



41st ASSEMBLY OF PARTIES

8-10 October 2024

PRACTICAL INFORMATION

American University Washington College of Law (WCL)
4300 Nebraska Avenue NW, Yuma Building, Terrace Level
Claudio Grossman Hall, Washington DC 20016.



PRE-REGISTRATION

All delegates are urged to pre-register online no later than **SEPT 6, 2024**. **NOTE** | Pre-Registration does not obviate the need for a letter of accreditation and must be followed by on-site registration.



ON-SITE REGISTRATION

At the Yuma Building, Terrace Level. Monday, October 7 from 2:00 to 5:00 pm, Tuesday October 8 starts 8.00 am outside the Claudio Grossman Hall



OPENING SESSION

The Assembly of Parties will be called to order 9.30 am on Monday, October 8 in the Claudio Grossman Hall.

ACCREDITATION

Each participating Party shall designate one individual to act as its Representative (Head of delegation) and may also designate such Alternate Representative(s) and Advisors as it deems necessary. The Party must communicate the name and title of each member of the delegation, together with the capacities in which they will attend the meeting, by fax or e-mail, to the Director General, by 6 September 2024. In addition, an official letter of accreditation signed by a duly empowered representative, as specified under rule V of the AP Rules of Procedure, must be mailed to the Director General or hand-carried to the meeting.

ACCREDITATION FAQs

What is an Accreditation?

A credential issued on official stationery by a Party representative duly empowered to sign on behalf of an ITSO member country.

Who may sign the Accreditation?

The Head of State, the Head of Government, the Minister of Foreign Affairs, the official in charge of the sector of telecommunications, a representative of one of these entities duly empowered to sign on behalf of an ITSO member country.

What should be stated in the Accreditation?

The Accreditation must include the name and title of each representative of the delegation, together with the capacity in which they will attend the meeting (i.e. Representative, Alternate Representative(s) and Advisor(s)). There may be only one representative, but as many Alternate Representatives and Advisors as the Party deems necessary. The Accreditation must state that the members of this delegation are authorized to speak and vote on behalf of the Party.

When should I send the Accreditation letter?

As soon as the delegation is confirmed by your Administration and after pre-registration.

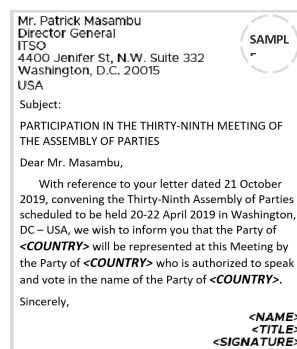
Where can I find an Accreditation letter sample?

You can download a [sample here](#) or online, at the AP-41 event registration page on the ITSO website. www.itso.int

CANNOT ATTEND THE AP-41?

You may accredit a representative from your diplomatic mission in Washington, D.C. to attend. Alternatively, another ITSO Party, with whom your Party shares similar views, may represent you at the meeting, to speak and vote in the name of your Party via Proxy.

A Proxy letter addressed to the Director General is required. Sample of Proxy letter can be found on ITSO Website.



PAPERLESS MEETING



AP-41 will be a paperless meeting. The Director General encourages the participants to bring their own laptop computer or tablet to access the AP documents.

HOTELS



Please check the list of hotels suggested at the American University website, [lodging page](#).

ENTERING THE UNITED STATES

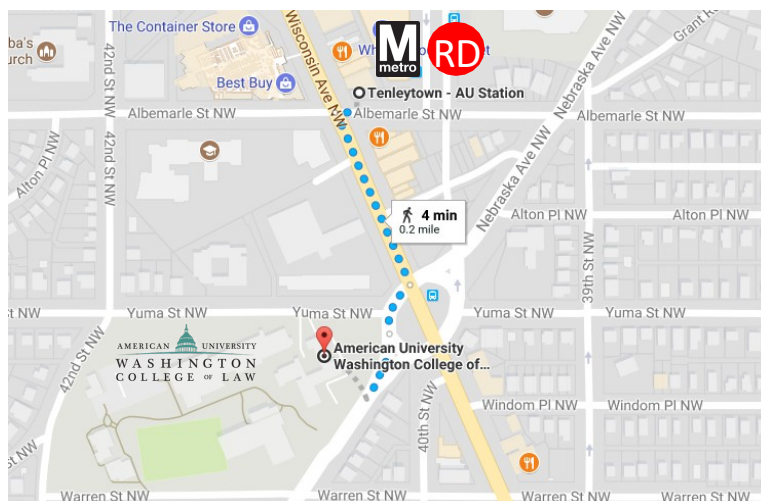
All visitors are required to have a valid passport, and generally a visa or an ESTA authorization. Delegates should contact the closest Consulate well in advance. More info: <http://www.cbp.gov/>
Under normal circumstances, the US Immigration authorities require at least 25 working days to process a visa request. If an invitation letter from ITSO is needed to process your visa application, please send a request to itsomail@itso.int. Allow seven working days for processing.

HOW TO GET TO THE VENUE



METRO: Tenleytown/AU to venue 0.2 mile | 4 min

Directions: Exit metro station proceed to West side Southbound Wisconsin Avenue. At street level, bear right onto Tenley Circle.



TAXICAB

When using taxi service, be sure to instruct the driver to take you to 4300 Nebraska Ave NW. rather than just to American University, because the Washington College of Law is not situated on the main AU campus. If you need a taxicab, please call:

If you are in the District of Columbia - DC

- Diamond Cab: (202) 387-6200
- Yellow Cab: (202) 544-1212

If you are in Maryland - MD

- Barwood Taxi: (301) 984-1900

*Please note to ask your taxi driver to drop off at the building entrance at Yuma St. NW.

IT INFORMATION

LAPTOP CONNECTIVITY

Access to the Internet will be available using the wireless network.

DOCUMENTS AVAILABILITY

All documents will be available electronically on the ITSO website www.itso.int.

ELECTRICAL APPLIANCES

Type C and F electrical outlet. The electrical current is 110 volts at a frequency of 60 hertz.

RESTAURANT FACILITIES



A cafeteria located in the main level of the building will be open for ITSO Meeting participants. Restaurants around the WCL building:

Sit-down restaurants

- Masala Art (Indian) - 4441 Wisconsin Ave NW
- Guapo's (Mexican) - 4515 Wisconsin Ave NW
- Le Chat Noir (French)- 4907 Wisconsin Ave NW
- Cafe of India (Indian) - 4909 Wisconsin Ave NW
- Café Olé (Spanish) - 4000 Wisconsin Ave NW

Casual or Fast-Food places

- Z-Burger (Hamburgers)
4321 Wisconsin Ave NW
- Burger Tap and Shake (Hamburgers)
4445 Wisconsin Ave NW
- Mayflower (Chinese takeout)
4427 Wisconsin Ave NW
- Panera Bread (Sandwiches, salads)
4501 Wisconsin Ave NW
- Nando's Peri-Peri (Mozambican/Portuguese)
4231 Wisconsin Ave NW
- Chipotle (Mexican)
4301 Wisconsin Ave NW
- Cava (Greek Mediterranean)
4237 Wisconsin Ave NW



Pre-Meeting Inquires

Address all non-accommodation questions to:

Renata Brazil David
ITSO Director International
and Regulatory Affairs
rdavid@itso.int

Contact Us

4400 Jenifer St NW, Suite 333
Washington, D.C. 20015
United States
Tel: +1 202 243 5040
Fax: +1 202 243 5018
www.itso.int
itsomail@itso.int