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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 21 July 2017 | |
| Ref: | **TSB Collective letter 2/16** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T SG 16 Associates;  - To ITU Academia | |
| Tel: | +41 22 730 6805 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <http://itu.int/go/tsg16> | |
| Subject: | **Meeting of Study Group 16; Macao, China, 16-27 October 2017** | | | |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 16 (*Multimedia* *coding, systems and applications*) will meet in Macao, China from 16 to 27 October 2017 inclusive, at the kind invitation of the Macao Convention and Exhibition Association of the People’s Republic of China.

Several other meetings will be collocated during the period, in particular JCT-VC and JVET, ISO/IEC JTC1 SC29 WG1 (JPEG) and WG11 (MPEG), as well as the JCA on multimedia aspects of e-services. It should be noted that registration for each of these events is separate from that of Study Group 16.

I should like to inform you that the meeting will open at 1115 hours on the first day. Participant registration will begin at 0830 hours at the venue entrance. Detailed information concerning the meeting rooms will be circulated via the SG16 e-mail list and displayed onsite by the host. Additional information about the meeting is set forth in **Annex A**, while practical information can be found in **Annex D**. In addition to the information in this Annex, the host has kindly prepared a website to help delegates prepare for this meeting: please see <http://itutsg16.medmeeting.org>.

The draft **Agenda** of the meeting and the draft **Timetable**, prepared in agreement with the Chairman of Study Group 16 (Mr Noah Luo, People’s Republic of China) and its management team, are set out in **Annexes B** and **C**,respectively.

Mini-workshops may be planned during the SG16 meeting, for example on immersive services. Further details will be provided in the SG16 website (<http://itu.int/go/tsg16>).

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16ITU-T SG16 |
| Latest meeting information |

**Annexes**: 4

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINE FOR CONTRIBUTIONS:** The deadline for contributions is 12 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 3 October 2017**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available   
online. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As per agreement of the ITU-T SG16 management team, this meeting will be held in English only.

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**WIRELESS LAN** facilities will be available for use by delegates at the venue.

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

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the Host to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **not later than 16 September 2017**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization, or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the** [**ITU‑T SG16 website**](http://itu.int/go/tsg16)**.**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**) must be returned to ITU not later than **4 September 2017.**Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance. Pre-registration for the meeting is mandatory.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2017-08-16 | - submit contributions for which translation is requested  - requests for accessibility accommodations  - requests for visa support letters |
| Six weeks | 2017-09-04 | - fellowship requests |
| One month | 2017-09-16 | - pre-registration (online via the study group homepage) |
| 12 calendar days | 2017-10-03 | - final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Meeting of ITU-T Study Group 16 (Macao, China, 16-27 October 2017)**  Request for one partial fellowship  (Submission deadline: **4 September 2017**) | | | |  |
| Please return completed form, preferably by email, to: ITU Fellowships, Geneva (Switzerland) | | | E-mail: [fellowships@itu.int](mailto:fellowships@itu.int) Tel: +41 22 730 5227 Fax: +41 22 730 5778 | | |
| **Applications from women are encouraged** | | | | | |
| Registration number (required): (Pre-registration is [online only](http://itu.int/go/tsg16)) | |  | | | |
| Title(s) of contributions submitted/planned: | |  | | | |
| Country ([list of eligible countries](http://www.itu.int/en/ITU-D/LDCs/Pages/List_LDCs.aspx)): | |  | | | |
| Name of the Administration/Organization: | |  | | | |
| Professional role/title: | |  | | | |
| Mr/Mrs/Ms: | |  | | | |
| Applicant’s family name: | |  | | | |
| Applicant’s given name: | |  | | | |
| Address: | |  | | | |
| Telephone: | |  | | | |
| Fax: | |  | | | |
| Email: | |  | | | |
| Passport number: | |  | | | |
| Date and place of issue: | |  | | | |
| Passport valid until (date): | |  | | | |
| Nationality: | |  | | | |
| Date of birth: | |  | | | |
| Please select your preferred fellowship type (one only),  which ITU will do its best to accommodate:  **Economy class air ticket (duty station -> Macao -> duty station)**  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | |
| **Signature of applicant:** | | | | **Date:** | |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. | | | | | |
| **Signature and stamp of certifying official:** | | | | **Date:** | |

