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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 1 November 2012

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| Ref:Tel:Fax: | **TSB Circular 319**+41 22 730 6828+41 22 730 5853 | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia; |
| E-mail: | tsbcits@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Chairmen and Vice-Chairmen of ITU-R WP 5A and ITU-R WP 5D;- To the Director of the ITU Radiocommunication Bureau;- To ISO TC 204, ISO TC 22, ARIB, ATIS, CCSA, ETSI, IEEE, ISACC, SAE, TIA, TTA, TTC, UNECE. |

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| Subject: | **Collaboration on ITS Communication Standards meeting Washington, D.C., United States of America, 17 December 2012** |

Dear Sir/Madam,

It is my pleasure to invite you to the next meeting of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards on Sunday, 17 December 2012 in Washington, D.C., United States of America, at the kind invitation of the Alliance of Automobile Manufacturers (AAM). The Collaboration meeting is collocated with the eighth meeting of ITU-T Focus Group on Driver Distraction (18-19 December 2012).

The intent of the Collaboration is to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of ITS communication standards of the highest quality in the most expeditious manner possible to enable the rapid deployment of fully interoperable ITS communication-related products and services in the global marketplace.

Participation in the Collaboration is open to:

* representatives of ITU Member States, Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work,
* any individual from a national, regional or international SDO who wishes to contribute to the work.

In particular, national, regional and international SDOs are encouraged to participate and to join the Collaboration Management.

The terms of reference of the Collaboration and results of the last meeting are reproduced at <http://itu.int/en/ITU-T/extcoop/cits/>.

The Collaboration meeting will open at 0900 hours on 17 December 2012. No registration fee is required for participating in this meeting.

Discussions will be held in English only.

**Registration:** To enable TSB to make the necessary arrangements concerning the organization of the meeting, please register for **the Collaboration on ITS Communication Standards meeting**via the on-line form available at <http://www.itu.int/reg/tmisc/3000477>.

**Remote participation:** You can participate remotely at the Collaboration on ITS Communication Standards meeting. As a remote delegate you will be able to hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate remotely, please register in advance at <http://www.itu.int/reg/tmisc/3000477>. Instructions will be made available to registered participants.

**Meeting documents:** Participants intending to submit a document for discussion at the meeting should send that document using the template available at <http://itu.int/en/ITU-T/extcoop/cits/> to tsbcits@itu.int **before 10 December 2012**.

**Practical information:** For your convenience, practical information about the meeting venue and how to reach it is reproduced as **Annex 1**.

**Visa:** We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States of America. **The visa must be requested and obtained from the office (embassy or consulate) representing the United States of America in your country** or, if there is no such office in your country, from the one that is closest to the country of departure. **Please be aware that visa approval might take time so kindly make your visa request as soon as possible.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annex: 1

ANNEX 1
(to TSB Circular 319)

**Practical Information**

1. **Venue**Alliance of Automobile Manufacturers
Franklin Towers Office Building
1401 Eye Street, N.W., Suite 900
Washington, DC 20005

Map: <http://goo.gl/maps/LXreR>

1. **Hotels near the Alliance**

**Crowne Plaza Hamilton**
1001K Street NW and 14th Street
Washington, DC 20005
<http://www.crowneplaza.com>
189 $/night

**Donovan House Kimpton**
1155 14th St NW
Washington, DC 20005
[www.donovanhousehotel.com](http://www.donovanhousehotel.com)
197 $/night

**Comfort Inn Downtown Convention Center**
1201 13th Street NW
Washington, DC 20005
[www.dcdowntownhotel.com](http://www.dcdowntownhotel.com)

160 $/night

**Residence Inn Washington Dc Vermont Avenue**

1199 Vermont Avenue NW
Washington, DC 20005

<http://www.marriott.com/hotels>

199 $/night

**Washington Plaza Hotel**

10 Thomas Circle NW
Washington, DC 20005

[www.washingtonplazahotel.com](http://www.washingtonplazahotel.com)
169 $/night

1. **Directions from Washington Dulles International Airport**

Public transport: 1) Take Bus 5A towards L’Enfant Plaza Station
 2) Get off at N Moore St & Rosslyn Station
 3) Walk to Rosslyn Metro Station
 4) Take Metrorail Blue Line towards Largo Town Ctr or Metrorail Orange Line towards New Carrollton
 5) Get off at McPherson Sq Metro Station

Also see: <http://www.wmata.com/>

By car: See <http://goo.gl/maps/SkMx2>

1. **Directions from Ronald Reagan National Airport**

Public transport: 1) Walk to National Airport Metro Station

 2) Take Metrorail Blue Line towards Largo Town Ctr

 3) Get off at McPherson Sq Metro Station

Also see: <http://www.wmata.com/>

By car: See <http://goo.gl/maps/qsMLo>

**5. Host contact Person**

Name: Mrs. Sharon Roth
Telephone: +1-202-326-5544
E-Mail: sroth@autoalliance.org

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