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| **电信标准化局** | logo_C_ |
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2010年7月19日，日内瓦

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| 文号： | **电信标准化局第123号通函** | - 致国际电联成员国主管部门- 致ITU-T部门成员；- 致ITU-T部门准成员；- 致ITU-T研究组正副主席； |
| 电话：传真：电子邮件： | +41 22 730 5866+41 22 730 5853tsbiptv@itu.int | **抄送：**- 电信发展局主任；- 无线电通信局主任 |

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| 事由： | **ITU-T IPTV-GSI（全球标准化举措）活动2010年9月20-27日，新加坡** |

尊敬的先生/女士：

1 根据IPTV-GSI协调人员（Masahito Kawamori先生）的请求并在得到相关研究组管理层确认后，我谨通知您，ITU-T下一次IPTV-GSI活动将于**2010年9月20至27日**在新加坡Biopolis举行，具体地址为30 Biopolis Street, Matrix Building, Level 3, Singapore 138668。

第一天的会议将于09:30开始。与会者注册将于08:30开始。有关会议厅安排的具体信息将在注册区显示。

2 ITU-T网页<http://www.itu.int/ITU-T/gsi/iptv/>将提供与活动有关的详细信息，并根据需要不断更新。

**附件1**提供了有关IPTV-GSI工作计划草案的详细信息。

请注意，计划于同时同地举行有关IPTV的互操作性（Interop）会议，更多信息详见：<http://www.itu.int/net/ITU-T/cdb/Default.aspx>

3 会议和讨论将以英文进行。

4 会议将为无纸会议。

5 各报告人组的建议议程将在IPTV-GSI网页（<http://www.itu.int/ITU-T/gsi/iptv/>）上
公布。

6 请注意，继电信标准化顾问组（TSAG）2010年2月8-11日的会议讨论后，并与ITU-T研究组主席协商一致，文稿应在规定的会议开幕日期前至少12（十二）个日历日寄达电信标准化局（试行）。文稿将公布在IPTV-GSI网站上，因此须最迟于日内瓦时间**2010年9月7日**午夜前寄达电信标准化局。请通过电子邮件将文稿提交给电信标准化局IPTV秘书处tsbiptv@itu.int。文稿都须采用以下网址提供的ITU-T模版：<http://www.itu.int/oth/T0A0F000010/en>。IPTV-GSI文稿将发布在<http://www.itu.int/ITU-T/gsi/iptv/>。

7 为了解决与文稿有关的问题，请在文稿上注明联系人的姓名、传真和电话号码以及电子邮件地址。同样，务请在所有文件的首页注明这些细节。

8 各会议厅内均设有无线互联网接入设施。希望使用无线接入者须备有必要的硬件和正确配置的电脑）。

9 请注意，此次IPTV-GSI活动的与会者将通过以下网址实行网上预注册：
<http://www.itu.int/ITU-T/gsi/iptv/>。

10 为便于电信标准化局为举办IPTV-GSI活动做出必要安排，请您尽快，即**最迟于2010年8月20日之前**进行注册。

11本函**附件2**中有一份酒店预订单，供参考。有关新加坡的帮助信息载于**附件3**。

顺致敬意！

电信标准化局主任
马尔科姆•琼森

**附件：**3件

ANNEX 1
(to TSB Circular 123)

**Draft IPTV-GSI work plan**

**Singapore , 20-27 September 2010**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Monday20 Sept.** | **Tuesday21 Sept.** | **Wednesday22 Sept.** | **Thursday23 Sept.** | **Friday24 Sept.** | **Monday27 Sept.** |
|  | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| TSR [80] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  | X |  |
| **SG 2** |
| Qs7,8[20] |  |  |  |  |  |  |  |  |  |  |  | X(1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG 9** |
| Qs8, 9, 10/9 [20] |  |  |  | X |  | X | X | X | X |  |  | X(1) | X | X |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |
| **SG 16** |
| Q13/16 [35] |  | X | X | X | X(0) | X | X | X | X | X(0) | X | X(1) | X | X | X(0) | X | X |  |  |  | X | X |  |  |  |  |  |  |  |
| Q21/16 [20] |  |  | x | x |  |  |  | X | x |  |  | X(1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drafting Group[20] |  |  | X | X | X(0) |  |  | X | X | X(0) |  | X | X | X | X(0) |  | X | X | X | X(0) |  | X | X | X | X(0) |  |  |  |  |

[N] Room capacity; (For X(1) Joint-session: capacity = 80)

Meeting times, unless otherwise stated, are 09:00 to 10:45, 11:15 to 12:30, 14:00 to 15:45 and 16:15 to 17:30 hours. Evening sessions start at 18:00.

