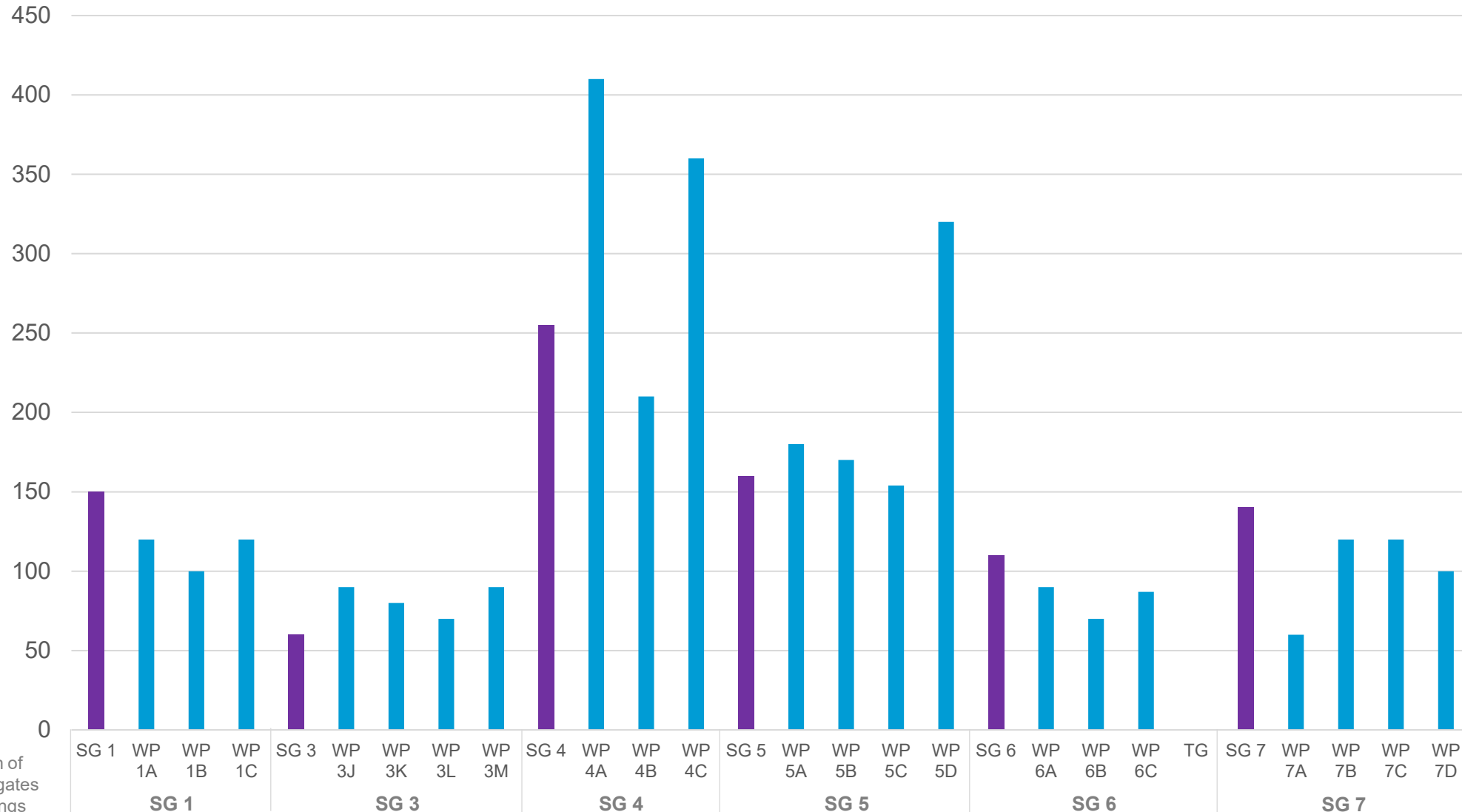# Typical requirements for ITU technical meetings

This document provides a solid basis for discussion for potential hosts of ITU technical meetings. Figures and technical requirements are indicative and may be subject to change for certain meetings.

The delegate numbers provided represent <u>in person</u> attendance.

Numbers provided represent the Study Groups and Working Parties participants for ITU-R and ITU-D meetings in 2024, which provide a good overview of standard requirements.

Delegate numbers are provided for ITU-T meetings for 2023, as a non-WTSA year. ITU continues to monitor participation numbers as working methods evolve with remote participation options.