**ANNEX B**

**Draft agenda**

|  |  |
| --- | --- |
|  | Opening of meeting, meeting agenda and documentation |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Approval of previous SG16 meeting report (SG16-R1 to R4) |
|  | Feedback and status reports on interim activities and collaboration matters (*inter alia* ITU-T SG9, ITU-T SG12, IETF, IEC TC100, ISO/IEC JTC1/SC 29/WGs 1 & 11, CITS) |
|  | Promotion activities and workshops of interest to SG16 |
|  | Objectives for this meeting |
|  | Guidelines for the meeting of Working Parties and of Plenary Question |
|  | IPR Roll call |
|  | Review and approval of meeting results, including update of SG16 work programme |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C**

**Draft Timetable of SG16 meeting (Macao, China, 16-27 October 2017)**

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**Notes:**

|  |  |
| --- | --- |
|  | "P" stands for plenary. |
|  | Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting. |
|  | The Joint Collaborative Team on Video Coding (JCT-VC) is tentatively planned to meet also during the weekend. See <http://itu.int/go/jctvc> for final dates and other details. Sessions of the related but separate informal Joint Video Experts Team (JVET) between ITU-T Q6/16 and ISO/IEC JTC1 SC29/WG11 (MPEG) is expected to start meeting on Wed 18 October 2017, further details will be announced in the [Q6/16 mailing list](https://www.itu.int/en/ITU-T/studygroups/2017-2020/16/Pages/video/vceg.aspx). |

*For schedule updates, please see:* <http://itu.int/go/tsg16>.

**ANNEX D**

**Practical information**

(Please see an updated version of this practical information on the [SG16 website](http://itu.int/go/tsg16).)

## Meeting Venue

**Venue:** Holiday Inn Macao Cotai Central

**Address:** Level 4, Holiday Inn Macao Cotai Central  
 Sands Cotai Central,   
 Cotai Strip, Macao, China

**Tel:** +853 2828 2228

**Website:** <https://www.sandscotaicentral.com/offers/holiday-inn-macao.html>

**Conference Venue Floor Plan**

<https://www.sandscotaicentral.com/content/dam/macao/sandscotaicentral/master/main/home/meetings/floorplans-charts/holidayInn-factsheet-stay-connected_en.pdf>

## Hotels

A block of rooms at preferential prices has been made at the conference hotel:

Holiday Inn Macao Cotai Central  
 Address: Sands Cotai Central, Cotai Strip, Macao, China  
 Tel: +853 2828 2228  
 Hotel Booking System: <http://itutsg16.medmeeting.org/>

**Hotel reservations** will be carried out through the online system above.

Delegates can walk between the hotel and the meeting venue, which only takes less than one minute. Further details will be provided shortly in the logistics information document on the conference website.

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## Passports and Visas

Non-residents of the Macao Special Administrative Region are required to possess a valid passport and "entry permit" or "visa" for entry to Macao, except for people prescribed by certain law, administrative regulation or international law document.

**3.1 DO I NEED A VISA?**  
Visit: <http://www.fsm.gov.mo/psp/eng/EDoN.html> to find out whether you need a visa or not.

* Macao is either visa free or visa-upon-arrival for most countries.
* Only visitors from Bangladesh, Nepal, Nigeria, Pakistan, Sri Lanka and Vietnam are required to apply for a Macao visa in advance through a Chinese embassy or consulate.
* Visitors from mainland China can apply for a Hong Kong Macao Entry Permit to travel to Macao for up to seven days at your local Immigration Authority/Police Bureau. If you need a business visa to stay at Macao for more than seven days, please contact the Conference Secretariat to issue you an invitation letter no later than September 22.

**3.2 INVITATION LETTER**

If you need a letter of invitation, please fill out the [invitation letter form](https://www.medmeeting.org/Upload/user/785821/file/20170715/20170715122804_8527.pdf) available at the following URL and send it as early as possible with a **copy of your travel document** by e-mail to Conference Secretariat at [itutsg16macao@gmail.com](mailto:itutsg16macau@gmail.com), in order to leave plenty of time to process the application. To receive an invitation letter, requests should be submitted before 16 August 2017.