Morning TSR starts 09:30; Afternoon TSR starts 14:30

**Notes:**

(0) Evening session.

(1) Joint meeting

ANNEX 2
(to TSB Circular 123)

Attn: **Lily Wong** DID: (65) 6739-6569 FAX: (65) 6739-6605 HOTLINE: (65) 6739-6588

 Senior Sales Manager Email: **lily.wong@orchardhotel.com.sg**

PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

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| ITU-official-logo_75 | ***ITU Internet Protocol Television Global Standards Initiative (IPTV-GSI)******20 – 27 September 2010, Singapore*** | C:\Users\s1200640c\Documents\DATA\ida.bmp |

|  |
| --- |
| **Booker Information** |
| **Contact Person**  | **:** |  |  | **Date** | **:** |  |
| **Company** | **:** |  |  | **Telephone** | **:** |  |
| **Fax** | **:** |  |  | **Email** | **:** |  |

*Please indicate accordingly*

**[ ]  RESERVATION** **[ ]  AMENDMENT** **[ ]  CANCELLATION**

|  |
| --- |
| **Travel Guest Information** |
| **Guest Name** | **:** |  |
|  |  | *(Please underline the Family Name)* |
| **Organization** | **:** |  |
| **Address**  | **:** |  |
|  |  |  |  | **Country** | **:** |  |
| **Tel** | **:** |  |  | **Fax** | **:** |  |
| **No. of Nights** | **:** |  |  | **Email** | **:** |  |
| **Arrival** | **:** |  |  | **Arrival Flight/Time** | **:** |  |
| **Departure** | **:** |  |  | **Departure Flight/Time** | **:** |  |

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| --- |
| Accommodation Request ***(Please select your accommodation requirements by ticking appropriate box)*** |
| Room Category | Room Rates |
| Single (1 Person per room) |  |  | Double/Twin (2 Persons per room) |  |
| Superior Room  | **S$247.50+7%GST per room per night****(inclusive of Breakfast and internet)** | **[ ]**  |  | **S$269.50+7%GST per room per night****(inclusive of Breakfast and internet)** | **[ ]**  |
| Deluxe Room | **S$269.50+7%GST per room per night****(inclusive of Club Benefits)** | **[ ]**  |  | **S$291.50+7%GST per room per night****(inclusive of Club Benefits)** | **[ ]**  |

* ***Kindly note that a surcharge of S$176+7%GST per room per night is applicable during F1 Period from 22 – 26 September 2010, all nights inclusive.***

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| Additional Requirements |
|  | Yes |  | No |
| Airport Limousine Transfer |
| * *Arrival*
 | **[ ]**  |  | **[ ]**  |
| * *Departure*
 | **[ ]**  |  | **[ ]**  |
| ***Airport Limousine Transfer is at S$67.41nett per way (Additional charge of S$10.70nett per way for transfer is required between 1100 – 0700hrs)*** |
| Remarks / Requests: |  |  |

|  |
| --- |
| **Billing / GUARANTEED Instructions** |
| **Please charge my [ ]** Visa  **[ ]** Mastercard  **[ ]** Diners  **[ ]** Amex **[ ]** JCB credit card for room reservation |
| **Card Holder Name** | **:** |  |
| **Card Number** | **:** |  | **Expiry Date** | **:** |  |
| **Signature** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* All rooms reserved are inclusive of 10% service charge and prevailing government taxes.
* Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by 19 July 2010. Thereafter, the room rates may vary at the point of reservation.
* Check-In Time is at 1400hours and Check-Out Time is at 1200hours. Early Check-In or late Check-Out is subject to rooms’ availability. Check out after 1200 hours but before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for check out after 1800 hours.
* Should there be a “No Show” for guaranteed reservations; a full duration room charge will be levied as “No-Show” charge.
* In the event of cancellation prior to arrival, full duration charge will be applicable.
* Official confirmation of your reservation will be sent by Orchard Hotel Singapore.

***Thank you for choosing Orchard Hotel as your choice of accommodation.***

ANNEX 3
(to TSB Circular 123)

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| --- | --- | --- |
| ITU-official-logo_75 | ***ITU Internet Protocol Television Global Standards Initiative (IPTV-GSI)******20 – 27 September 2010, Singapore*** | C:\Users\s1200640c\Documents\DATA\ida.bmp |
|  About Singapore |

Some refer to her as the “little red dot”, but Singapore’s presence in the world today is larger than that moniker. In fact, Singapore is a bustling cosmopolitan city that offers a world-class living environment, with her landscape populated by high-rise buildings and gardens. One interesting facet you’ll discover about Singapore is a ubiquitous collage of cultures, where people of different ethnicities and beliefs coexist. Besides a vibrant multicultural experience, there’s more you can discover about Singapore.

