



**ITU-T newcomer guide
(01/2025)**

Welcome to ITU-T, where national governments, the private sector and academia work together to develop the telecommunication networks that connect the world. This guide will help you prepare for your first meeting, whether it is held at ITU Headquarters in Geneva, Switzerland, at another physical venue, or fully virtual.

A wide range of practical information about transport, accommodation, logistics, climate, culture, leisure activities and emergency services can be found at: www.itu.int/en/delegates-corner.

1 Getting to ITU Headquarters

If you are staying at a hotel, the establishment may offer a "[Geneva Transport Card](#)", which gives free access to public transport in Geneva. You can find more information from [Genève Tourisme](#) or your hotel customer services.

Geneva's public transport system is operated by the [Transports Publics Genevois \(TPG\)](#). Their site has timetables, fares, route details, etc. Unless you have a weekly or monthly pass, you have to buy your ticket at the machine located at the bus stop, if possible with the exact change, or using a credit card. Tickets are not sold on buses. The machines accept Swiss Francs (CHF) and euros (EUR). You can check price options here: <https://www.tpg.ch/en/ticket-fares>.

Various outlets - including TPG agencies and newspaper shops - sell prepaid cards (tpgPay) that can be used instead of money to buy tickets from the machines at bus stops.

1.1 Buses

Here is a non-exhaustive list of public transport options serving ITU; check <https://www.tpg.ch/en/travel/plan-journey/routes> for a more complete options, or using the [TPG](#) or [SBB/CFF](#) apps (available in the Apple Store or Google Play).

From Geneva Airport (Cointrin). Every 15-20 minutes until 1900 hours, then less frequent; 17-minute journey:

- Bus 5 (direction "Thônex-Vallard", get off at Nations).
- Bus 28 (direction "Jardin Botanique", get off at Nations).

From Geneva city centre / Cornavin train station. Frequent service all day and evening; 10-minute journey. The standard adult fare is CHF 3.00 (select the "Tout Genève", Second class ticket at the machine, valid for one hour):

- Bus 5 (direction "Aéroport", get off at Nations).
- Bus 8 (direction "Nations", get off at Nations).
- Bus 11 (direction "Jardin Botanique", get off at Nations).
- Bus 22 (direction "Nations", get off at Nations).
- Bus 60/61 (direction "Gex, L'Aiglette", get off at Nations).
- Tram 15 (direction "Nations", get off at Nations).

1.2 Car rental and parking

Most major car rental companies are represented at the airport. Parking is available at the [Parking des Nations](#), adjacent to ITU.

1.4 Taxis

Taxis can be [ordered online](#), via a dedicated app, by telephone (+41 22 331 4133), or found at the 60 or so taxi ranks located around the city and at the airport. The fare from the airport to the city

centre varies from CHF 30 to 35 and depends on traffic flow, time of day and number of passengers. Within Geneva, including the airport, the amount to be paid is as shown on the meter. The driver will make a small additional charge for luggage. The tip and VAT are included in the fare, but it is nevertheless customary to give a tip of one or two CHF.

Other transport services, such as Uber, are widely available in Geneva and surrounding France.

2 ITU Headquarters

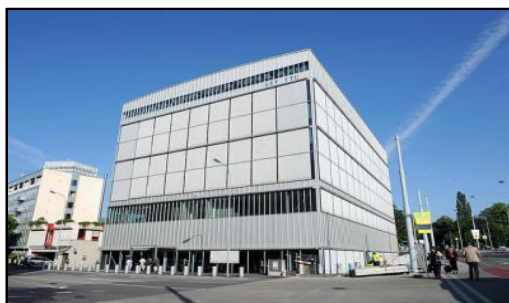
The ITU campus comprises three buildings: Montbrillant, Varembeé and The Tower, shown below. Each building contains meeting rooms that are frequently used during ITU events. Initial entry to the ITU campus is via the Montbrillant building, where visitor badges can be collected by registered delegates.



ITU campus

2.1 Meeting registration desk

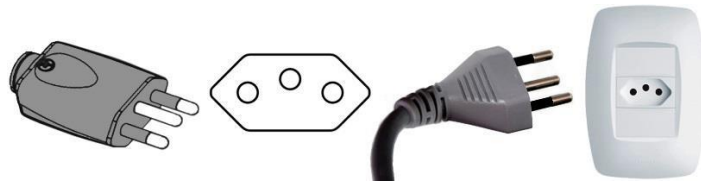
Upon arrival all delegates must pick up a meeting badge in the Montbrillant building. Registration for all events is mandatory (for either physical or remote participation).



Montbrillant building entrance

2.2 Practical information

- **Plug and socket type used in Switzerland:** Switzerland uses the SEV 1011 (type J) plug and socket as shown in the figure below. Note that the type J socket (three-pin design) also accepts type C plugs (two-pin design).



