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| **Telecommunication Standardization Bureau** |  |
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Geneva, 24 July 2013

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| Ref:  Tel:  Fax: | **TSB Circular 33** TSB Workshops/A.N.  +41 22 730 5158 +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: | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **ITU Workshop on Making Media Accessible to all: the Options and the Economics - (Geneva, Switzerland, 24 (p.m.) – 25 October 2013)** |

Dear Sir/Madam,

1 I would like to inform you that the ITU-T Study Group 16 Focus Group on Audio Visual Accessibility (FG-AVA), is organizing a two- day **ITU Workshop on Making Media Accessible to all: the Options and the Economics** which will take place at the ITU headquarters, Geneva, on   
24 (pm) – 25 October 2013. The interdisciplinary group was established in 2011 to encourage the use of common accessibility tools across all delivery media including broadcasting, IPTV and Internet.

The workshop will open at 1400 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. **Registration will begin at 0830 hours.**

2 Discussions will be held in English only.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge and no fellowships will be granted.

4 The main objective of this workshop will be to explain the options available for access services, the economics of providing them and to offer successful financial case studies of their use.  
In addition, the workshop will be of value to all those making content for, manufacturing equipment for, regulating, using, or contemplating using, access tools with media. With the growing application of the United Nations Convention on the Rights of Persons with Disabilities, such services will be made an obligatory requirement in the near future.

5 The draft programme including speakers’ presentations will be made available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/mmaa/201310/Pages/default.aspx>. This website will be updated as new or modified information becomes available.

6 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

7 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://www.itu.int/travel/> for the list of hotels). Detailed information on hotel accommodation, transportation and visa requirements can be found at the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/mmaa/201310/Pages/default.aspx> .

8 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/mmaa/201310/Pages/default.aspx> as soon as possible, **but not later than 16 October 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

9 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the workshop** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request should be made by official letter from the administration or entity you represent. This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academia.**

Yours faithfully,  
  
  
  
  
  
  
  
Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annex:** **1**

ANNEX 1

(to TSB Circular 33)

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| *This confirmation form should* ***be sent direct to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

# *ITU Workshop on Making Media Accessible to all: the options and the economics*, on 24 (pm) - 25 October 2013 *in Geneva*

*Confirmation of the reservation made on (date) -------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date)----------------------------- at (time) ------------- departing on (date)--------------------------------*

***GENEVA TRANSPORT CARD:*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* ------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------