at the following address:

Centre de Conférences de Varembe (CCV) - [See the location on the Map](#)

Rue de Varembe 9-11

1202 Geneva

Switzerland

Access to this building is provided via radio-frequency identification (RFID) security badges (swipe cards) that are issued during registration at the ITU Montbrillant building.

REGISTRATION

Registration for this workshop will be carried out online and onsite.

PROGRAMME AND DETAILS ON THE WORKSHOP

Agenda

The agenda will be forwarded to all delegates as a separate document and will also be available [here](#).

Coffee

Coffee breaks will be provided at the main venue.

Day 1 Welcome reception

A light welcome dinner is scheduled for the evening of Tuesday, 17 October 2023 from 17h30 to 19h00. The venue is at the 15th floor of the ITU Tower building: **Place des Nations 1211 Geneva 20 Switzerland**.

CONTACT

For any questions on the event programme, please do not hesitate to contact Mr Emil IUGA, Capacity and Skills Development Officer (emil-eugen.iuga@itu.int)

VISA PROCEDURES

Citizens of a number of countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

IMPORTANT NOTICE FROM THE SWISS MISSION CONCERNING THE OBTENTION OF VISAS!

Switzerland has implemented necessary measures to facilitate the issuance of visas for official delegates invited to take part in conferences and international meetings with organizations having concluded a headquarters agreement as well as other persons invited in the framework of good offices.

The time needed for a visa request to be processed may vary from case to case and could also depend on local circumstances. It is therefore strongly recommended to take the necessary steps well in advance so visas can be issued as required. In general, exceptions excluded, visa requests can be lodged at the earliest three months before the departure date and at the latest twenty-onedays before the departure date. All visa applicants should submit completed and signed application forms as well as all other necessary documents. Applications which are not complete will be delayed and not registered until complete.

Further information is available at: [Swiss Confederation - Federal Office for Migration](#)

More information on Visa requirements can also be found at:

<https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas.html>.

Visa support

Participants may request an invitation letter for visa support at

- They must confirm the booking by mailing this generic [confirmation form](#), which must include their credit card number by way of guarantee.
- When checking in, delegates may be required to provide evidence that they are attending an ITU meeting (and should in this case show their "Confirmation of Registration" letter).

Note: ITU has established this procedure to facilitate, but not to deal with, reservations.

More details are available on the ITU [Delegate's Corner \(itu.int\)](#).

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