|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 30 April 2018 | |
| Ref: | **TSB Collective letter 4/16** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 16;  - To ITU Academia | |
| Tel: | +41 22 730 6805 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <http://itu.int/go/tsg16> | |
| Subject: | **Meeting of Study Group 16; Ljubljana, 9-20 July 2018** | | | |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 16 (*Multimedia coding, systems and applications*) will meet in Ljubljana, Slovenia from 9 to 20 July 2018 inclusive.

Several other meetings will be collocated during the period, in particular JCT-VC and JVET, and ISO/IEC JTC1 SC29/‌WG11 (MPEG), as well as the JCA on multimedia aspects of e-services (JCA-MMeS). The SG16 management is considering the organization of a workshop; updates will be available on the SG16 website (<https://itu.int/go/tsg16>). It should be noted that registration for each of these events is separate from that of Study Group 16.

I draw your attention to two important updates as well: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see **Annex A** and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

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 provided by the host 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 <https://www.kcmweb.de/conferences/itu_sg16/>.

The draft **Agenda** of the meeting and the draft **Time Plan**, 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.

**Key deadlines**:

|  |  |  |
| --- | --- | --- |
| Two months | 2018-05-09 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| Six weeks | 2018-05-28 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| One month | 2018-06-09 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/go/tsg16))  - Submit requests for visa support letters (see details in Annex D) |
| 12 calendar days | 2018-06-26 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  *(signed)*  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  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTERPRETATION:** As per earlier ITU-T SG16 agreements, meetings outside Geneva such as this are held in English only.

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

**ACCESSIBILITY:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Questions 24/16 and 26/16), subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**PRE-REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. The membership is invited to include women in their delegations whenever possible.

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received at least six weeks before the beginning of the meeting, so it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**.

**VISA SUPPORT:** As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions are found in **Annex D**, "PASSPORTS AND VISAS", §3, as well as on the SG16 webpage.

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-R5 to R9) |
|  | Feedback and status reports on interim activities and collaboration matters (*inter alia* ITU-T SG9,  ITU-T SG12, ITU-R, ITU-D, IETF, IEC TC100, ISO/IEC JTC1/SC 29/WGs 1 & 11, CITS) |
|  | Promotion activities and workshops |
|  | 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 time plan of SG16 meeting (Ljubljana, Slovenia, 9-20 July 2018)**

**

**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) and the Joint Video Experts Team (JVET) plan to also meet during the weekend. See <http://itu.int/go/jctvc> and <http://itu.int/go/jvet> for final dates and other details. |

*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:** Ljubljana Exhibition and Convention Centre

**Address:** Dunajska cesta 18

1000 Ljubljana

Slovenia

**Tel.:** +386 (0) 1 300 26 11

**Website:** [www.ljubljanafair.com](http://www.ljubljanafair.com/)

The GR – Ljubljana Exhibition and Convention Centre is the leading event centre in Slovenia, located only a few minutes from the Ljubljana Old Town and the main station.

It offers 20 multifunctional halls with over 12 000 m², which are complemented by over 8 000 m² external exhibition space.

The function rooms, providing a high degree of versatility, can be arranged to welcome any kind of meeting from 15 to 4 000 delegates.

The entire GR premises are fitted with state-of-the-art technical equipment and high-speed Wi-Fi.

## HOTELS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hotel** | **Distance to the conference venue** | **Min. by foot** | **Min. by bus** | **Bus stop** | **Indicative price** |
| [Austria Trend Hotel](https://www.austria-trend.at/en/hotels/ljubljana) | 2.3 km | 30 min | 10 min | Smelt | 95 EUR |
| [Grand Hotel Union](https://www.union-hotels.eu/en/grand-hotel-union/) | 1.2 km | 15 min | 5 min | Tourist | 126 EUR |
| [Best Western Premier Slon](https://www.bestwestern.at/hotels/Ljubljana/BEST-WESTERN-PREMIER-Hotel-Slon?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:89400) | 1.1 km | 15 min | 12 min | Ajdovscina | 129 EUR |
| [Central Hotel](https://www.union-hotels.eu/en/central-hotel/) | 950m | 12 min | 6 min | Bavarian Court | From 110 EUR |
| [Hotel Park](https://www.hotelpark.si/en/) | 1.7 km | 20 min | 8 min | Ilirska | 100 EUR |

For more hotels in Ljubljana, please see the following site: "[Hotels in Ljubljana](https://www.visitljubljana.com/en/visitors/places-to-stay/?category=24)".

