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| INTERNATIONAL TELECOMMUNICATION UNION | | **Focus Group - Bridging the Gap: From Innovation to Standards** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2009-2012 | | **Innovation-I-037** |
| **English only**  **Original: English** |
| **WG(s):** | All | Geneva, 4 December 2012 |
| **DOCUMENT** | | |
| **Source:** | TSB | |
| **Title:** | Fourth meeting of the Focus Group on Bridging the Gap: From Innovation to Standards Geneva, 4 December 2012 | |

This document provides information on the fourth meeting of the Focus Group on Bridging the Gap: From Innovation to Standards (FG Innovation).

1 The fourth meeting of the FG Innovation is scheduled to take place at ITU, in Geneva, on the 4 December 2012.

2 FG Innovation is open to ITU Member States, Sector Member, Associates and Academic Institutions and 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 interested standards development organizations.

3 The items for discussion at the meeting will be made available on the Focus Group web page:  
[http://www.itu.int/en/ITU-T/focusgroups/innovation/Pages/default.aspx](http://www.itu.int/ar/ITU-T/focusgroups/innovation/Pages/default.aspx). Information related to the meeting as well as the contributions received will also be made available on the Focus Group web page.

Participant registration will begin at 0830 hours. The FG Innovation meeting will open at 0900 hours on 4 December. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

The documents will be made publicly available. In preparing documents, please use the basic template for the FG documents available from the Focus Group web page. Participants shall submit input documents to FG innovation in electronic format to TSB as follows:

- contact TSB at [tsbfginnovation@itu.int](mailto:tsbfginnovation@itu.int) to receive a number (nnnn) for each document

- prepare documents with a file name as follows: FG-Innovation-I-nnnn (with the appropriate file extension)

- using an FTP client, upload the document to the document drop folder in the FG Innovation FTP area, namely:   
 **Host name:** ifa.itu.int  
 **Path:** /t/fg/innovation/docs/incoming  
Note: contents of the document drop box can be read with a web browser at: <http://ifa.itu.int/t/fg/innovation/docs/incoming/>.

Documents will be processed by TSB and moved [to the relevant read only folder:   
http://ifa.itu.int/t/fg/innovation/docs/1212-gva/in](http://ifa.itu.int/t/fg/innovation/docs/1212-gva/in)/

The deadline for document submission for this meeting is **30 November 2012**. Please note that this is a paperless meeting.

4 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>).

5 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see [http://www.itu.int/travel/](http://www.itu.int/travel) for the list of hotels).

6 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the on-line form at   
<http://www.itu.int/en/ITU-T/focusgroups/innovation/> , as soon as possible, but **not later than   
23 November 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.

7 We 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 as soon as possible, preferably four (4) weeks before the date of beginning of the meeting** 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 meeting 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 or Academic Institutions.**

ANNEX 1

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

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*Focus Group on Bridging the Gap: From Innovation to Standards from -------------------------------------- to -----------------------*

*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*  ---------------------------------------------------