**Invitation letter form:** [https://www.medmeeting.org/Upload/user/785821/file/20170715/‌20170715122804\_8527.pdf](https://www.medmeeting.org/Upload/user/785821/file/20170715/20170715122804_8527.pdf)

## Transportation and site information

How to get to Macao:

**4.1 By air**

* **Helicopters**East Asia Airlines and Heli Express Limited co-operates aircraft between the helipads on the Macao and Hong Kong Ferry terminal (Outer Harbour Ferry Terminal).

Hotline:   
Macao (853) 2872 7288  
Hong Kong (852) 2108-9898  
Shenzhen: (86) 755-2777-8333  
Website: [www.heliexpress.com](http://www.heliexpress.com/)

* **Aircraft (Via Macao International Airport)**  
  The airport is located on Taipa Island and is 15 minutes away from the Macao Ferry Terminal, 20 minutes from the Barrier Gate and only 10 minutes away from the COTAI Frontier Post. It operates 24 hours a day.

Hotline  
Macao: (853) 2886 111  
Website: [www.macao-airport.com](http://www.macao-airport.com)

There are approximately a dozen and a half companies flying to and from Macao, connecting to several cities in Mainland China, Korea (Rep. of) and Southeast Asia. For more information on immigration and customs formalities, please visit [www.fsm.gov.mo](http://www.fsm.gov.mo/).

**4.2 By sea (via Hong Kong International Airport)**

* **To and from Hong Kong**Tourists can find quite a number of jetfoils and Catamarans available, run by TurboJET or First Ferry, which differ in speed, comfort and price.
* **TurboJET**   
  Hotline  
  Macao : (853) 87907039  
  Hong Kong: (852) 28593333  
  Shenzhen: (86) (755) 2777 6818  
  Website: [www.turbojet.com.hk](http://www.turbojet.com.hk/)
* **First Ferry**  
  Hotline  
  Macao: (853) 2872 6301  
  Hong Kong: (852) 2131-8181   
  Website: [www.nwff.com.hk](http://www.nwff.com.hk/)
* **Cotai Chu Kong Shipping Management Services Co., Ltd**  
  Hotline  
  Macao: (853) 2885 0595  
  Hong Kong: (852) 2359 9990  
  Website: <http://www.cotaiwaterjet.com/index.html>

The above information is for reference only. For more information, please visit [http://www.macaotourism.gov.mo](http://www.macautourism.gov.mo/).

## 5. Local information

**5.1 Currency exchange**

The Pataca (MOP) is Macao’s official currency. The exchange rate is MOP103.20 = HKD100.00. There is an acceptable variation up to 10%. Roughly 8 Patacas is equivalent to 1 US Dollar. Please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com>.

**5.2 Climate**

Annual average temperature is about 23ºC (73ºF) and ranges from 20ºC (68ºF) to 26ºC (79ºF). Humidity levels are high in the city, where the average annual relative humidity tops 79%.October to December is the most pleasant season to visit Macao, when visitors can enjoy warm autumn days with low humidity.

**5.3 Time Zone:** GMT+8:00

**5.4 Electricity**

The electricity in Macao is generally 220V, 50Hz. Please make sure you have the proper adapter.



**5.5 Emergency Numbers:** In case of emergency, please dial 999/110/112.

**5.6 Nearest Hospital**

**University Hospital**Block H, Macao University of Science and Technology, Avenida Wai Long, Taipa, Macao  
Tel: (853) 28821838  
Fax: (853) 28821788   
E-mail: [hospital\_enquiry@must.edu.mo](mailto:hospital_enquiry@must.edu.mo)

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

**Conference Manager**

**Mr Andrew Jiang**  
Macao Convention & Exhibition Association  
Tel: +853 2871 5616  
Fax: +853 2871 5606  
E-mail:[itutsg16macao@gmail.com](mailto:itutsg16macau@gmail.com)  
  
Conference Website: <http://itutsg16.medmeeting.org/en>

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