

HOSTING AN ITU MEETINGS HUB

18 February 2025



ITU Meetings Hub: ensuring business continuity

- ITU meetings attract industry experts from public and private sectors, academia and international organizations across ITU's influential network and around the globe.
- Around **60 – 65 meetings** are held each year in ITU's Geneva headquarters - primarily technical (Study Group and Working Party) and advisory group meetings
- ITU is exploring interest from Member States in hosting an ITU Meetings Hub outside Geneva as part of the new building project business continuity strategy



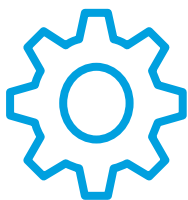
ITU Meetings Hub concept – at a glance

- A Member State hosts **all ITU technical meetings in a dedicated venue** over a period of time
- The **host city** is easily accessible, secure, amenable to ITU Member States, provides appropriate accommodation and offers high-quality unrestricted Internet access
- In line with Res. 5 of the Plenipotentiary Conference and relevant Sector Resolutions, **costs** of venue, facilities, technical services and running Meetings Hub are covered by the Host Country
- **Host Country benefits** include global recognition as major digital hub and international events organizer; access to industry expertise; extended real return on investment; international visitors with local economy spend
- **ITU membership benefits** from increased visibility, long-term business continuity for meetings, established facilities and technical services, delegate familiarity with venue, opportunities for ITU staff outside Geneva



Benefits of hosting an ITU Meetings Hub: digital expertise, international prestige, economic boost

- Establish country, region or city as digital hub destination
- Position government as a tech leader at the forefront of debates on the future of digital technologies
- Showcase city and venue as a world-class destination for high-profile meetings with organizational excellence and state-of-the-art facilities
- Highlight country's rich culture and traditions to a global audience
- Benefit from status as a trusted ITU partner
- Boost local event industry through use of local service providers
- Create jobs for local venue support staff
- Generate revenue for:
 - Hotels and associated services
 - Restaurants, catering services and private social events
 - Tourism industry (social and leisure activities)
 - Public and private transport services
 - Local retailers
- Raise awareness of and attract interest in host country or city as an investment destination



Logistical support from Host Country

Logistics

- Conference venue with meeting rooms
- Provision of additional spaces as necessary
- ITU staff travel and accommodation expenses; local support staff
- Visa facilitation for delegates
- Optional: hotel booking facilitation for delegates, official transportation services for material, catering facilities
- Environmentally-friendly meetings

Conference centre IT & AV

- Fast and reliable wired and wireless (Wi-Fi) unrestricted Internet connectivity
- "Blue-LAN" environment for ITU legacy applications
- Room allocation requirements may include:
 - Large screens for content and video
 - Name handling system
 - Audio system supporting remote interpretation in six languages
 - AV system supporting Multilingual Interactive Remote Participation (MIRP, using Zoom), webcast and captioning
 - Signage, display screens
 - Wired LAN for access control, voting stations, MIRP, Webcast, captioning, podium PC/laptop
- Integrating venue's signage system with ITU content on meeting schedule

Security, safety & crisis management

- Venue security planning, registration, badge distribution, and access control
- Safety & medical assistance
- Guidelines and minimum requirements for medical assistance at the venue
- COVID-19 mitigation measures for conferences in line with UN/WHO Guidelines and national health authorities
- Business Continuity and Crisis Management discussions



Host country financial requirements

ITU Meetings Hub host covers the costs of:

- Meeting premises
- IT & AV equipment, services and furniture in all rooms
- Staff airfares and DSA in accordance with ITU Staff Rules, including pre-event missions, if needed
- Safety, security, registration, badge distribution, and access control services
- Local support staff
- Cost of transport of equipment from Geneva or rental onsite if required

Overview of 2025 technical meetings by month																		
January			February				March			April			May			June		
		14-23 SG12	5-12 WP5D	10-21 CWG	24-7 WP6ABC+SG6		17-21 RRB		31-4 WP3JKL	14-17 RAG		28-9 WP5ABC+SG5	12-16 TDAG				17-27 Council	25-2 WP5D
		20-31 SG16+MPEG	5-14 SG2			3-14 SG13	17-28 SG15	TSAG	8-17 SG3			SG9	6-16 SG3					23-4 SG13
					17-21 TSG11			2-11 SG9	7-17 WP7ABCD+SG7		28-9 SG1&2	7-23 WP4ABC+SG4	26-6 WP3JKLM+SG3	9-20 WP1ABC+SG1				
July			August				September			October			November			December		
7-11 AI4G+WSIS	14-18 RRB	14-25 SG20				25-29 SG17	2-11 SG12	08-19 CWG	22-26 EGH		8-15 WP5D	15-31 WP4ABC+SG4	3-7 RRB	3-14 WP1ABC	17-30 WP5ABC	1-5 SG5 + IRW		
9-18 SG11									S29-10 SG15	13-24 SG13	27-31 SG3	SG15	12-21 SG11					
							1-12 WP6ABC+SG6	15-26 WP7ABC+SG7	6-17 SG16+MPEG									

Key to meeting organizers:

ITU-R
ITU-T
ITU-D
General Secretariat

Note: Exceptionally, no ITU-D rapporteur group meetings are scheduled in the second half of 2025 due to WTDC 25.



