

ICT 4 all Exhibition

15 - 19 November 2005, Kram PalExpo, Tunis - Tunisia

Frequently asked questions ICT 4 all Exhibition, Tunis 2005

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1. EXHIBITION

1.1. *Who is exhibiting at the ICT 4 all Exhibition?*

The ICT 4 all Exhibition is a multi-stakeholder event with representatives from the UN, Private Sector, Governments, Civil Society, International Organisations and NGO's. Exhibitors will come from all over the world!

1.2. *What kind of projects will be showcased at the exhibition?*

The ICT 4 all Exhibition and partnership area has 5 themes. These themes are integrated into the architecture of the entire exhibition and partnership area in the form of quarters.

- e-Solutions
- Inclusive Access
- Development and Solidarity
- Partnership and Financing
- Research and Innovation

All projects will be summarised in the ICT 4 all Exhibition Catalogue, which will be distributed upon entry to the Exhibition.

1.3. *Is the Exhibition open to the public?*

Yes, daily.

1.4. *What are the opening hours of the ICT 4 all Exhibition?*

Tuesday 15 November: 12.00 - 18.00
Wednesday 16 November: 09.00 - 18.00
Thursday 17 November: 09.00 - 18.00
Friday 18 November: 09.00 - 18.00
Saturday 19 November: 09.00 - 16.00
(Subject to small changes).

1.5. *How much does my surface / my stand cost?*

You can find all prices for the surface fees and the modular stand fees on www.expo.ict4all-tunis.org/participation_rent.htm. The price of the surface depends on the country of origin and the sector.

1.6. *Can I choose my stand space on the floor plan?*

Your stand space will be allocated according to the theme of the project you have applied to present. You can indicate your preferred area. Please note, however, that this must be approved by the organiser following acceptance of your project(s).

1.7. *Do General Regulations for exhibitors of the ICT 4 all Exhibition exist?*

The General Regulations are online www.expo.ict4all-tunis.org/documents/gen_regulation_e.pdf. Please read these regulations carefully before signing the contract.

1.8. *Which facilities are included in an individual, personalised stand/pavilion?*

Each stand will automatically be equipped with an internet connection according to the size of your stand (please check point 5.1 of the Exhibitor Manual: Data transmission).

Each stand will be equipped with one telephone or fax line (please check point 5.1 of the Exhibitor Manual).

All additional facilities have to be ordered.

1.9. Which facilities are included in a modular stand/pavilion?

- Electricity: Per 12m2: 1 single phase box 2kw, 1 plug, 1 "4 spotlights rack"
- Internet: Stands up to 49.9m2: 1 access line 128 kb/s
Stands from 50m2 to 199.9m2: 1 access line 384 kb/s
Stands over 200m2: 1 access line 512 kb/s
- Telephone/Fax connection: Each stands will be equipped with one telephone or fax line, included in the surface fee.

If you would like to have additional facilities, you have to order them.

1.10. What additional services can I order?

- Electricity: Order form 1
- Telephone / Data transmission: Order form 2
- Modular stands: Order form 3
- Furniture: Order form 4
- Audiovisual: Order form 5
- Hostesses: Order form 7
- Interconnection points: Order form 8
- Catering: Order form 9
- Plants: Order form (other)

1.11. What are the prices of additional services?

The prices are mentioned in the exhibitor manual and the order forms on www.expo.ict4all-tunis.org/participation_manual.htm.

1.12. Do I need to purchase any Insurance?

Everyone has to be insured. You need a fire insurance and a third-party-liability insurance. Please check order form 6 on www.expo.ict4all-tunis.org.

1.13. If I don't want a modular stand, who can design and build my stand?

You can contact any stand builder for your stands. Please access www.expo.ict4all-tunis.org/participation_exhi.htm for information about our partners for stand construction.

1.14. Is there funding available for exhibitors at the ICT 4 all Exhibition?

There is no project fund available for the ICT 4 all Exhibition. We therefore recommend you to look for alternative funding opportunities to assure your participation.