Number of delegates <u>physically present</u> per ITU-R Study Group (SG) & Working Party (WP)
2024 figures

Table 1a: Requirements per ITU-R Working Party (WP) meetings as per 2024

GROUP [1]	OCCURRENCE	NUMBER OF DAYS [2]	INTERPRETATION	ROOMS CAPACITY	IS SERVICES (including 300 Mbit/s) [3]	ITU STAFF	LOCAL STAFF
WPs 1 (3 groups)	2 × year	6 days	Not required	1 x 200, 2 x 100, 1 x 50, 1 x 10, 4 x Chairs' offices	Remote Participation, Projection	4	Registration, Security, Usher, IS
WPs 3 (4 groups)	2 × year	8 days	Not required	1 x 140, 4 x 50, 2 x 30, 1 x 10, 5 x Chairs' offices	Remote Participation, Projection	4	Registration, Security, Usher, IS
WPs 4 (3 groups)	2 × year	18 days	Not required	1 x 320, 2 x 150, 2 x 50, 1 x 30, 1 x 10, 4 Chairs' offices	Remote Participation, Projection	6	Registration, Security, Usher, IS
WPs 5 (3 groups)	2 × year	10 days	Not required	1 x 280, 4 x 120, 1 x 70, 3 x 30, 2 x 10, 4 x Chair's offices	Remote Participation, Projection	6	Registration, Security, Usher, IS
WP 5D	3 × year	8 days	Not required	1 x 250, 1 x 150, 1 x 100, 1 x 50, 1 x 30, 1 x 10, 2 x Chairs' offices	Remote Participation, Projection	4	Registration, Security, Usher, IS
WPs 6 (3 groups)	2 × year	9 days	Not required	1 x 120, 1 x 100, 2 x 50, 2 x 30, 1 x 10, 4 x Chairs' offices	Remote Participation, Projection	4	Registration, Security, Usher, IS
[TG]	[if required]	[8 days]	Not required	1 x 200, 1 x 150, 1 x 100, 1 x 30, 1 x 10, 2 x Chairs' offices	Remote Participation, Projection	5	Registration, Security, Usher, IS
WPs 7 (4 groups)	2 × year	9 days	Not required	1 x 120, 1 x 100,1 x 50, 1 x 30, 1 x 10, 5 x Chairs' offices	Remote Participation, Projection	4	Registration, Security, Usher, IS

1   Working Party meetings are normally scheduled in parallel, but may not take up the same number of days.

2   Number of meeting days does not include weekend days.

3   Minimum number of meeting hours per day: 6 hours (2 x 3-hour session).
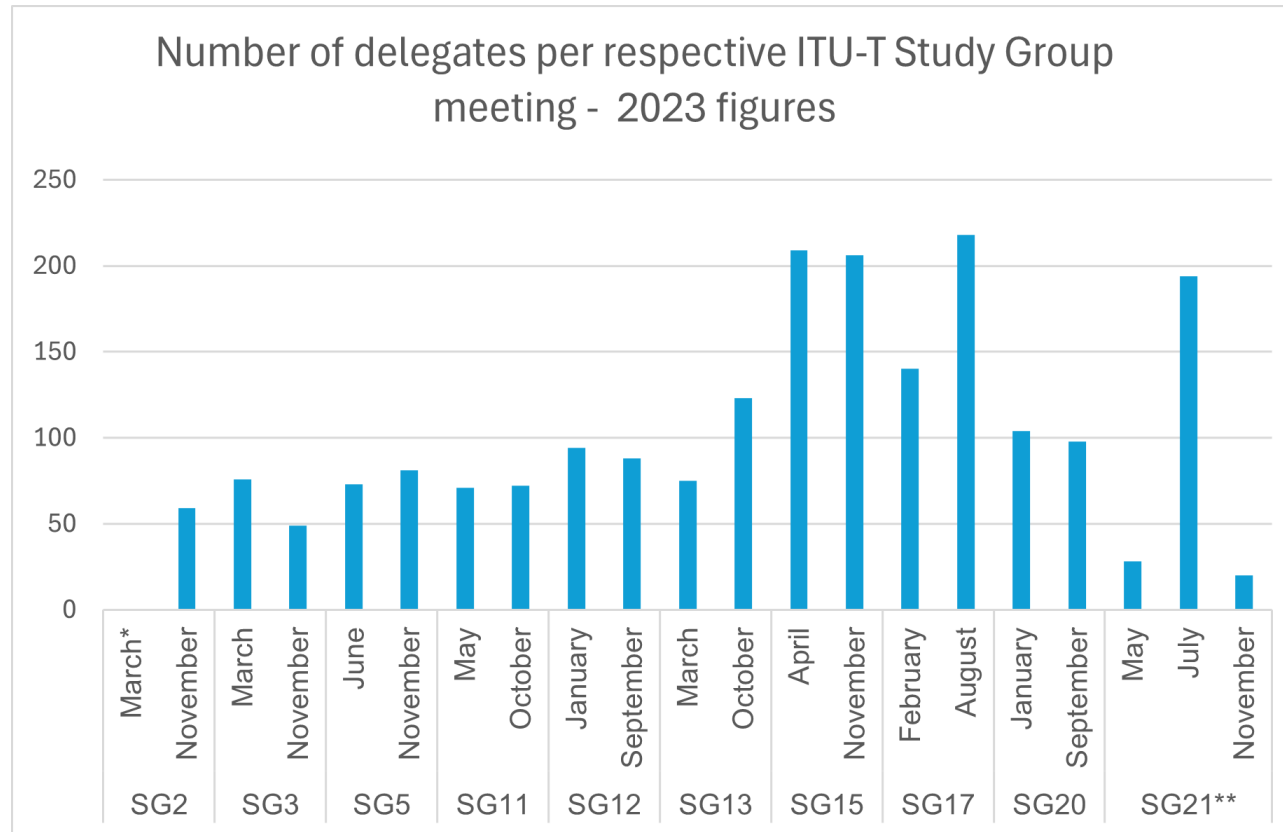
Table 1b: Requirements per ITU-R SG meeting

