Geneva, 23 July 2013

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| **Telecommunication StandardizationBureau** |  |
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| Ref: | **TSB Circular 43**SCN/ra | - To Administrations of Member States of the Union- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia;- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups; |
| Tel:Fax:E-mail: | +41 22 730 6805+41 22 730 5853tsbiptv@itu.int | **Copy:**- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **ITU-T IPTV-GSI event (Geneva, 28 October – 1 November 2013)** |

Dear Sir/Madam,

In accordance with the request of the IPTV-GSI Coordinator (Mr Masahito Kawamori), and confirmed by the management of the concerned study groups, I would like to inform you that the next ITU-T IPTV-GSI event will take place in Geneva, from 28 October to 1 November2013.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be in the registration area.

The ITU-T webpage <http://itu.int/ITU-T/gsi/iptv/> gives details related to the event and will be kept updated as necessary.

Details on the draft IPTV-GSI work plan are provided in **Annex 1.** The proposed agendas of Rapporteur groups will be accessible from the IPTV-GSI web page.

Additional information about the meeting is set forth in **Annex 2**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

**ANNEX 1
(to TSB Circular 43)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\***(Geneva, 28 October – 1 November 2013)

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|  | **Monday 28 October** | **Tuesday 29 October** | **Wednesday 30 October** | **Thursday31 October** | **Friday 1 November** |
|  | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |
| JCA-IPTV [50] (1) |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SG16 & WP 2/16 Plenaries |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrations\*\*\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG 16** |
| Q13/16 [30]  |  |  |  | X |  | X |  |  |  |  | X |  | X | X |  | X | X | X |  |  |  | X |  |  |  |
| Q14/16 [30] |  |  |  | X | (1) |  | X | X |  |  | X |  | X | X |  |  |  | X | X |  | X |  |  |  |  |
| Q28/16 [10] \*\*\* |  |  |  |  |  |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13& Q28/16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |
| Joint Q13& Q14/16 |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13, Q14 & Q28/16 |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Notes/Legend:** |
| \* The list of participating Questions is *tentative* at the time of issuance of this Circular. The final list of Questions and their meeting times are subject to change. Confirmation of participation of individual Questions is subject to confirmation by the *parent SG management*, as per the usual rules for confirmation of Rapporteur group meetings. |
| \*\* Session times, unless otherwise stated, are 0930 to 1045, 1115 to 1230, 1430 to 1545 and 1615 to 1730 hours. Evening sessions start at 1800 hours. |
| \*\*\* It is expected that joint discussions will be held with SG11 experts concerning M2M and e-health. |
| \*\*\*\* To be defined / confirmed. An e-health showcasing is being planned on the first half of this week. |
| [N] Room capacity |
| (0) Evening session | (1) Tentative |  |

**ANNEX 2
(to TSB Circular 43)**

**Delegate information**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 16 website and must therefore be received by TSB **not later than 15 October 2013**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat tsbiptv@itu.int. IPTV-GSI Contributions will be posted at <http://itu.int/ITU-T/gsi/iptv/>; however, contributions addressed specifically to SG 16 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IPTV-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IPTV-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to send an email to the desired printer's email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

# REGISTRATION

Registration for the meeting will be carried out exclusively through the ITU website; see the link at the IPTV-GSI home page (<http://itu.int/en/ITU-T/gsi/iptv>).

To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, delegates should register as soon as possible, but **not later than 30 September 2013**.

# KEY DEADLINES (before meeting)

|  |  |  |
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| Six weeks | 2013-09-23 | - requests for visa support letters |
| One month | 2013-09-30 | - pre-registration |
| 12 calendar days | 2013-10-15 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) 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, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six** weeks. Any such request 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) bearing the words **“visa request”**.

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 43)**

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| *This confirmation form should* ***be sent directly to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*IPTV- GSI event from --------------------------------------- to ----------------------------------------------- in Geneva*

*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*: AMEX/VISA/DINERS/EC (*or* *other) ---------------------*

*No.* -------------------------------------------------------- *valid until* ---------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------

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