Type J electrical plug and socket



Type C electrical plug (compatible with Type J sockets)

- **Wifi:**
 - Connect to ITUwifi using the SSID: ITUwifi or ITUwifi-legacy.
 - Log on using your ITU User Account or email address registered with ITU; or the username and password that is printed on your access badge, which is valid during the date range printed on your badge.
- **Session times/locations:**
 - **Information screens:** These screens are located throughout ITU's premises and provide information on the times and room allocations of daily meetings. This information is duplicated on the ["Geneva daily schedule" webpage \(mobile friendly version\)](#).
 - **Remote participation:** As well as traditional face-to-face meetings, ITU-T supports physical meetings with remote observation (i.e., webcast); physical meetings with (active) remote participation; and fully virtual meetings. Details can be found on the respective study group homepage and via the dedicated [MyMeetings webpage](#).
- **Finding the meeting room:** Building plan: in [PDF format](#).
- **Seating plan:** Seats at the opening and closing plenary sessions will be reserved for your delegation, indicated by nameplates. Most other sessions do not have dedicated seating.
- **Catering:** There is one full-service cafeteria located between the Montbrillant and Varembe buildings. There are vending machines at various locations in the ITU campus, some only serving beverages, others a mix of snacks and beverages; a notable one – with spectacular views across Geneva – is located on the top floor of the Tower building.
- **Payment methods:** Cash and card payments are accepted at the ITU Varembe cafeteria, at vending machines, and at the ITU souvenir shop in the reception area of the Montbrillant building.

3 Getting started at study group meetings

An ITU user account with member-only (TIES) access is essential in order to access meeting services and formal meeting documents. If you do not already have one, we recommend that you create your account and request member-only access as soon as possible via the [TIES website](#). As ITU accounts are initially created *without* TIES access and require confirmation by focal points, steps for their creation are best taken before you come to Geneva.

NOTE – If you already have or had an ITU account in the past and it needs to be updated, **instead of creating a new one**, please check with the secretariat for help updating it.

[Each ITU-T study group webpage](#) provides details about its area of responsibility, schedule of meetings and work in progress, as well as secure access to meeting documents and services.

Specific newcomer information is normally published as a meeting document, which can be accessed by clicking the “TDs” link on the homepage. To help with your orientation, we strongly encourage newcomers to attend the opening plenary meeting where the study group chair will introduce the group and the organization of the meeting; and the interactive newcomer session, which is normally held on the first or second day of each study group meeting.

The screenshot displays the ITU-T study group homepage for the SG2 meeting in Geneva, 5-14 February 2025. The page is structured with a left-hand navigation menu, a central content area, and a right-hand 'Tools' section. The central area is divided into 'MEETING IN FOCUS' and 'MEETING DOCUMENTS'. The 'MEETING IN FOCUS' section includes links to announcement, registration, agenda, and deadlines, with specific dates for the 2024 and 2025 deadlines. The 'MEETING DOCUMENTS' section includes links to recently posted documents, FTP area, and templates. The 'Tools' section includes links to account creation, SharePoint site, FTP area, EWM, document sync, and recommendation lists.

Typical information displayed on study group homepages

Meeting announcements, online registration and logistics information can all be found on the study group website. If you require special assistance to attend the meeting (e.g., specific requirements, visa support), please contact the [registration team](#) or the study group secretariat.

4 Accessing documents and services

The study group homepage provides access to International Standards (called Recommendations), formal meeting documents, reports, and other publications; and Electronic Working Methods services, including:

- **Mailing lists:** Subscribe to topics of interest, or catch up by browsing the archives.
- **Informal document sharing:** View and contribute to international standardization work.
- **Approval processes:** Monitor progress and have your say.
- **Databases:** Full access to draft/Approved standards, liaison activities, test signals and more.

5 Submitting Contributions

ITU-T is a Contribution-driven organization; members are encouraged to submit proposals to a selected study group using the [Direct Document Posting \(DDP\) mechanism](#). Submitters should ensure that all national or organizational procedures have been followed before uploading Contributions. If you encounter any issues, please contact the study group secretariat.

We recommend that you visit our [Delegate Resources](#) webpage to learn more about our procedures for submitting documents.

6 Additional support

ITU-T works primarily in English, but some translation and interpretation services are available for the other five official languages of the Union (Arabic, Chinese, French, Russian and Spanish). Additionally, on-demand machine translation versions of documents and webpages are possible; see [ITU Translate](#) and [MyDocuments](#) for guidance.

ITU-T provides extra support for participants from the least developed countries and persons with specific requirements. For more information, please contact the study group secretariat.

7 Any questions?

If you need further information or advice, we can help:

- **Membership:** itu-tmembership@itu.int.
 - **Registration:** tsbreg@itu.int.
 - **Technical questions:** Contact the rapporteur, the ITU-T expert responsible for coordinating work in a specific technical area. Contact details can be found via the study group homepage.
 - **All other issues:** Contact the study group secretariat at the email address on the study group homepage.
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