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| **Oficina de Normalizaciónde las Telecomunicaciones** | **logo_S_** |
|  |  |

 Ginebra, 18 de agosto de 2010

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| Ref.: | **Addéndum 1 a la** **Carta Colectiva TSB 5/5** |  |
| Tel.: | +41 22 730 5780 |  |
| Fax:Correo-e: | +41 22 730 5853tsbsg5@itu.int | A las Administraciones de los Estados Miembros de la Unión, a los Miembros del Sector UIT‑T y a los Asociados del UIT-T que participan en los trabajos de la Comisión de Estudio 5 |

|  |  |
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| Asunto: | **Reunión del Grupo de Trabajo 3/5Roma (Italia), 1 de octubre de 2010** |

Muy Señor mío/Muy Señora mía:

1 Según lo indicado en la Carta Colectiva 5/5 de fecha 1 de julio de 2010, le adjuntamos información adicional relacionada con la reunión del Grupo de Trabajo 3/5 de la CE 5 del UIT-T, que se celebrará en Roma (Italia), el próximo 1 de octubre de 2010.

2 En el **anexo 1** adjunto figura la información práctica facilitada por la organización anfitriona.

Atentamente.

Malcolm Johnson
Director de la Oficina de Normalización
de las Telecomunicaciones

**Anexo: 2**

ANNEX 1
(to Addendum 1 to TSB Collective letter 5/5)

**Practical Information
(Rome, 1 October 2010)**

## INFORMATION ABOUT THE MEETING

# 1 Meeting Venue [TO BE CONFIRMED]

Ministry of Economic Development - Sala Parlamentino (&/or Sala Brevetti – Via Molise 19) and Sala 33

Via Molise 2 &/or 19 - 00187 Roma

**Tel: +39 06 47051**

**Web-site:** [**http://www.sviluppoeconomico.gov.it**](http://www.sviluppoeconomico.gov.it) [**google link**](http://maps.google.it/maps?f=q&source=s_q&hl=it&geocode=&q=ministero+sviluppo+economico&sll=41.937626,12.458496&sspn=0.008029,0.022638&ie=UTF8&hq=ministero+sviluppo+economico&hnear=&ll=41.909112,12.487679&spn=0.016065,0.045276&z=15)

# 2 Accommodation

Special rates have been obtained in different hotels walking distance to the MED. Please, in the reservation with the hotel, indicate the name of the Meeting: ITU-T Meeting.

It is important to make the hotel booking well in advance. Rooms will be assigned on a first-come-first-served basis while availability lasts. All reservations must be guaranteed by a credit card number. In case of cancellation or change in reservation, if not communicated in advance, accordingly to the each hotel cancellation policy, penalty fees will be applied.

(All rates are in €, per room, per night, inclusive of breakfast and VAT).

**Hotel Bernini Bristol \*\*\*\*\*L**

Piazza Barberini 23

Tel +39 06 488931

Web-site: [www.berninibristol.it](http://www.berninibristol.it) [google link](http://maps.google.it/maps?f=q&source=s_q&hl=it&geocode=&q=Hotel+Bernini+Bristol%E2%80%8E+roma&sll=41.899622,12.485677&sspn=0.016866,0.045276&ie=UTF8&hq=Hotel+Bernini+Bristol%E2%80%8E&hnear=Roma,+Lazio&ll=41.90579,12.485662&spn=0.016066,0.045276&z=15&iwloc=A)

|  |  |  |
| --- | --- | --- |
| **Room type** | **Double Single Use Room** | **Double Room** |
| Standard | € 253,00 | € 297,00 |

**Hotel NH Vittorio Veneto \*\*\*\***

Corso d'Italia 1

Tel. +39 06 84951

Web-site: [www.nh-hotels.it](http://www.nh-hotels.it) [google link](http://maps.google.it/maps?f=q&source=s_q&hl=it&geocode=&q=NH+Vittorio+Veneto,+Rome&sll=41.90302,12.490907&sspn=0.03373,0.090551&ie=UTF8&hq=NH+Vittorio+Veneto,&hnear=Roma,+Lazio&ll=41.912242,12.492485&spn=0.032128,0.090551&z=14&iwloc=A)

|  |  |  |
| --- | --- | --- |
| **Room type** | **Double Single Use Room** | **Double Room** |
| Standard | € 182,00 | € 197,00 |
| Superior | € 195,00 | € 210,00 |
| Deluxe | € 216,00 | € 231,00 |

**Hotel Alexandra \*\*\*S**

Via Veneto 18

Tel: + 39 06 4881943

Web-site: [www.hotelalexandraroma.com](http://www.hotelalexandraroma.com) [google link](http://maps.google.it/maps?f=q&source=s_q&hl=it&geocode=&q=HOTEL+ALEXANDRA,+Via+Veneto,+18,+00187+ROMA&sll=50.736455,5.361328&sspn=28.085367,92.724609&ie=UTF8&hq=HOTEL+ALEXANDRA,&hnear=Via+Vittorio+Veneto,+18,+00187+Roma,+Lazio&ll=41.90603,12.489438&spn=0.008033,0.022638&z=16)

|  |  |  |
| --- | --- | --- |
| **Room type** | **Double Single Use Room** | **Double Room** |
| Standard | € 153,00 | € 185,00 |

**3 Registration**

Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (<http://www.itu.int/ITU-T/studygroups/com05/index.asp>).