GROUP	OCCURRENCE [1]	NUMBER OF DAYS PER MEETING	INTERPRETATION	ROOM CAPACITY	IS SERVICES (including 300Mbit/s)	ITU STAFF [2]	LOCAL STAFF
SG 1	1 x year	1 day	6 languages	1 x 150, 1 x 10, 4 x Chair offices	Remote, Projection, Captioning	4 (+14 interpreters)	Registration, Security, Usher, IS
SG 3	1 x year	1 day	6 languages	1 x 100, 1 x 10, 5 x Chair offices	Remote, Projection, Captioning	4 (+14 interpreters)	Registration, Security, Usher, IS
SG 4	2 x year	1 day	6 languages	1 x 250, 1 x 10, 4 x Chair offices	Remote, Projection, Captioning	5 (+14 interpreters)	Registration, Security, Usher, IS
SG 5	1 x year	2 days	6 languages	1 x 200, 1 x 10, 4 x Chair offices	Remote, Projection, Captioning	5 (+14 interpreters)	Registration, Security, Usher, IS
SG 6	2 x year	1 day	6 languages	1 x 120, 1 x 10, 4 x Chair offices	Remote, Projection, Captioning	4 (+14 interpreters)	Registration, Security, Usher, IS
SG 7	2 x year	1 day	6 languages	1 x 120, 1 x 10, 5 x Chair offices	Remote, Projection, Captioning	4 (+14 interpreters)	Registration, Security, Usher, IS

1   Study Group meetings are scheduled before or after the meetings of the related working parties.

2   Minimum number of meeting hours per day: 6 hours (2 x 3-hour session).

Number of delegates per respective ITU-T Study Group meeting - *2023 figures*

Number of delegates per respective ITU-T Study Group meeting - 2023 figures

Representation of Physical Delegates in ITU-T Meetings

* ITU-T SG2 meeting in March 2023 was fully virtual
** ITU-T SG21 is the consolidation of former ITU-T SG9 and ITU-T SG16. SG21 meetings are collocated with JVET and ISO/IEC JTC1/SC29 MPEG Working Groups (300+ PAX)

Table 2a: Requirements per ITU-T Study Group as per 2024

	OCCURRENCE	NUMBER OF DAYS	INTERPRETATION	ROOMS CAPACITY	IS SERVICES (including 300 Mbit/s)	ITU STAFF	LOCAL STAFF
SG 2	2x year	10 days	Upon member's request for Closing Plenary	1 x 100, 1 x 50 5 chairman's offices	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 3	2x year	5-8 days	6 languages (5-8 days)	1 x 200 (opening & closing) , 1 x 30, 5 office for SG/MGT	Webcast, Remote (Captioning, Audio recording) tbc	14 + interpreters required each and everyday day	Registration, Security, Usher, IS
SG 5	2x year	10 days	Upon member's request for Closing Plenary	1 x 100 (opening & closing), 1 x 50, 1 x 20, 3 x 15, 2 offices for SG/MGT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 +(bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 11	2x year	8 days	Upon member's request for Closing Plenary	1 x 100 (opening & closing) , 1 x 30, 6 x 15, 2 offices for SG/MANAGEMENT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 12	2x year	10 days	Upon member's request for Closing Plenary	1 x 150 (opening & closing) , 3 x 30, 2 x 15, 1 x 10, 1 office for SG/MGT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 13	2x year	10 days	Upon member's request for Closing Plenary	1 x 150 (opening & closing), 1 x 50, 2 x 20, 5 x 10, 2 offices for SG/MGT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS

