Geneva, 24 March 2014

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| **Telecommunication StandardizationBureau** |  |
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| Ref: | **TSB Circular 88**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 (Sapporo, Japan, 30 June – 4 July 2014)** |

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 at the Sapporo Convention Centre in Sapporo, Japan, 30 June – 4 July 2014.

The meeting will open at 0900 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 **Annexes 2, 3 and 4**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 4**

**ANNEX 1**(to TSB Circular 88)

**Draft IPTV-GSI work plan\*,\*\***(Sapporo, Japan, 30 June – 4 July 2014)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday 30 June | Tuesday 1 July | Wednesday 2 July | Thursday3 July | Friday 4 July |
|  | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** |
| TSR [50]\*\*\* | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| SG16, WP2/16 |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| JCA-IPTV [50] (1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |
| **SG16** |
| Q13/16 [20] |  |  |  | X |  | X | X |  | X |  | X | X |  |  | X(1) | X | X | X |  | X(1) | X | X | X |  |  |
| Q14/16 [30] |  |  |  | X |  |  | X |  | X |  |  |  |  | X | X(1) | X | X |  |  | X(1) |  |  | X |  |  |
| Q28/16 [10] |  |  |  |  |  | X |  |  |  |  |  |  | X | X |  |  |  | X | X |  | 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 0900-1015, 1045-1200, 1400-1515 and 1545-1700 hours. Evening sessions start at 1730 hours. |
| \*\*\* The need / convenience of holding an opening TSR session will be confirmed at a later date. |
| \*\*\*\* To be defined / confirmed. |
| [N] Room capacity |
| (0) Evening session | (1) Tentative |  |

**ANNEX 2**(to TSB Circular 88)
**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 17 June 2014**.

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 SG16 Questions will be handled directly by the parent group secretariat and published in the SG16 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.

**INTERPRETATION:** Meetings and discussions will be held in English.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**COMPUTERS:** While a small number of computers will be available for delegate use in the cybercafé, the host will not be able to loan laptops to delegates. All delegates are therefore advised to bring their own computers in order to be able to fully participate in the meetings.

**PRINTERS:** Printers will be made available to the delegates at the venue of the event.

# 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>). Note that a common web form is being used for registration for the SG16 meeting and the IPTV-GSI event.

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 May 2014**.

**MEETING VENUE**

The venue of the meeting will be:

Sapporo Convention Centre
1-1-1 Higashi-Sapporo 6-jo, Shiroishi-ku, Sapporo 003-0006, Japan
Tel: +81 11 817 1010
Fax: +81 11 820 4300
<http://www.sora-scc.jp/eng/index.html>

**VISAS**

Participants who require a visa to enter Japan should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The embassy may take at least two weeks for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at <http://www.mofa.go.jp/j_info/visit/visa/>.

Participants who need visa support letters for entering Japan shall fill out all items in the **application form in Annex 3**, then e-mail it to the following contact point, together with **a copy of the photograph page of their passport,** **no later than 23 May 2014.** (Note that this is the same form as for the SG16 meeting.)

Mr Hideki Suganami and Mr Junkichi Fujisawa
The ITU Association of Japan
Tel: +81 3 5357 7627
E-mail: t-sg16-visa@ituaj.jp

**AIR TRAVEL**

The New Chitose Airport is conveniently situated close to the city of Sapporo. It is connected with domestic flights to Japan’s main international airports at Narita (New Tokyo International Airport), Haneda (Tokyo International Airport), Nagoya (Chubu Centrair International Airport) and Kansai (Kansai International Airport). The New Chitose Airport has also regular direct international flights to various cities overseas. For more detailed information about New Chitose Airport, please see the following website: <http://www.new-chitose-airport.jp/en/>.

For transportation from New Chitose Airport to the Sapporo city area, there are two suggested means of transportation:

* JR Rapid Airport Express: <http://www.new-chitose-airport.jp/en/access/jr/>
* Airport Limousine Bus: <http://www.new-chitose-airport.jp/en/access/bus/>

The logistics information document at the SG16 website will provide additional details.