To apply for accreditation, registration should be completed with the attached registration form. The form should be returned to the e-mail address ludovica.angelome@sviluppoeconomico.gov.it or carolina.tana@sviluppoeconomico.gov.it not later than **16 September 2010**.

Once arrived at the MED, participants - upon ID card presentation - will receive a badge which they will be required to wear for the entire duration of the meeting.

**4 Transfers**

* Transfer to and from airport/hotel is to be arranged by participants

and

* Transfer from the recommended hotel to and from the meeting venue is to be arranged by participants

How to get to the MED

Unless otherwise advised, participants should enter the Ministry by the main entrance (bronze main door on Via Veneto).

Police officers and personnel from the MED will in any case be present at all times at the entrance with a list of participants’ names.

Participants with hand luggage could be inspected.

The main railway station “Termini” is within 5 minutes drive from the MED. “Leonardo da Vinci” Fiumicino and Ciampino airports are approximately 40 minutes away by car. The Ministry is easy to reach by taxi from both airports and the railway station.

The cost of the taxi from Fiumicino and Ciampino will be about 45,00€. The price might be higher if there is traffic.

From Leonardo da Vinci-Fiumicino Airport:

A continuous train shuttle service (Leonardo Express) is available from Fiumicino airport to Termini. The trip takes about 30 minutes and costs 14,00€ (one way).

There are also buses leaving from the Airport to Termini station (approximately every 2 hours). The trip takes about 1 hour.

From Termini to the Ministry (please see above and below). You can purchase bus tickets on board and at newspaper stands at the cost of 5,00€.

From Ciampino Airport:

The Airport is connected to Ciampino railway station (stop Ciampino Città) by bus, departing every 30 minutes and takes 5 minutes. Trains leave for Termini station every 20 minutes. The trip takes about 15 minutes.

From Central Station Termini to conference venue MED:

Termini railway station is within 5-10 minutes drive from MED by public transportation and 15 minutes walking distance.

From Termini station take metro line A towards Battistini (for 2 stops), get off at Barberini-Fontana di Trevi. Walk 150 mt until you reach the MED.

Tickets: you can purchase bus tickets at newspaper stands and tobacconists at the cost of 1,00€ (valid for 75 minutes).

**Useful taxi numbers**: 06 3570; 06 6645; 06 8822; 06 4157; 06 4994; 06 5551

## GENERAL INFORMATION

**1 Photos/registration**

Photos and registration are forbidden. Official photos will be available.

**2 Meals**

Those who have specific dietary requirements are kindly requested to inform ahead of time.

**3 Time difference and climate**

Italy is one hour ahead of GMT (GMT +1 h.).

Average temperatures in Rome in September-October range from 15° to 24° C (59° to 75,2° F).

**4 Insurance**

The Italian Government cannot assume any responsibility for the medical and/or travel insurance of participants. It is strongly recommended that participants make their own arrangements as far as insurance coverage is concerned.

**5 Visa**

Please ensure that necessary visas are obtained from the Embassy of Italy or Consulate of Italy prior to departure for Italy. Visas cannot be issued at the arrival airports.

Those who require a visa to enter Italy should contact Ms. Ludovica Angelomè or Ms. Carolina Tana at [itusecrevisaroma@sviluppoeconomico.gov.it](file:///C%3A%5CDocuments%20and%20Settings%5Ckatona%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CD1N23QPQ%5Citusecrevisaroma%40sviluppoeconomico.gov.it) in order to request a letter of invitation addressed to the petitioner via e-mail. The letter shall then be delivered to the petitioning country’s Italian Embassy in order to get the visa.

**6 Voltage**

Electricity in Italy is supplied at 220 V - 50 Hz AC. Foreign appliances may require an adaptor.

**7 Currency**

Foreign currencies can be converted into Euros at banks, post offices, exchange bureaux and in most hotels. Banks are generally the most reliable and tend to offer the best rates; they are usually open from Monday to Friday, from 8.30am to 1.30pm and from 3.00pm to 4.00pm.

Automatic Teller Machines (ATMs, called “Bancomat” in Italy) are located outside all bank branches.

**8 Emergency Telephone Number**

For medical emergencies dial 118. For the Police dial 113; for Carabinieri dial 112

**9 For any enquiries, please contact:**

Ms. Ludovica Angelomè (MED Delegation)

e-mail: ludovica.angelome@sviluppoeconomico.gov.it
tel: +39 06 47052118
fax: +39 06 47052219

Ms. Carolina Tana (MED Delegation)

e-mail: carolina.tana@sviluppoeconomico.gov.it
tel: +39 06 47052397
fax: +39 06 47052219

ANNEX 2
(to Addendum 1 to TSB Collective letter 5/5)

**Registration Form**

TITLE OF MEETING: **ITU-T WP3/5 meeting**

DATE OF MEETING: **1 October 2010**

VENUE: **Ministry of Economic Development - Rome**

**DELEGATE INFORMATION** (Please complete using BLOCK CAPITALS)

|  |  |
| --- | --- |
| Country |  |
| Ms. □Mr. □ | First Name |  | SecondName |  |
| Family Name |  |
| Title |  | Position |  |
| Institution |  |
| Address |  |
| Telephone |  | Fax |  |
| Mobile tel. n. |  |
| E-mail |  |

**PLEASE RETURN THIS COMPLETED FORM by 16 September 2010**

**to:** Ministry of Economic Development

email**ludovica.angelome@sviluppoeconomico.gov.it**(Ms Ludovica Angelomè)

**carolina.tana@sviluppoeconomico.gov.it** (Ms Carolina Tana)

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