Indicative ITU content staff requirements/year (based on 2025 planned sectoral meetings)

ITU staff supporting all meetings are split between **content staff** (travelling from and to Geneva to attend a specific meeting) and **support staff** (based onsite)

Estimated calculations of ITU content staff requirements for one year are:

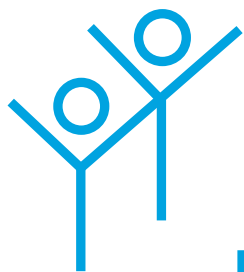
- ITU-R: 20 Working Party meetings with average 8 content staff
10 Study Group meetings with average 5 content staff
1 RAG meeting with average 14 content staff
- ITU-T: 22 Study Group meetings with average 3 content staff
2 TSAGs with average 14 content staff
- ITU-D: 2 Study Group and 2 Rapporteur Group meetings with average 9 content staff
1 TDAG meeting with average 14 content staff
1 EGTI/EGH meeting with average 13 content staff
- Indicative total of **2 850 content staff days and 410 flights per year**



ITU content staff requirements (based on 2025 planned sectoral meetings)

Sector	Total meetings per year	Meeting breakdown	ITU content staff per meeting	Average meeting days/meeting	Total content staff days per year	Total flights
ITU-R	34	10 SGs	5	1	1 696	254
		20 WPs	8	9		
		3 RRBs	10	5		
		1 RAG	14	4		
ITU-T	24	22 SGs	3	9	734	94
		2 TSAG	14	5		
ITU-D	6	2 SGs	9	5	405	63
		1 TDAG	14	5		
		1 EGTI/EGH	13	5		
		2 RGMs	9	10		
Total	64				2 835	411

Note: calculated based on standard ITU-D RGM cycle (20 days); ITU-T standard 2 x 11 SG and 2 x TSAG meetings per year; does not include pre-missions



Indicative number of local support staff based at hub/year

Services	Function	Number
Logistics	Logistics/admin Room management	1 senior
	Usher	1
IS	IT and AV technical manager	1 senior
	AV supervisor	1
	AV technician	2
	ITU technician	1
Security/Registration/Badging/Distribution	Service operations manager	1 senior
	Security officer	2
	Lead for badging/security/registration	1
	Badging distribution assistants	2
Total staff at hub		13

Indicative meeting room capacity requirements for 60 meetings/year

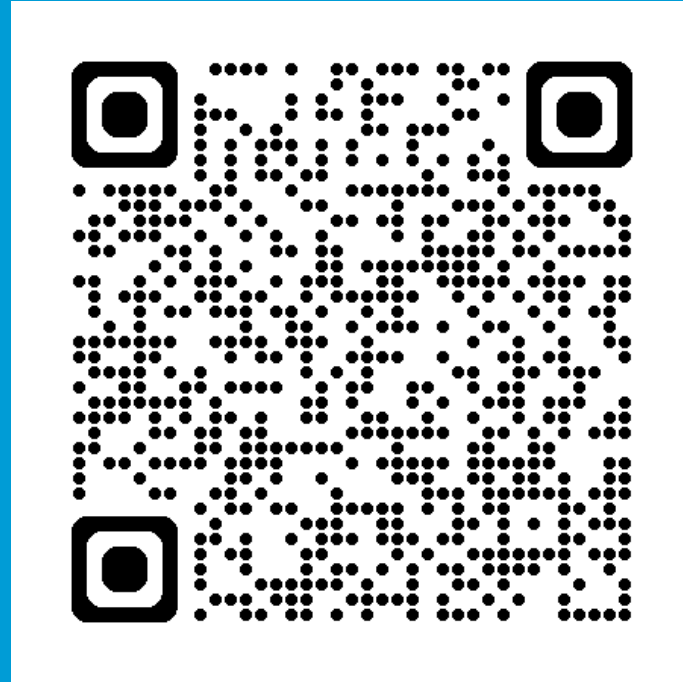
Room size/style	Number	Key services
300 pax in classroom style	1	Webcast Captioning Remote simultaneous interpretation Remote participation
200 pax in classroom style	1	Webcast Captioning Remote simultaneous interpretation Remote participation
100 pax in classroom style	4	Webcast Remote participation
50 pax in classroom style	4	Webcast Remote participation
30 pax in boardroom style	2	Remote participation
15 pax in boardroom style	2	Remote participation

Additional spaces and services/60 meetings

- Registration/badge distribution counters
- Security Access Points
- Badge scanning machines
- Offices
- 10U secured 19-inch rack space in server room
- Digital lockers
- Cybercafe
- Medical service & first aid room
- Prayer room
- Information desk (with Lost & Found)
- Coffee break area/cafeteria
- Restrooms
- Parking
- Cleaning

Detailed information at:

<https://council.itu.int/2025/en/hosting-itu-meetings/>



Contact us at hostingmeetings@itu.int