



World e-Parliament Conference 2012

13, 14 and 15 September 2012

Chamber of Deputies

Rome, Italy

PRACTICAL INFORMATION

Dates, Venue and Working Modalities

The World e-Parliament Conference 2012 is co-organized by the United Nations and the Inter-Parliamentary Union, through the Global Centre for ICT in Parliament, and hosted by the Chamber of Deputies of Italy in Rome.

The World e-Parliament Conference 2012 will take place in different meeting rooms of the Chamber of Deputies of Italy on Thursday 13 September, Friday 14 September and Saturday 15 September 2012. The Conference will start at 9 a.m. on 13 September with the Inaugural Session, followed by High-level Panels in plenary. It will continue in parallel sessions in the afternoon of 13 September and throughout 14 September. In the morning of 15 September participants will reconvene in plenary for the concluding High-level Panels.

Address details and a map identifying the various locations will be made available on the web page of the conference (www.ictparliament.org/WePC2012).

Guided tours of the Chamber of Deputies of Italy will take place at the end of the second day.

A detailed agenda of the World e-Parliament Conference 2012 will be published on the website of the Global Centre for ICT in Parliament. All panels and sessions will be interactive with ample time for debate after the initial presentations of the invited speakers (presiding officers, members and parliamentary officials, international experts and representatives from international organizations and the civil society). However, every effort should be made by participants to avoid reading formal statements. Instead, they are invited to ask questions and participate in the debate by making brief statements and comments. No formal list of speakers will be drawn up in advance, with the order of interventions and questions to be decided by the Chair or Moderator.

Participation and Registration

Given the subject matters to be addressed during the event, the World e-Parliament Conference 2012 is principally aimed at presiding officers and members of parliament, secretaries general, parliamentary staff and officials, experts from international organizations, civil society organizations and academics who work and deal with information and communication technologies as instruments to improve and modernize parliamentary business and citizens' participation in public decision-making processes.

The fact that the Conference is taking place at the Chamber of Deputies of Italy makes it imperative for all delegates to observe relevant security procedures, including registration deadlines and rules concerning identification badges. Detailed instructions in this regard will be posted on the website of the Global Centre for ICT in Parliament.

The Global Centre for ICT in Parliament will process all registration requests in a centralized way. To be registered, delegates are requested to complete and return to the Global Centre for ICT in Parliament the enclosed registration form, which can also be downloaded from the website.

Alternatively delegations can register online at the following address:

www.ictparliament.org/WePC2012/registration

The deadline for registration is **22 August 2012**. Registrations received after this date may not be taken into account.

The Global Centre for ICT in Parliament will send confirmation by e-mail to all registered participants. Please bring a copy of the confirmation e-mail and passport (or a valid photo ID card) when collecting your conference badge.

Any modifications concerning the composition of the delegation should be communicated directly to the Global Centre for ICT in Parliament at: conference@ictparliament.org.

Distribution of badges for the conference will start on Thursday, 13 September, at 07:30 a.m. at the Conference entrance.

Security

Security arrangements will be very strict as no one can enter the premises without a badge. For security reasons, all delegates will be requested to wear their identification badges at all times during their stay at the Chamber of Deputies of Italy.

Visas

Attention is drawn to the strict provisions in force regarding entry into Italy. Delegates requiring an entry visa to Italy must obtain it from the Italian consulate, embassy or diplomatic mission responsible for the necessary arrangements in the delegates' country of residence.

Delegates should note that the visa application process can take some time. Delegates are strongly encouraged to make the necessary arrangements at the earliest opportunity. Please note that the co-organizers are not able to provide any assistance in obtaining visas.

Languages

At the events, simultaneous interpretation will be provided in English, French and Spanish. The official documentation will be available in English, French and Spanish.

Documents

The official documents of the events will be the agenda, annotated agenda, aide memoire and the list of participants. These documents will be distributed to participants at the Registration Desk.

Should delegates wish to distribute their own documents or other material pertaining to the agenda of the conference, they may use a table provided for that purpose in the immediate vicinity of the meeting rooms.

List of Delegates

A provisional List of Participants will be issued on the basis of confirmations received by the Global Centre for ICT in Parliament up to 22 August 2012. For technical reasons, it will not be possible to produce a revised list during the conference, but one will be issued after the conference and will be placed on the website.

Participants are kindly requested to report any changes in the provisional List of Participants to the Registration Desk.

Hotel, local transport and city information

Delegates are responsible for their own hotel expenses. It is recommended that Delegations from countries having an Embassy or a Diplomatic Mission in Rome make their hotel reservations through their respective Embassy or Diplomatic Mission. Embassies and Missions are accustomed to receiving national delegations and to handling hotel reservations. In fact, some may have signed preferential tariff agreements with hotels close to the Chamber of Deputies of Italy.

Delegations from countries that do not have a diplomatic representation in Rome may reserve their rooms via their preferred tourist operator. However, attention is drawn to the fact that, in keeping with the practice of all hotels in Rome, details of a credit card as a guarantee for reservations will be requested.

Additional useful information concerning transport from the Rome airports to the city centre, local transport (taxis, metro/subway and trains), addresses of foreign diplomatic missions and embassies, museums, restaurants and tourist attractions will be made available on the website of the Global Centre for ICT in Parliament.

Requests for further information

Requests for further information concerning the World e-Parliament Conference 2012 should be addressed to:

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