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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnAudiovisual Media Accessibility** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2009-2012 |  |
| **English only****Original: English** |
| **WG(s):** | **ALL** | Tokyo, Japan, 29 May 2012 |
| **DOCUMENT** |
| **Source:** | **TSB** |
| **Title:** | **Fifth FG AVA meeting: 29 May 2012, Tokyo, Japan** |

This document provides information on the fifth meeting of the Focus Group on Audiovisual Media Accessibility (FG AVA).

1 As proposed at its third meeting in Barcelona, Spain 19 January 2012, the fifth meeting of the FG AVA is scheduled to take place at the at the Science & Technology Research Laboratories Headquarters, Tokyo, Japan, 29 May 2012

2 The FG AVA is open to ITU Member States, Sector Members, Associates and Academia. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of SDOs as well as other interested stakeholders.

3 The items for discussion at the meeting and any contributions received will be made available on the Focus Group web page at [**http://itu.int/en/ITU-T/focusgroups/ava**](http://www.hotelsuizo.com/). Additional information related to the meeting will also be made available on the ITU-T FG AVA web page.

4 **The meeting will open at 0930 hours on 29 May 2012. Participant registration will begin at 0900 hours at the following address:**  **NHK,** **the Science & Technology Research Laboratories Headquarters, Tokyo, Japan.** No registration fee is required for participating in this meeting.

5 The discussions will be held in English only.

6 General Information for the 5th FG-AVA Meeting can be found in **Annex A**.

Updated information relating to this event, including remote participation arrangements, will be made available on the ITU-T FG AVA web page.

7 To enable the organizers and TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please pre-register via the on-line form at the Focus Group web page as soon as possible but **before 28 April 2012**. **Please note that pre-registration of participants to the meeting is carried out exclusively online.**

To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form. Any special accommodations must be requested as soon as possible but **before 28 April 2012** by email to[tsbfgava@itu.int](http://www.resa.es/esl/residencias/investigadors/%28reservas%29/Curso) with the subject heading "FG AVA Accommodation request". Kindly note that remote participation, as well as real-time captioning, will be available at the meeting.

8 The deadline for document submission for this meeting is **16 May 2012**. Please note that this is a paperless meeting.

The documents will be made publicly available for this meeting and accessible via web browser from the ITU-T FG web page.

If you intend to submit a document please send it to the FG AVA secretariat at tsbfgava@itu.int

Documents will be processed by TSB and moved to the read-only folder for the meeting: <http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/> .

9 For any queries regarding FG AVA activities, please contact the TSB Focus Group secretariat at [tsbfgava@itu.int](http://itu.int/en/ITU-T/focusgroups/ava).

10 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend time in Japan. **The visa must be requested at least four (4) weeks before the starting date of the meeting** and obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Detailed information on visa requirements can be found in the “Participants’ Information” document at the FG AVA website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/accessibility/201205/Pages/default.aspx>.

Participants who need an invitation letter and/or a visa supporting letter for entering Japan are advised to get in touch with the following contact person in Japan:

Nobuyuki HIRUMA

E-mail: hiruma.n-dy@nhk.or.jp

Telephone: +81-3-5494-3392

**11** For any queries regarding FG AVA activities, please contact the TSB Focus Group secretariat at tsbfgava@itu.int.

**Annex A
ITU FG AVA Meeting #5: General Meeting Information**

**Meetings and Dates:**

ITU FG AVA Meeting #5: 29 May 2012

**Location:**

Tokyo, Japan

**Meeting Venue:**

NHK, Science & Technology Research Laboratories HQ

Address: 1-10-11 Kinuta, Setagaya-ku, Tokyo, 157-8510, Japan

Telephone: +81-3-5494-1125

Fax:+81-3-5494-3125

URL: [www.nhk.or.jp/strl/english/](http://www.nhk.or.jp/strl/english/)

**Hotel Accommodation**

For your convenience, the list of hotels in the Shinjuku-West area is given below:

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| **Shinjuku Washington Hotel +** | 3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo, Japan 160-8336phone +81 3-3343-3111<http://www.shinjyuku-wh.com/english/> |
| **Keio Presso Inn Shinjuku** | 3-4-5, Nishi Shinjuku, Shinjuku-ku, Tokyo 160-0023phone +81 3-3348-0202<http://www.presso-inn.com/en/hotel/shinjuku.html> |
| **Hotel SunRoute Plaza Shinjuku +** | 2-3-1 Yoyogi, Shibuya-ku, Tokyo 151-0053phone +81 3 3375 3211<http://www.hotelsunrouteplazashinjuku.jp/en/index.php> |
| **Hotel Century Southern Tower +** | 2-2-1 Yoyogi, Shibuya-ku, Tokyo 151-8583phone +81 3 5354 0111<http://en.southerntower.co.jp/> |
| **Keio Plaza Hotel Tokyo +** | 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330phone +81 3 3344 0111 <http://www.keioplaza.com/> |
| **Park Hyatt Tokyo +** | 3-7-1-2 Nishi Shinjuku, Shinjuku-Ku, Tokyo 163-1055phone +81 3 5322 1234<http://tokyo.park.hyatt.com/hyatt/hotels/index.jsp> |

**Participants are requested to book their hotel room by contacting directly the hotel of their choice.**

Please note that no block reservations and preferential rates will be arranged. Event participants should book their hotels directly and not through the host or travel agencies.

**Transportation**

Information on public transportation from/to Tokyo Narita Airport (NRT): <http://www.limousinebus.co.jp/en/bus_services/narita/shinjuku.html>
Information on public transportation from/to Tokyo Haneda Airport (HND): <http://www.limousinebus.co.jp/en/bus_services/haneda/shinjuku.html>

Please note that there is no airport shuttle to venue available. There is also no access to the city centre, hotels and/or venue from airport-arrangements provided by the host.

**Visa requirements**

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Japan. **The visa must be requested at least four (4) weeks before the date of beginning of the workshop** and obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

To see the list of countries that have "Reciprocal Visa Exemption Arrangements" with Japan, please use the following link: <http://www.jnto.go.jp/eng/arrange/essential/visa.html>

For any other information please proceed to <http://www.mofa.go.jp/j_info/visit/visa/index.html>

Participants who need any support for entering Japan are advised to get in touch with the contact person in Japan:

**Nobuyuki HIRUMA**

**E-mail:** **hiruma.n-dy@nhk.or.jp**

**Telephone: +81-3-5494-3392**

**PRACTICAL INFORMATION**

Japan has the world's tenth-largest population, with over 127 million people. The Greater Tokyo Area, which includes the de facto capital city of Tokyo and several surrounding prefectures, is the largest metropolitan area in the world, with over 30 million residents. Please keep average travel caution although Tokyo is well known as a very safe city compared to other major cities in the world. Visitors from countries whose citizens must have visas should apply to the Japanese consular office or diplomatic mission in their respective country.

**WEATHER**

Tokyo’s average daytime high temperature in May is 22°C (72 °F) and the average night time low is 15°C (59 °F). Sometimes, temperature can go up to more than 25°C. On such days, you may feel hot outdoor in your business suit, while the conference venue is air conditioned. The average rainfall is 128mm. You may experience rather heavy rainfall, so you should prepare appropriate rain gear.

**TIME ZONE**

JST (UTC+9)

Summer time: not observed (UTC+9)

**BANKING FACILITIES**

The Japanese system for using ATM's isn't the same as abroad. There are two ways to have access to your ATM.

The easiest ATM to find that will accept your international ATM card is the Post Office Bank ATM. In Japan, the Post Office is also a bank where you can have a saving account, send money to other accounts, send international remittances, exchange currency, and other banking services. In 2001, the Post Office Bank, Yucho changed it's ATM's to accept international cards. Post office banks are located all over Japan. Beware that most ATM's in Japan are not open 24 hours a day.

Other than Yucho, you may find Citibank branches that accept International cards. However, there are not many Citibank branches and they are only found in large cities like Tokyo, Yokohama and Kyoto.

To find out more information**:** <http://www.jnto.go.jp/eng/arrange/essential/money.html>

It is important to note that there are no onsite banking services (ATM), travel bureaux or business centre located at the venue.

**VACCINATION AND HEALTH REQUIRMENTS**

No vaccination is needed.

For those who are not covered by the Japanese national health insurance system, travel insurance with some medical cover is recommended.

To find out more information**:** <http://www.jnto.go.jp/eng/arrange/essential/health.html>

**Local host contact:**

**Nobuyuki HIRUMA**

**E-mail:** **hiruma.n-dy@nhk.or.jp**

**Telephone: +81-3-5494-3392**

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