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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 21 March 2016 | |
| Ref: | **TSB Circular 210**  TSB Workshops/MA | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
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| E-mail: | [Martin.Adolph@itu.int](mailto:Martin.Adolph@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 | |
| Subject: | **ITU Workshop on “Quality of Service and Quality of Experience of Multimedia Applications and Services”  (Haarlem/Amsterdam, The Netherlands, 9-11 May 2016)** | | | |

Dear Sir/Madam,

1 At the kind invitation of Anite and Omnitele, the International Telecommunication Union (ITU) will convene a workshop on Quality of Service and Quality of Experience of Multimedia Applications and Services from 9 to 11 May 2016 at [Hotel Van der Valk](https://www.hotelhaarlem.nl/en/) (Toekanweg 2, 2035 LC HAARLEM, The Netherlands).

The workshop will open at 10:00 hours on 9 May 2016. Participants’ registration will begin at 09:00 hours.

The workshop will be held in conjunction with the thirty-third meeting of Quality of Service Development Group (QSDG), from 12 to 13 May 2016.

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. Participation is free of charge.

4 Objectives of the workshop include:

* Introduce ITU-T Study Group 12 and its activities;
* Discuss quality of service (QoS) & quality of experience (QoE) of multimedia services; and
* Exchange information on QoS & QoE in terms of standardization, best practices, frameworks, regulatory and operational aspects, assessment of QoS parameters for different services, multimedia performance assessment methods, etc.
* Optimization and Evaluation of Wireless Mobile Networks (Including 3G/WCDMA, LTE and LTE advanced).

5 The target audience of the workshop includes representatives of ITU Member States, national standards bodies, regulators, operators, vendors, service providers and academia.

6 A **draft programme** of the Forum will be made available on the event  
website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201605/Pages/default.aspx> . This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

7 General information for participants including hotel accommodation, transportation and visa requirements will be made available at <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201605/Pages/default.aspx> . The host has reserved **hotel rooms at a preferential rate which can be booked – no later than 6 April 2016 – via the form in Annex 1**.

8 To enable ITU to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form at: <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000866> as soon as possible, but **no later than 9 May 2016.** **Please note that pre-registration of participants to our events is carried out exclusively *online*.** Participants will also be able to register on-site on the day of the event.

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 the Netherlands. The visa must be obtained from the office (embassy or consulate) representing the Netherlands 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 send your application as soon as possible.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau  
 **Annex: 1**

ANNEX 1

(to TSB Circular 210)

**HOTEL RESERVATION FORM**

(Rooms blocked until 6 April 2016)



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