

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

Beijing, China, 21-22 March 2013

MEETING ANNOUNCEMENT

Source: ITU/TSB**Title:** Meeting of the Collaboration on ITS Communication Standards

1 The seventh meeting of the Collaboration on ITS Communication Standards will take place from **21 to 22 March 2013** inclusive in Beijing, China, at the kind invitation of the China Communications Standards Association (CCSA).

2 The intent of the Collaboration is to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of Intelligent Transportation Systems (ITS) communication standards of the highest quality in the most expeditious manner possible to enable the rapid deployment of fully interoperable ITS communication-related products and services in the global marketplace.

3 The results of previous Collaboration meetings are available at <http://itu.int/en/ITU-T/extcoop/cits/Pages/meeting-documents.aspx>.

4 Participation is open to: (1) Representatives of ITU Member States, Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work; and (2) Any individual from a national, regional or international SDO who wishes to contribute to the work.

5 The work items of the Collaboration are reproduced on the Collaboration web page: <http://itu.int/en/ITU-T/extcoop/cits/>. A draft agenda prepared by the Collaboration management and any contributions received will be made available on the web page. Participants shall submit input documents in electronic format to ITU/TSB (tsbcits@itu.int).

6 The meeting will open at **0900 hours on 21 March 2013**. Participant registration will begin at 0830 hours in the **Meeting Hall on the second floor of CATR Building A**.

No registration fee is required for participating in this meeting. The discussions will be held in English only. Wireless LAN facilities are available for use by delegates at the venue.

7 For your convenience, practical information about the meeting venue and how to reach it is reproduced as **Annex 1**.

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Contact: Martin Adolph
ITU/TSB

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8 To enable ITU/TSB and the host to make the necessary arrangements concerning the organization of the meeting, please register via the on-line form at: <http://itu.int/reg/tmisc/3000506>, as soon as possible, but **not later than 14 March 2013**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online***. To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

9 **Remote Participation** is available for this meeting. As a remote delegate you will be able to hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register in advance at <http://itu.int/reg/tmisc/3000506>. Remote participation instructions will be made available to registered participants.

10 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in China. **The visa must be requested as soon as possible, preferably four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing China in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Please refer to Annex 1 and 3 for additional information.

ANNEX 1

Practical information

1. Meeting Venue



Meeting Hall on the second floor of CATR Building A

Address: 52, Hua Yuan Bei Road, Haidian District, Beijing, China

2. Hotels

Vision Plaza (Recommended, reservation form in Annex 2)

Address: 39, Xueyuan Road, Haidian District, Beijing, China

Tel: +86 10 623 088 99

Fax: +86 10 623 088 18

URL: <http://www.visionplaza.cn/en/index.html>

Distance to the meeting venue: 5 minutes walk



Park Plaza Beijing Science Park (Delegates have to make their own arrangements)