TSB specifications

Table 2b: Requirements per ITU-T Study Group as per 2024

	OCCURRENCE	NUMBER OF DAYS	INTERPRETATION	ROOM CAPACITY	IS SERVICES (including 300 Mbit/s)	ITU STAFF	LOCAL STAFF
SG 15	2x year	10 days	Upon member's request for Closing Plenary	1 x 250 (opening & closing) , 1 x 50, 2 x 30, 3 x 20, 3 x15, 1 x 150 2 offices for SG/MGT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (as per request)	Registration, Security, Usher, IS
SG 17	2 x year	10 days	Upon member's request for Closing Plenary	1 x 200 (opening & closing), 1 x 100, 3 x 30, 3 x 20, 2 x 15, 2 offices for SG/MANAGEMENT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 20	2x year	10 days	Upon member's request for Closing Plenary	1 x 200 (opening & closing), 1 x 100, 1 x 50, 3 x 30, 2 x 20, 1 x 15, 2 offices for SG/MANAGEMENT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS
SG 21*	2x year	10 days	Upon member's request for Closing Plenary Sign-language interpretation on request for specific sessions	1 x 200, 1 x 100, 2 x 50, 3 x 30, 2 x 20, 4 x 10, 5 offices for SG/GMT	Webcast, Remote (Captioning, Audio recording) tbc	2-3 + (bilingual) Interpreters only for Closing Plenary (only per request)	Registration, Security, Usher, IS

*ITU-T SG21 is the consolidation of former ITU-T SG9 and ITU-T SG16

Number of delegates <u>physically present </u>per ITU D Study Group (SG) and Rapporteurs Group Meeting (SG RGM) - *2024 figures*
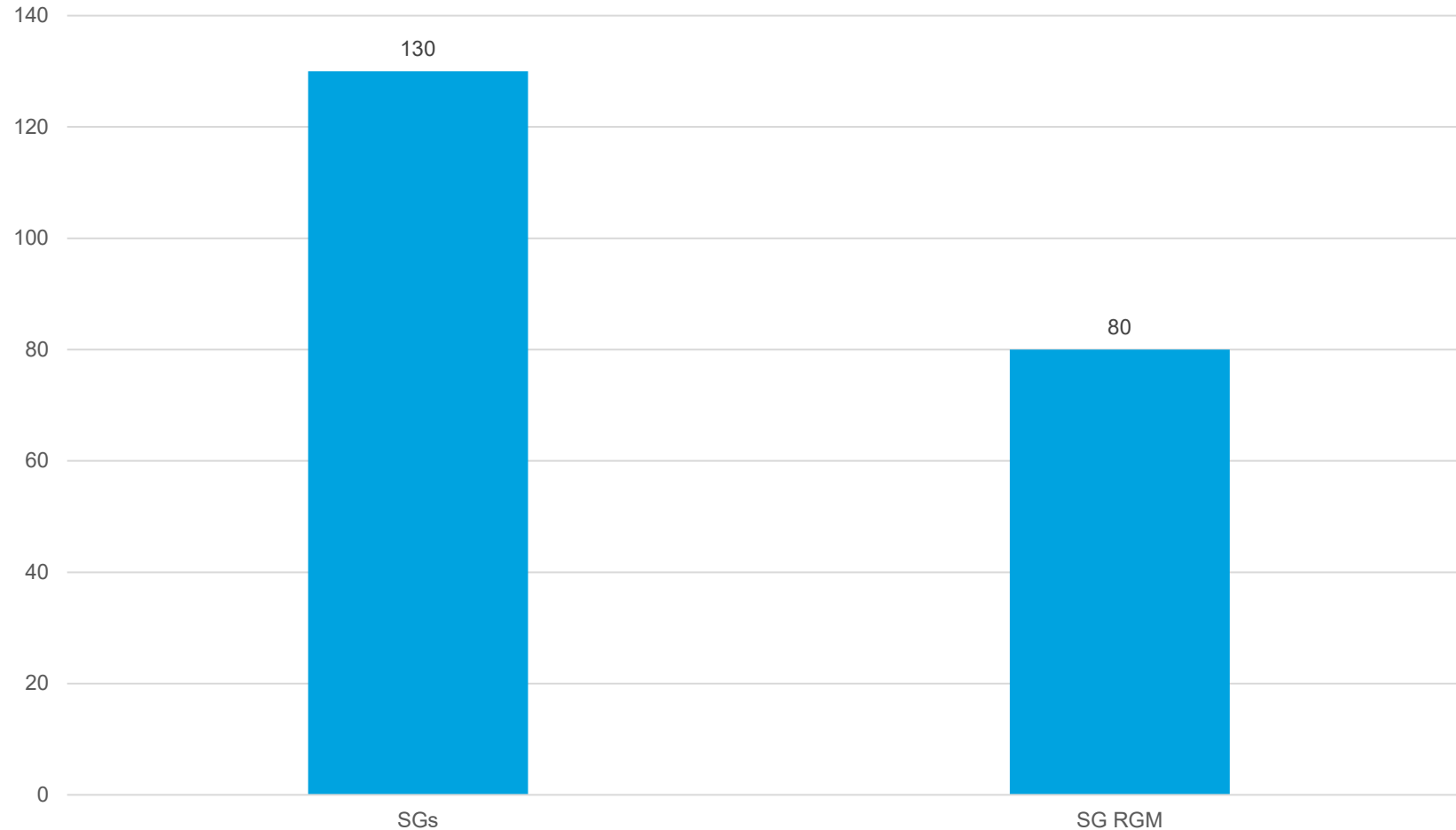
Table 3: Requirements per ITU D meeting type