**HOTELS**

Participants of the ITU-T SG16 meeting in Sapporo may take advantage of the preferential rates blocked for 200 guest rooms with the hotels listed in **Annex 4** for. Hotel reservation will be carried out by an online system at a bespoke website. Please note that no accommodations are available at the meeting venue.

Further details will be provided shortly in the logistics information document at the SG16 website.

**LOCAL CONTACT**

If you have any questions about the meeting arrangements, please contact (preferably by e-mail) the **local contact persons**:

Mr Hideki Suganami and Mr Junkichi Fujisawa
The ITU Association of Japan
Tel: +81 3 5357 7627
Fax: +81 3 3356 8170
E-mail: t-sg16-sapporo@ituaj.jp

# KEY DEADLINES (before meeting)

|  |  |  |
| --- | --- | --- |
| Six weeks | 2014-05-23 | - requests for visa support letters |
| One month | 2014-05-30 | - pre-registration |
| 12 calendar days | 2014-06-17 | - final deadline for contributions |

**ANNEX 3**(to TSB Circular 88)

Hotel accommodation for the ITU-T SG16 meeting and IPTV-GSI event
in Sapporo, Japan

A room block of 200 rooms has been done for the following hotels. For reservation instructions, please see the practical information document at the ITU-T SG16 home page.

| **Hotel name** | **Room type (occupancy)\*0** | **Room rate\*1 (JPY)** |
| --- | --- | --- |
| **Room charge only** | **Including breakfast** |
| Best Western Hotel Fino Sapporo |  | Single | 10,800 | 11,880 |
| URL | <http://sapporo.bwhotels.jp/> |
| Keio Plaza Hotel Sapporo |  | Single | 10,584(11,124)\*3(10,044)\*4(11,664)\*5 | 11,664(12,204)\*3(11,124)\*4(12,744)\*5 |
|  | Twin (single occupancy) | 16,848 (17,928)\*3 (15,768)\*4(19,008)\*5 | 17,928(19,008)\*3(16,848)\*4(20,088)\*5 |
|  | Twin (double occupancy) | 16,848 (17,928)\*3 (15,768)\*4 (19,008)\*5 | 19,008(20,088)\*3(17,928)\*4(21,168)\*5 |
| URL | <http://www.keioplaza-sapporo.co.jp/english/> |
| Mitsui Garden Hotel Sapporo |  | Single | 10,500 (16,000)\*6 | 12,000 (17,500)\*6 |
|  | Twin (single occupancy) | 17,000 (28,000)\*6 | 18,500 (29,500)\*6 |
|  | Twin (double occupancy) | 17,000 (28,000)\*6 | 20,000 (31,000)\*6 |
| URL | <http://www.gardenhotels.co.jp/eng/sapporo/> |
| Hotel Gracery Sapporo |  | Single | 10,500(9,700)\*3 (8,200)\*4(12,500)\*5 | 11,500(10,700)\*3 (9,200)\*4(13,500)\*5 |
|  | Twin (single occupancy) | 14,200(12,500)\*3(11,000)\*4(16,200)\*5 | 15,200(13,500)\*3(12,000)\*4(17,200)\*5 |
|  | Twin (double occupancy) | 18,600(17,000)\*3(14,000)\*4(22,600)\*5 | 20,600(19,000)\*3(16,000)\*4(24,600)\*5 |
| URL | <http://sapporo.gracery.com/> |
| Sapporo Grand Hotel |  | Single | 16,500 | 17,500 |
|  | Twin or Double (single occupancy)  | 20,600 | 21,600 |
|  | Twin or Double(double occupancy) | 20,600 | 22,600 |
| URL | <http://www.grand1934.com/english/> |
| Hotel Okura Sapporo |  | Double or Twin (single occupancy) | 15,120 | 16,200 |
|  | Twin (double occupancy) | 23,760 | 25,920 |
| URL | <http://www.okura.com/domestic/hokkaido/okura_sapporo/> |
| Mercure Sapporo |  | Double (single occupancy)  | 8,430(12,225)\*6 | 9,430(13,225)\*6 |
|  | Twin (double occupancy) | 9,500(14,100)\*6 | 11,500(16,100)\*6 |
| URL | <http://www.accorhotels.com/gb/hotel-7023-mercure-sapporo/index.shtml> |
| Hotel Route-Inn Sapporo Chuo |  | Single | - | 7,400(6,850)\*7(7,900)\*2 |
| URL | <http://www.route-inn.co.jp/english/pref/hokkaido.html> |
| Best Western Hotel Sapporo Nakajima Koen |  | Twin or Double (single occupancy) | 10,500 | 11,500 |
| URL | <http://sapporo-nakajimakoen.bwhotels.jp/> |