**Airport Tax**

A Passenger Service Charge should be incorporated in your air ticket. If this has not been done, you are required to pay this charge during check-in.

**Currency and Credit Cards**

The unit of currency is the Singapore dollar (S$). Money exchange facilities are available at banks and money changers which are located in most shopping centres and at the airport. $1 SGD is approximately equal to $0.71 USD. All major credit cards are widely accepted by establishments in Singapore.

**Transport from Singapore Changi Airport to City**

Taxis

Available at taxi pick-up points at the Arrival levels. The journey to city is estimated to cost between S$18.00 and S$38.00 and takes approximately 30 minutes.

Airport Shuttle Bus to City Hotels

* S$9.00 per Adult
* S$6.00 per Child

Limousine Taxis & Large Taxis

* 4-seater Limousine Taxi - $45.00\* per departure from airport
* 7-seater Large Taxi - $50.00\* per departure from airport

*\*Additional surcharge of $10.00 applies per additional stop*

The journey to the City takes approximately 30 minutes.

Contact Information

* Terminal 1 : (65) 6543 1985
* Terminal 2 : (65) 6546 1646
* Terminal 3 : (65) 6241 3818

Changi Airport Train (MRT) Station is located under Terminals 2 and 3, and is linked to the arrivals and departures by escalators and lifts. The first train arrives at around 0530hr and the last leaves at 2318hr.

A single fare to the city costs about S$2.70 (inclusive of S$1.00 refundable deposit) and takes approximately 27 minutes. Tickets are available at the station. For more information, please visit [Singapore Mass Rapid Transit](http://www.smrt.com.sg/trains.html).

Public bus service 36 goes to the city. The first bus arrives at around 0600hr and the last leaves at midnight. A single fare costs below S$2.00 and takes about an hour. Bus stops are located under Terminals 1, 2 or 3. Please prepare the exact fare as no change will be given.

**Food**

Eating out in Singapore offers the greatest feast in the east. From side-street hawker stalls to Cordon Bleu, the city is home to a mouth watering array of Chinese, Indian and Malay cuisines as well as culinary favourites from all over the world. There are eating places which suit every budget.

**Goods and Services Tax**

There is a 7% Goods and Services Tax (GST) levied on all goods imported into Singapore. You may, as a visitor to Singapore, claim for refund of GST paid on your purchases if you have spent a minimum of S$300 on goods at a shop or different outlets of the same retail chain displaying either the “Tax Refund” or “Tax Free Shopping” logo. You may process your claim forms during your departure from Singapore Changi Airport. There are GST Refund Counters at Terminal I -Terminal III of Changi Airport.

**Local Time**

GMT + 8 hours

**Electricity**

220 – 240 Volts AC, 50 Hz. The power plugs used in Singapore are of the three-pin, square shaped types.

**Climate**

Singapore is an equatorial country with relatively uniform temperature, high humidity and abundant rainfall. Temperatures reach a maximum of 31 degree Celsius during the day, falling to a pleasant 25 degrees during evening hours. There are no distinct wet or dry seasons but the heaviest rainfall occurs between November and January.

**Language**

There are four languages; English, Malay, Chinese (Mandarin) and Tamil. English is the business language and it is widely spoken.

**Medical Facilities**

Most hotels have their own doctor on 24 hour call. Contact the front office and/or Concierge for assistance. Doctors are listed under “Medical Practitioners”. For Ambulance call 995.

**Shopping**

Truly a shopper’s paradise, Singapore offers treasures from both the sophisticated West and the exotic East. Air-conditioned shopping centres and bazaars offer a wide variety of goods ranging from the latest electronic products to jewellery and souvenirs. Elegant off-the-peg fashions and the finest haute couture from Paris, Milan, London and New York are available. Duty-free shopping for items such as clothing, cameras, watches and electrical product are also available for visitors to Singapore at selected stores both in the city and at the airport.

**Smoking**

Smoking in all air-conditioned public places is against the law and subjected to a fine of S$200 and S$500 for a subsequent offence. Smoking is also prohibited in all covered areas, including hawker centres, coffee-shops, cafes, fast-food outlets, bus interchanges and shelters, public toilets, public swimming complexes, entertainment nightspots, children's playgrounds, exercise areas, markets, underground and multi-storey car parks, ferry terminals and jetties, non-air conditioned areas in offices, factories, shops, shopping complexes and lift lobbies. For establishments with an outdoor area, some areas are marked and set aside for smoking.

No smoking is allowed within a radius of 5 metres of all public entrances or exits, windows and ventilation intake of buildings.

**Tipping**

Tipping is not customary and is discouraged. It is generally not expected at hotels and establishments, which levy a 10% service charge.

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