World e-Parliament Conference 2009
3 – 5 November 2009
House of Representatives
Washington, D.C.
United States of America

PRACTICAL INFORMATION

Dates, Venue and Working Modalities

The World e-Parliament Conference 2009 is co-organized by the United Nations, the Inter-Parliamentary Union, the U.S. House of Representatives and the Global Centre for ICT in Parliament. It will be held on Tuesday 3 November, Wednesday 4 November and Thursday 5 November 2009.

The Conference will take place at the Capitol Visitors Centre (CVC), the new main entrance to the U.S. Capitol, located on the East front at First Street and East Capitol Street, NE. (*please see the enclosed map*).

The World e-Parliament Conference 2009 will start at 2 p.m. on 3 November with the Inaugural Session, followed by two High-level Panels in plenary. A welcoming reception will be offered by the U.S. House of Representatives at the end of the first day of the conference. Details concerning the reception will be provided at the time of registration.

The Conference will continue in parallel sessions on 4 November and throughout the morning of 5 November. In the afternoon of 5 November the World e-Parliament Conference will reconvene in plenary for a final High-level Panel and the Official Closing. A farewell reception will be offered by the Inter-Parliamentary Union at the end of the Conference. Details concerning the farewell reception will be provided at the time of registration.

Guided tours of the Capitol will take place at the end of the second day of the Conference.

A detailed agenda of the World e-Parliament Conference 2009 will be published on the Conference website (www.ictparliament.org/WePC2009). All panels and sessions will be interactive with ample time for debate after the initial interventions of the invited speakers (parliamentary leaders and officials, international experts and officials from international organizations). However, every effort ought to 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 suggestions. 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.

Should it prove to be possible for the Conference to adopt a statement or a set of recommendations on parliamentary action, the corresponding draft will be made available sufficiently in advance of the closing session. Specific arrangements concerning the submission of amendments to the draft will be announced on the spot.

Participation and Registration

Given the subject matters to be addressed during the event, the World e-Parliament Conference 2009 is principally aimed at leaders and members of parliament, secretaries general, parliamentary staff and officials, experts from international 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 U.S. House of Representatives 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 Conference website at www.ictparliament.org/WePC2009.

The Global Centre for ICT in Parliament will process 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 Conference website.

Alternatively delegations can register online at the following address: www.ictparliament.org/WePC2009/registration

The deadline for registration is **15 October 2009**. 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 with a unique registration number. 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 Tuesday, 3 November, at 12:00 p.m. at the CVC entrance, two hours before the start of the World e-Parliament Conference 2009.

Security

Security arrangements will be very strict as no one may enter the Conference 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 Conference and related social functions.

Visas

Attention is drawn to the strict provisions in force regarding entry into the United States of America. Delegates requiring an entry visa to the United States of America must obtain it from the U.S. consulate or diplomatic mission responsible for the necessary arrangements in the delegates' country of residence.

Delegates should note that the visa application process can take 4-6 weeks. 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 Conference, simultaneous interpretation will be provided in English, French and Spanish. Official documentation of the Conference will be available in English, French and Spanish.

Documents

The official documents of the Conference will be its agenda, background document 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 room.

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 15 October 2009. For technical reasons, it will not be

possible to produce a revised list during the Conference, but one will be issued after the end of the event and will be placed on the Conference 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

A list of hotels in the vicinity of the event site will be provided on the Conference website for ease of reference.

Delegates are responsible for their own hotel expenses. Delegations from countries having an Embassy or a Diplomatic Mission in Washington, D.C. are kindly requested to make their hotel reservations through their respective Mission. The Missions are used to receiving national delegations and to handling hotel reservations. In fact, many of them have signed preferential tariff agreements with hotels close to the U.S. Capitol.

Delegations from countries that do not have a diplomatic representation in Washington, D.C. 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 Washington, details of a credit card as a guarantee for reservations will be requested.

Additional useful information concerning transport from the Washington 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 Conference website.

Support to parliamentary delegations

The United Nations, through the Global Centre for ICT in Parliament, will be able to sponsor the participation of a limited number of parliamentary staff from developing countries by covering the travel and per diem expenses of one delegate per Chamber. Parliaments are expected to directly support the participation of additional delegates.

The financial support to parliamentary staff will be extended by the United Nations only on request from Parliaments. The request should be submitted to:

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Global Centre for ICT in Parliament
E-mail: conference@ictparliament.org
Fax: +39 06 68211960

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The United Nations will follow up with a request of documentation to be filled out by the participant to be sponsored.

Please note that funds are limited and requests will be satisfied according to the submission date and completion of documentation.

Requests for further information

Requests for further information concerning the World e-Parliament Conference 2009 should be addressed to:

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Global Centre for ICT in Parliament
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