1.15. As an exhibitor, when can I enter the ICT 4 all Exhibition?

Exhibitors can enter the hall at 08.00 h, 1 hour prior to the official opening time.

The hall is open until 22.00 h, but no entrance possible after 18.00 h.

1.16. Do my stand builders need a badge?

Yes, they need a badge for build-up. You need to send a form with the following information to exposition@smsitunis2005.tn; expo.securite@smsitunis2005.tn; mabrouk@smsitunis2005.tn:

- Name, first name, nationality
- Passport number, issue date and place of issue
- Number of stand to be built
- Exhibitor (company/organisation name)
- Arrival date.

There is no badge needed for dismantling.

1.17. How many exhibitor badges am I entitled to?

Exhibitor passes for the stand staff will be allotted free of charge, according to stand area:

- up to 20,0 m² 4 Exhibitor passes
- from 20,1 m² to 49,0 m² 8 Exhibitor passes
- from 49,1 m² 10 Exhibitor passes

Additional Exhibitor passes can be purchased on the exhibition website (www.expo.ict4all-tunis.org/participation.htm).

1.18. How can I get my exhibitor badges?

You can download and print your free badges and additional badges on our online badging system www.expo.ict4all-tunis.org/participation.htm. You can also buy additional badges at your arrival in Tunis in the Registration Center close to Tunis Carthage Airport from 10th to 18th November 2005. Opening hours of the ICT 4 all Exhibition desk are 08.00-18.00 h.

1.19. How can I invite a person(s) to the ICT 4 all Exhibition?

Should you wish to invite persons for the ICT 4 all Exhibition at Kram Palexpo 15-19 November 2005, you have the following possibilities:

- Before the event: Order visitor ticket with the online badging system on www.expo.ict4all-tunis.org/participation.htm
- In Tunis: Purchase badges for your invited person(s) at the pay station at the airport of Tunis Carthage.

Prices are as follows:

1 day of attendance: CHF 15.00 (or 15 DT)

2 or more days of attendance: CHF 25.00 (or 25 DT)

Saturday, 19th November: CHF 1.00 (or 1 DT)

1.20. If I have an entry badge for the ICT 4 all Exhibition, does this allow me to enter the WSIS?

No. This only allows access to the ICT 4 all Exhibition. However, people who are accredited for WSIS may enter the ICT 4 all Exhibition. For further information on WSIS accreditation, please access www.itu.int/wsisp/participation/accreditation/index.html

1.21. When do I have access to Kram PalExpo for build-up and dismantling?

Build-up: 1st – 11th November 2005: 24 hours

12th November 2005: until 17.00 h

Dismantling: 19th November 2005: starting at 18.00 h

20th – 23rd November 2005: 24 hours

There will be a UN Security check in the the whole Kram PalExpo area during the night from the 12th to 13th November. All material must be in the hall by 12th November at 17.00 h. Large material is not permitted to enter the hall following this security check, due to the installation of x-ray machines for security reasons. It will be possible to access the hall on 13th and 14th November, in order to check your stand and make any last fittings. The hall can only be entered with a badge.

1.22. When can I decorate my stand if I opted for a modular stand?

You can decorate your modular stand on 11th and 12th November.

1.23. How can I contact other exhibitor's?

The exhibitor list is available on www.expo.ict4all-tunis.org. Also check out the interactive hall plan.

1.24. *If I have ordered a modular stand / modular pavilion, can I plug and use our computer instantly?*

Yes, the access line on modular stands includes a RJ45 plug where you can directly plug your computer.

Attention: If you have ordered additional access lines, you will get the lines (cables) with cable clamps where you have to connect your material with your own technician or by contacting the official internet supplier Advanced e-Technologies (please find the contacts in the Exhibitor Manual, point 1.4). Please use the online order form on www.expo.ict4all-tunis.org/participation_m_add_lo.htm (deadline 25th October)

1.25. *If I have ordered an individual stand / individual pavilion, can I directly connect and plug my computers / telephones?*

- If you have a stand smaller than 30 m2 you will receive a RJ45 plug.
- **Attention:** All stands over 30 m2 will only get the access lines (cables) with cable clamps where you have to connect your material with your own technician or by contacting the official internet supplier Advanced e-Technologies (please find the contacts in the Exhibitor Manual).