## PASSPORTS AND VISAS

**3.1 Visa Information**

A national of another EEA Member State (EEA citizens are nationals of the EU Member States, Norway, Iceland and Liechtenstein) or Switzerland may enter the Republic of Slovenia with a valid personal identity card or passport, and does not require an entry permit (visa) or residence permit.

Visit <http://www.mzz.gov.si/en/entry_and_residence/for_visa_applicants/> to find out whether you need a visa or not.

**3.2 Invitation letter**

Delegates needing an invitation letter for visa purposes should register first online on the ITU‑T SG16 website, then fill out the form found at the following URL:  
<http://www.kcmweb.de/conferences/uploads/conferences/Visum%20MPEG%20123%20ITU%20SG16.doc>. After that please contact the meeting organizer at [office@kcmweb.de](mailto:office@kcmweb.de) providing a copy of the registration confirmation e-mail and the filled-in form. The meeting organizer will then process the duly filled-in returned document.

Delegates are urged to register early, in order to allow ample time to process the application.

## TRANSPORTATION AND SITE INFORMATION

**From the Airport to the Conference Centre**

• By taxi, approximate cost: 35 EUR; distance: 25 km

• The airport is connected to Ljubljana by a city bus service departing every hour from Stand 28 of the bus station (50-min. journey) and costs around 4 EUR. The airport is also connected to the city by shuttle buses, one departing every hour.

For more information, please visit: [www.fraport-slovenija.si/en/passengers-and-visitors/getting-here/](http://www.fraport-slovenija.si/en/passengers-and-visitors/getting-here/)

### 4.1 Flight Connection: Ljubljana Airport

The Ljubljana Jože Pučnik Airport is located 25 km northwest of the city of Ljubljana. It is the largest and the most important airport of Slovenia. In 2016, the Ljubljana airport transported around 1.4 million passengers.

It serves as the home base for Adria Airways, the largest airline in Slovenia.

Airlines that fly to Ljubljana:

• Czech Airlines (from Prague)

• Air Serbia (from Belgrade)

• Régional (from Paris-Charles de Gaulle airport)

• Turkish Airlines (from Istanbul-Atatürk airport)

• Finnair (from Helsinki)

• Adria Airways (from Munich, Copenhagen, Vienna, Zurich)

### 4.2 Public Transport

The centre of Ljubljana is small enough to cover by foot. You can pick up a city map at a tourist information centre or in the train station.

**Bus**

The public bus service (LPP, <http://www.lpp.si/en>) has 26 bus lines which run every 5-10 minutes (every 15-30 minutes during the weekend).

If you like to travel by city buses, you should purchase the Urbana public transport card. It is available from LPP ticket offices, tourist information centres, most of the city kiosks and post offices. The card is priced at 2 EUR and can store up to 50 EUR of credit to be spent on city bus fares.

A single journey fare is 1.20 EUR. It covers one journey up to 90 min. regardless of the number of buses needed to be changed to reach the destination.

The bus stop in front of the conference venue is called **Raztavišče**.

## 5. LOCAL INFORMATION

### 5.1 Currency exchange

In Slovenia the valid currency is the Euro (EUR). Currency can be changed at exchange offices, hotel receptions, tourist agencies, petrol stations and major shopping centres.

Please check the currency exchange rate in the local bank system or use the following link as a reference: <https://themoneyconverter.com/EUR/USD.aspx>.

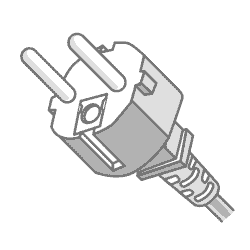
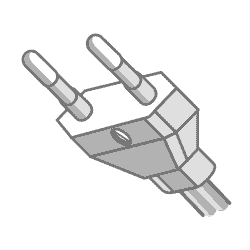
### 5.2 Climate

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Maximum temperature** | **Minimum temperature** | **Rain days** |
| January | 1.4°C | −4.7°C | 9 |
| February | 4.9°C | −3.8°C | 8 |
| March | 10.2°C | 0°C | 8 |
| April | 15.6°C | 4.3°C | 10 |
| May | 20.2°C | 8.8°C | 12 |
| June | 24°C | 12.2°C | 11 |
| *July* | *26.4°C* | *13.7°C* | *10* |
| August | 25.7°C | 13.2°C | 9 |
| September | 21.8°C | 10.3°C | 8 |
| October | 15°C | 5.8°C | 10 |
| November | 7.7°C | 2°C | 11 |
| December | 3.1°C | −2°C | 10 |

**5.3 Time Zone:** Central European Summer Time (CEST) GMT+2

**5.4 Electricity**

The standard voltage in Slovenia is 220 volts, 50 Hz AC with a round two-pin plug (European standard).