Address: 25, Zhichun Road, Haidian District, Beijing, China

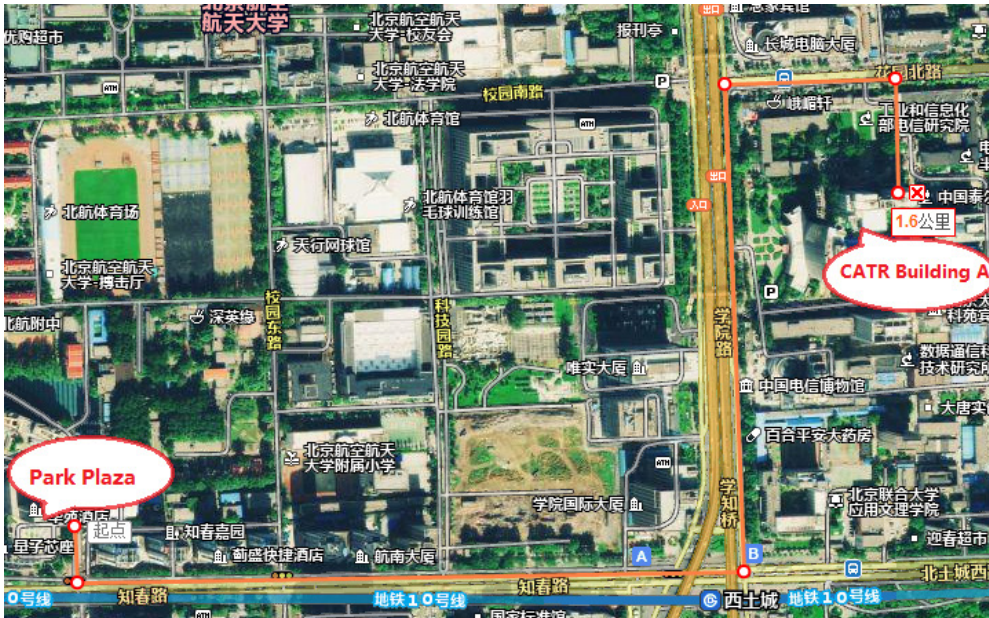
Reservations: + 400 6780 687 (China Toll-free), +1 (800) 777-1700 (US/Canada Toll-free)

Tel: + 86 10 823 566 99

Fax: + 86 10 823 566 88

URL: <http://www.parkplaza.com/>

Distance to the meeting venue: 10 minutes walk



Jadepalace Hotel (Delegates have to make their own arrangements)

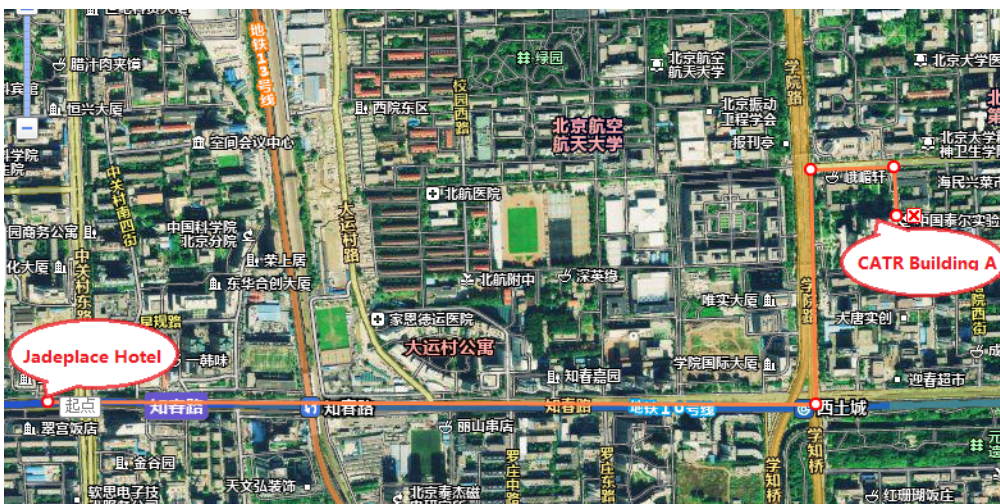
Address: 76, Zhichun Road, Haidian District, Beijing, China

Tel: +86 10 626 288 88

Fax: +86 10 626 382 55

URL: <http://www.jadepalace.com.cn/en/index.html>

Distance to the meeting venue: 20 minutes walk



3. Directions

3.1 Local airport

Beijing Capital International Airport (<http://en.bcia.com.cn/>)

3.2 Transportation to/from airport

It is about 30 minutes' drive from Beijing Capital International Airport to the Vision Hotel according to traffic condition. Taxis are always available. The fare will be approximately 100 CNY.

The taxi drivers may not speak English, so make sure you have the name of your hotel or address written in Chinese. The following is the name and address of **Vision Hotel** in Chinese; please print it for your convenience:

唯实国际文化交流中心

地址：中国北京市海淀区学院路39号

酒店总机电话：（8610）62308899/（8610）82338889

Transportation to Vision Hotel by Subway: Take the Airport Express at Beijing Capital International Airport and transfer to line 10 at Sanyuanqiao Station. Please stop at Xitucheng Station, and find Exit A to get out the subway.