	OCCURRENCE	PERIOD OR REQUESTED DATE	INTERPRETATION	ROOM CAPACITY	IS SERVICES (including 300Mbps)	ITU STAFF	LOCAL STAFF
SGs (SG1 & SG2)	1 x year	2 weeks – February-April (before TDAG)	6 languages [2]	1 x 130, 1 x 30	Projection, Webcast, Remote, Room plan	20 [1] + Interpreters (TBC)	Registration, Security, IS, room ushers
TDAG [4]	1 x year	1 week – April-June (after SGs and before Council)	6 languages [2]	1 x 130, 1 x 30	Projection, Webcast, Remote, Room plan	20 [1] + Interpreters (TBC)	Registration, Security, IS, room ushers
EGTI-EGH [5]	1 x year	1 week – September	Languages tbc [2] (between 4 and 6 languages)	1 x 160	Projection, Webcast, Remote, Room plan	20 [1] + Interpreters (TBC)	Registration, Security, IS, room ushers
SGs (SG1 & SG2) RGM [3]	1 x year	4 weeks – 15 September-15 December	Languages tbc [2] (between 2 and 6 languages)	1 x 80, 1 x 30	Projection, Webcast, Remote	20 [1] + Interpreters (TBC)	Registration, Security, IS, room ushers

[1] Final number of ITU staff on site to be confirmed. Note: Depending on the meeting, 1 additional staff from interpretation service may be needed.

[2] For meetings of two weeks or four weeks, if interpretation is required for 5 working days, a total of 20 interpreters would be needed per week; the number of contract days for interpreters will vary.

[3] Rapporteurs' Group Meeting

[4] Telecommunication Development Advisory Group

[5] Expert Group on Telecommunication/ICT Indicators and Expert Group on ICT Household Indicators. To be held jointly with the World Telecommunication/ICT Indicators Symposium.

Annex 1 – Calendar of technical meetings for one year requiring a host
(for indicative purposes only based on the annual regular schedule of meetings pre-Covid-19 and subject to change)

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ITU-R WPs	ITU-R SGs	ITU-R SGs	ITU-R SGs	ITU-R SGs	ITU-R SGs
I, W, R, A	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C
ITU-T SGs	ITU-R WPs	ITU-R WPs	ITU-R WPs	ITU-R WPs	ITU-R WPs
I, W, R, A, C	I, W, R, A	I, W, R, A	I, W, R, A	I, W, R, A	I, W, R, A
	ITU-T SGs	ITU-T SGs	ITU-T SGs	ITU-T SGs	ITU-T SGs
	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C
			ITU-D SG1	ITU-D SG2	
			I, W, R, C	I, W, R, C	

I: Interpretation
W: Webcast
R: Remote
A: Audio recording
C: Captioning

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ITU-R SGs	ITU-T SGs	ITU-R SGs	ITU-R SGs	ITU-R SGs	ITU-R SGs
I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	I, W, R, A, C
ITU-R WPs		ITU-R WPs	ITU-R WPs	ITU-R WPs	ITU-T SGs
I, W, R, A		I, W, R, A	I, W, R, A	I, W, R, A	I, W, R, A, C
ITU-T SGs		ITU-T SGs	ITU-T SGs	ITU-T SGs	
I, W, R, A, C		I, W, R, A, C	I, W, R, A, C	I, W, R, A, C	
		ITU-D SG1R	ITU-D SG2R		
		I, W, R, C	I, W, R, C		