**NOTES:**

\*0 "Single" or "Double" or "Twin" indicate the type of room; the text in parenthesis indicates single or double occupancy.

\*1 Room rates include service charge and 8% consumption tax.

\*2 28 June, 4, 5, 11 and 12 July

\*3 28 June

\*4 29 and 30 June

\*5 5 and 12 July

\*6 28 June, 5 and 12 July

\*7 29 June and 6 July

**ANNEX 4**(to TSB Circular 88)

Application form for visa support letters

|  |
| --- |
| **ITU-T SG 16 meeting and IPTV-GSI event****Sapporo, Japan, 30 June -11 July 2014** |
| **PRINT ALL ITEMS AND SAVE TO WORD OR PDF, THEN SEND BY E-MAIL** |
| **Name**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (**🖵**Mr. **🖵**Ms.) |  |  |  |  |  |

Family Name Middle Name Given Name

|  |  |
| --- | --- |
| 漢字姓名(\*) |  |

 **\*If you are a Chinese participant, please write your name in Chinese characters.**

|  |  |
| --- | --- |
| **Occupation** |  |
| **Job title** |  |
| **Company / Organization** |  |
| **(\*\*):** |  |

**\*\*If you are a Chinese participant, please write your company/organization in Chinese characters as well.**

|  |  |
| --- | --- |
| **Country** (where you live) |  |
| **Address (\*1)**: |  |

 **(\*1) VISA supporting documents will be sent to the address above by courier service.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phone No:** |  | **Fax No:** |  | **E-mail:** |  |

**PASSPORT INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Passport No:** |  |  |  |  |
| **Date of issue:** |  | (DD/MM/YYYY) | **Expiry date:** |  | (DD/MM/YYYY) |
| **Place of birth:** |  | **Date of birth:** |  | (DD/MM/YYYY) |
| **Nationality:** |  |  |  |  |

**THE DATE of ARRIVAL in / DEPARTURE from JAPAN and FLIGHT INFORMATION** (\*2) **:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Overseas airport |  | JPN airport |  | Date |  | Flight No. |  | Time |
| Arrival in Japan | from |  | to |  |  |  |  |  |  |  |
|  |  | JPN airport |  | Overseas airport |  | Date |  | Flight No |  | Time |
| Departure from Japan | from |  | to |  |  |  |  |  |  |  |

 **(\*2) For VISA supporting documents, a planned flight schedule is available as well.****HOTEL ACCOMMODATION****This information is NOT for hotel reservation order sheet, but NEEDED for staying schedule for visa supporting documents.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel name:** |  |  |  |  |
| **Address:** |  | **Phone No.:** |  |
| **Check in date:** |  | (DD/MM/YYYY) | **Check out date:** |  | (DD/MM/YYYY) |

 \* If making your own accommodation arrangement other than hotels, please indicate your contact address and phone number:

|  |  |  |
| --- | --- | --- |
| **Name of contact person:** |  |  |
| **Address** |  | **Phone No.** |  |

**Date: Signature:****Deadline of submission: 23 May 2014 for all visa related documents** |
| **Please submit this form to:**Mr Hideki Suganami / Mr Junkichi Fujisawa The ITU Association of Japan Tel: +81 3 5357 7627 E-mail: t-sg16-visa@ituaj.jp |

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