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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 19 September 2018 | |
| Ref: | **Addendum 1 to TSB Collective letter 3/15**  SG15/HO | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 15;  - To ITU Academia | |
| Tel: | +41 22 730 6356 | |
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| E-mail: | [tsbsg15@itu.int](mailto:tsbsg15@itu.int) | |
| Web: | <http://itu.int/go/tsg15> | |
| Subject: | **Meeting of Study Group 15; Geneva, 8-19 October 2018** | | | |

Dear Sir/Madam,

The fifth meeting of the **Joint Coordination Activity on IMT2020 (**[**JCA-IMT2020**](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx)**)** is scheduled to take place in the evening of Tuesday, 9 October 2018 (1800-1930) alongside ITU-T SG15 meeting in Geneva. The JCA-IMT2020 chairman, Mr Scott Mansfield (Ericsson, Canada), will chair the meeting with the assistance of JCA-IMT2020 vice-chairman Ms Ying Cheng (China Unicom, China); the draft agenda will be available at [https://www.itu.int/ifa/t/jca/IMT2020/1810/In](https://www.itu.int/ifa/t/jca/IMT2020/1810/In/)/.

The meeting will open at 1800 on Tuesday, 9 October 2018 at ITU headquarters, Geneva, and will be adjourned at 1930. Participant registration will begin on Tuesday, 9 October 2018 at 0830 in the reception of the Montbrillant building in conjunction with the registration for the Study Group 15 Meeting. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters.

To enable TSB to make the necessary arrangements concerning the organization of the meeting, please **register** via the online form as soon as possible from the JCA-IMT2020 web page at: [www.itu.int/en/ITU-T/jca/imt2020](http://www.itu.int/en/ITU-T/jca/imt2020).

**Remote participation** will be available and detailed access information will be circulated on the relevant e-mail list (if necessary, please check with the secretariat at [tsbjcaimt2020@itu.int](mailto:tsbjcaimt2020@itu.int)). Please note, online registration is required for remote participation too.

Participants are encouraged to submit input documents by e-mail to [tsbjcaimt2020@itu.int](mailto:tsbjcaimt2020@itu.int) by **2 October 2018.** Although this is not a strict deadline, it would help to properly plan the meeting to receive the documents in advance. With a view to settling any questions that might arise, the name, fax, telephone numbers and e-mail address of the person to be contacted should be indicated on input documents. Accordingly, please include those details on the cover page of all documents. A [document template](http://www.itu.int/en/ITU-T/jca/imt2020/Documents/JCA-IMT2020-I-00X-template.doc) is available on the JCA-IMT2020 web page ([www.itu.int/en/ITU-T/jca/imt2020](http://www.itu.int/en/ITU-T/jca/imt2020)).

The meeting of the JCA-IMT2020 will be paperless. The meeting will be conducted in English only.

Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

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| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg15 |
| Latest meeting information |