1.26. *Are all internet access options ADSL?*

Yes.

1.27. *Is it possible to have an ISDN connection on the stand?*

Yes, you can order an ISDN connection. Please contact Sotetel, Ms Najla Triki, <mailto:najla.triki@cert.mincom.tn>

1.28. *Is the internet connection an Ethernet? Is this included if I order an access line?*

- For stands smaller than 30 m2 there is an Ethernet port on an ADSL modem.
- Larger stands have to connect the material themselves or with Advanced e-Technologies (see point 1.3)

1.29. *Are public IP addresses provided by default or do we have to order them?*

- For each ADSL connection you receive 1 IP address for free (IPv4).
- Additional IP addresses have to be ordered. Please contact Mr Abdelkrim Bouzid, <mailto:abdelkrim.bouzid@poste.tn>, copying Mr Hassoumi Zitoun, <mailto:exposition@smsitunis2005.tn>.

1.30. *Can we order several consecutive IP addresses?*

Yes, please contact Mr Abdelkrim Bouzid, <mailto:abdelkrim.bouzid@poste.tn>, copying Mr Hassoumi Zitoun, <mailto:exposition@smsitunis2005.tn>.

1.31. *Can we also order IPv6 addresses?*

Yes, please contact Mr Abdelkrim Bouzid, <mailto:abdelkrim.bouzid@poste.tn>, copying Mr Hassoumi Zitoun, <mailto:exposition@smsitunis2005.tn>.

1.32. *Is there a wireless internet connection available?*

A public wireless network will be available on the central place, the 3 meeting points, the restaurant and the press area. The wireless connexion requires a WIFI card.

Exhibitors can use a wireless connection by installing a "WLAN Access Point" on their stand.

1.33. *Where can I buy wireless cards?*

You can buy wireless cards on the ICT 4 all Exhibition from Tunisie Telecom (desk at the entrance).

1.34. *What kind of wireless network will be there?*

It will be 802.11b and 802.11g

For further questions please contact Mr Abdelkrim Bouzid, <mailto:abdelkrim.bouzid@poste.tn>, copying Mr Hassoumi Zitoun, <mailto:exposition@smsitunis2005.tn>.

1.35. *Can I have my own wireless network on my stand?*

Yes, you can have a wireless network via the ADSL line provided by installing a modem. This service does not require a wireless card.

For further questions please contact Mr Abdelkrim Bouzid, <mailto:abdelkrim.bouzid@poste.tn>, copying Mr Hassoumi Zitoun, <mailto:exposition@smsitunis2005.tn>.

1.36. *Is there a security service on the exhibition?*

There will be around 7 security people in the hall after the opening hours. They will circulate and check if everything is fine. We can't guarantee the security of your personal objects and equipment.

1.37. *Can I order my own security people somewhere?*

If you wish to have your own security people on your stand you can contact:

SOGEGAT International

Mr. Mustapha Yahiaoui

Phone +216 71 783 155

<mailto:sogegat@sogegat.com.tn>

2. QUESTIONS ABOUT CONFERENCE ROOMS AT THE ICT 4 ALL EXHIBITION

2.1. *Can I rent a conference room?*

Workshops are available for exhibitors only!

Equipped rooms are available for your company or organisation to rent and host a workshop. Please check www.expo.ict4all-tunis.org/participation_work.htm for further information.

2.2. *Are the events in the conference rooms open to the public?*

It is the decision of each conference organiser to decide if his or her conference/workshop is open to the public or to invited people only.

2.3. *Who can I contact if I require coffee and snacks during the break of my conference event?*

Please contact Hotel Invest (check Exhibitor manual point 1.7) or check our website (www.expo.ict4all-tunis.org/participation_m_add_ca.htm) for information about the offer and prices.

