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| **Telecommunication Standardization Bureau** |  |
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Geneva, 1 August 2013

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| Ref: | TSB-SG12-RGMA-4/13 |  | |
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| Tel: Fax: E-mail: | +41 22 730 63 56 +41 22 730 58 53 tsbsg12@itu.int |  | |
|  |  |  | |
| Subject: | **Meeting of Question 5/12 (Geneva, 7 October 2013 to 8 October 2013)** | |

Dear Sir, Madam,

In accordance with the request of the Rapporteur, Mr Lars Birger Nielsen (Brüel & Kjaer, Denmark), in agreement with decisions of Study Group 12 and its management, I would like to inform you of the rapporteur group meeting of Q5/12 (Telephonometric methodologies for handset and headset terminals) that is planned to take place at Geneva, from 7 October 2013 until 8 October 2013, hosted by ITU.

Details for planning attendance to this meeting are found in the Annex hereinafter.

Yours faithfully,

Hiroshi OTA  
ITU-T Study Group 12 Secretariat  
Telecommunication Standardization Bureau

ANNEX

Rapporteur Group meeting information

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| Identification | ITU-T Study Group(s) | 12 | |
| Question(s) | 5/12 | |
| Question title | Telephonometric methodologies for handset and headset terminals | |
| Rapporteur(s) | Mr Lars Birger Nielsen (Brüel & Kjaer, Denmark) | |
| Rapporteur details | [lbnielsen@bksv.com](mailto:lbnielsen@bksv.com) | |
| Logistic information | Meeting venue | Geneva | |
| Host | ITU | |
| On-site registration start time | 7 October 2013 | 0830 hours |
| Starting date, time | 7 October 2013 | 0930 hours |
| Ending date, time | 8 October 2013 | 1730 hours |
| Invitation letter | N/A | |
| Registration | <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/Pages/meetings.aspx> | |
| Practical information | <http://www.itu.int/en/ITU-T/info/Pages/resources.aspx> | |
| Name of meeting contact | Hiroshi OTA | |
| Contact details | Tel: +41 22 730 6356; Fax: +41 22 730 5853; E-mail: [hiroshi.ota@itu.int](mailto:hiroshi.ota@itu.int) | |
| Work planning | Details related to the event and will be kept updated, as necessary, at: | <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/Pages/meetings.aspx> | |
| Q5/12 work plan | <http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=12> | |
| Objectives | * P.TBN * Loudness | |

Note – Detailed meeting room information will be provided in the registration area

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