**5.5 Emergency Numbers:** In case the worst should happen, here are the most important telephone numbers in Ljubljana:

Fire brigade: 122

Police: 133

Mountain rescue: 140

Doctors: 141

Rescue/ambulance: 144

### 5.6 Pharmacies

**The Lekarna pri Polikliniki duty pharmacy** is open 24 hours a day, seven days a week.

Njegoševa cesta 6k

Tel.: +386 (0)1 230 61 00

E-mail: [lekarna.poliklinika@lekarna-lj.si](mailto:lekarna.poliklinika@lekarna-lj.si)

**EMERGENCY DENTIST**

**Daytime hours:**

• Mon-Sat: 0700-1900 hours (all Ljubljana Community Health Centres)

• Sunday and public holidays: 0800-1600 hours

Central Ljubljana Community Health Centre, Metelkova ulica 9.

**Late-night hours:**

**EMERGENCY HEALTH CENTRE**

Central Ljubljana Community Health Centre

Metelkova ulica 9

+386 (0)1 472 37 18)

Working hours: 2100 – 0400 hours daily

### 5.7 Business Hours

Banks

Mon-Fri: 0900-1700 hours.  
Some banks close their offices at noon for one hour.

ATMs – You can withdraw cash 24 hours a day from most of the ATMs around Ljubljana using MasterCard, Visa, Maestro, Cirrus and Visa Electron Plus cards. There is an exceptionally high number of ATMs in Slovenia. In addition to cash withdrawals, many of them offer other types of services.

Changing money – Currency can be changed at exchange offices, hotel receptions, tourist agencies, petrol stations and major shopping centres.

Post Offices

Mon-Fri: 0800-1800 hours  
Sat: 0800-1200 hours

Museums and Galleries

Tue-Sun: 0900 /1000 – 1700 / 1800 hours  
Mon: closed

Find the contact details for the museum you want to visit, e.g. <http://www.ljubljana.info/museums/>.

### 5.8 Restaurants

**Tipping:** In many service areas, such as restaurants, taxis, hairdressers etc., a tip is traditionally given and very much welcomed. Normally, it is from 5 to 10 percent, with the exact amount depending on the level of satisfaction with the service provided.

### The Verace 2.0 is located at the Dunajska cesta 20, right next to the conference venue. This restaurant offers authentic Neapolitan Pizza.

Opening hours:  
Mon-Wed 1100 – 2000 hours

Thu-Fri: 1100 – 2200 hours

Sat: 1200 – 2200 hours

Sun: closed

* The **Paviljon** is located at the conference venue. It is a Pub, Pizzeria and a Lounge-Bar at the same time. It offers Italian Pizza and American meat dishes. In addition, the Paviljon offers a large selection of international beers.

Opening hours:   
Mon–Sat: 1100 – 2200 hours  
Sun: closed

Other restaurants nearby; see [here](http://www.kcmweb.de/conferences/ITU_SG16alias/restaurants-shopping-6.html).

### 5.9 Shopping

The Ljubljana shopping malls and plenty of small stores in the city of Ljubljana have a large variety of products and brands known worldwide.

The largest shopping malls are located in the suburbs.

A visit to the centre of the old town is the perfect opportunity to buy local products, art and handmade goods at the market.

**Shops**

Mon-Fri: 0700 / 0900 – 1900 / 2100 hours  
Sat: 0700 / 0900 – 1300 / 1500 hours   
Sun: 0900 – 1300 hours (only major shopping centres)

The opening hours of shops are not strictly defined. There are 24-hour grocery stores in major cities. Certain essentials are available 24 hours a day at major petrol stations as well.

### 5.10 Meeting organizer

**Kenzler Conference Management**

**Ms Silke Kenzler**

Karla-Schmidt-Str.14

D-30655 Hannover

Germany

Tel.: +49 (0) 511 655 81 86 0  
Fax: +49 (0) 511 655 81 86 1  
E-mail: [office@kcmweb.de](mailto:office@kcmweb.de)

Conference Website: <https://www.kcmweb.de/conferences/itu_sg16/>

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