3. GENERAL INFORMATION ABOUT ALL PARALLEL EVENTS OF THE WSIS

3.1. *Information about parallel events*

The World Summit on the Information Society (WSIS) is the core event. ICT 4 all is the major parallel event consisting of separate events. There are 2 types of parallel events:

- The ICT 4 all Exhibition is **the major parallel event** open to both accredited participants of the Summit and the general public. Please note that an exhibitor badge does not allow access to the WSIS but all accredited WSIS participants have free access as visitors to the ICT 4 all Exhibition. There are also conference rooms available to hold workshops. Please access www.expo.ict4all-tunis.org for further details.
- The other parallel events are for accredited WSIS participants only. Otto Frei AG does not have details about these events. Please access www.smsitunis2005.org/plateforme/guideline.php. For questions concerning workshops contact Mr Ridha Guellouz, <mailto:ridha.guellouz@mincom.tn>, +216 71 32 34 34

4. PRESS / MEDIA

4.1. Media centre at the ICT 4 all Exhibition

This room is located next to the Press Interview Room and is available for journalists to access the Internet and for you to deposit a limited amount of promotional material for journalists.

4.2. Press Interview Room

There is a Press Interview Room (small: 40m²) available in the ICT 4 all Exhibition hall. Please contact <mailto:alison.walters@ottofrei.ch> for further information and to book the room.

4.3. Access to the Summit media facilities: For WSIS badge holders (accredited participants) only

Business: www.itu.int/wsis/tunis/newsroom/mro/rolebusiness.html

Civil Society: www.itu.int/wsis/tunis/newsroom/mro/rolecivilsociety.html

Governments: ICT 4 all exhibitors should use standard channels, namely their Media Relations Officers if they are from Governments

All press events held on the ICT 4 all Exhibition will be mentioned in the Summit events calendar.

5. GENERAL QUESTIONS

5.1. Is there an opening ceremony and when is it?

There is an opening ceremony on 15th November from 10.00-12.00 h. Details are not available yet. Furthermore there will be a welcome cocktail on 15th November in the evening for all participants. We keep you informed.

5.2. Where can I book my accommodation?

Participants, who wish to reserve hotel accommodation, please access: www.reservation.smsitunis2005.tn/home_en.html

5.3. Is there a cloak room?

Yes. The cloak room is located at the main entrance of the ICT 4 all Exhibition.

5.4. Where can I park my car?

There will be parking areas in the surroundings of Kram PalExpo. From there you can take a shuttle bus which brings you to the Exhibition.

5.5. How do I get to Kram PalExpo?

For further information, visit www.fkram.com.tn and check our 3D map on www.expo.ict4all-tunis.org.

5.6. Public transport?

From 12th – 19th November a free shuttle-bus service will be provided to participants of the WSIS and the ICT 4 all Exhibition, operating between Tunis Carthage Airport, the Registration Center, the hotel areas and the Kram PalExpo.

The shuttle bus is circulating 24 hours. During the day it will be circulating all 30 minutes.

5.7. What is the weather like in Tunis in November?

Tunisia has a Mediterranean climate. November is the autumn season, with temperatures ranging between 11 and 21°C (52 to 69°F), with the possibility of rain. For further information visit www.meteo.tn.

5.8. Currency, cheques, credit cards?

The official currency in Tunisia is the Tunisian Dinar (TND). Foreign currencies and foreign currency travellers' cheques may be exchanged at banks and in most hotels. Banking facilities are available at Tunis Carthage Airport and in the Tunis downtown area. Banks are normally open from 08.30-11.00 h and from 14.00-16.15 h.

Credit cards (Visa, MasterCard, American Express and Diners Club) are widely accepted in Tunisia.

Foreign currency, travellers' cheques, credit cards or cash may be used to pay hotel and other expenses in Tunisia.

5.9. Electricity?

The standard electricity supply in Tunisia is 220 V, 50 Hertz. The plugs most commonly found in Tunisia are C and E plugs. For detailed descriptions see <http://kropla.com/electric2.htm>.

It is advisable to bring conversion plugs or adapters if using any kind of mains-powered equipment.