Vision Hotel Map



4. During Your Stay

4.1 WLAN

All meeting rooms will have a wireless network with access to the Internet. Every guest room offers a high-speed Internet access for free.

4.2 Electricity

China's A/C supply is 230v-50Hz. Please take the necessary adapter if your equipment does not have the correct plug.

4.3 Wireless Coverage

There are cdma2000 1x/1xEVDO, GSM, TD-SCDMA, and WCDMA coverage in Beijing.

4.4 Additional information

General information about Beijing: See <http://www.ebeijing.gov.cn/>

5. Contact person / visa information

For entering China, it is required to hold either tourism or business visa. Should you require a personal letter of invitation for your business visa application, please contact Mr. Xu Qi and Ms. Huijuan Guo.

Your email should include the completed **Invitation Letter Request Form (Annex 3)** and be sent before **7 March 2013**.

Mr. Xu Qi

Tel: +86 10 820 562 06

Mobile: +86 13 466 724 696

Email: qixu@ccsa.org.cn

Fax: +86 10 820 530 19

Ms. Huijuan Guo

Tel: +86 10 820 500 13

Mobile: +86 13 581 614 793

Email: guohuijuan@ccsa.org.cn

Fax: +86 10 820 530 19

For Chinese Embassy or Consulate information, please visit website <http://www.fmprc.gov.cn/eng/>.

ANNEX 2

Vision Hotel, Beijing, China (www.visionplaza.cn)

Group Name: CCSA

Room Reservation Form

Name:				
Nationality:				
Address:				
Telephone:	Fax		Email	
Date of Arrival:		Flt/ ETA:		
Date of Departure:		Flt/ ETD		

Please reserve _____ room(s) under name:

Rates will be valid between 20 March 2013 to 23 March 2013	
Superior Room <input type="checkbox"/> Standard Room (Twin) RMB 628 <input type="checkbox"/> Standard Room (King) RMB 658 <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <i>The rates are per room per night rates, including one breakfast, TV and free Internet access in rooms. The price for a breakfast is RMB 108.</i>	
Other special requests (incl. Dietary requirements):	

To guarantee the room(s), details of my credit/charge card are as follows:

<input type="checkbox"/> Visa	<input type="checkbox"/> Master	<input type="checkbox"/> Diners	<input type="checkbox"/> Amex	<input type="checkbox"/> JCB
Name of Card Holder:				
Card Number:		Expiry Date:		
Signature:				

IMPORTANT INFORMATION:

- 1) Please forward your reservation/payment on or before **7 March 2013**.
- 2) Copied both side of your credit card with your signature to guarantee your booking.
- 3) Please inform us of any changes of your reservation in writing. Cancellation requests must be made in writing and sent to the hotel directly.

Reservations should be made directly with the Vision Hotel (Email: reservation@visionplaza.com.cn, Fax: +86 10 623 088 18, Tel: +86 10 623 088 995 305)

If you have not received a faxed or emailed confirmation within 48 hours of sending the form, please call Reservation at: +86 10 623 088 995 305 or email: reservation@visionplaza.com.cn and CC to qixu@ccsa.org.cn.

ANNEX 3

INVITATION LETTER REQUEST FORM

To enter China for the meetings indicated above, you may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. In order to obtain the invitation letter, please:

- a) Fill out the form below
- b) Send it to (please reference “Invitation letter request for ITU-T meeting” as the subject):

Mr. Xu Qi and Ms. Huijuan Guo

China Communications Standards Association (CCSA)

qixu@ccsa.org.cn, guohuijuan@ccsa.org.cn

(It is recommended to scan your passport page and email to us so that it's discernible and can be used.)

Fax number: +86 10 820 530 19 (if your passport page is photocopied and enlarged)

Company			
Applicant Information	[Click and Type in your full name]	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
	[Nationality]	[Passport No.]	
	Date of birth :	[Job Title]	
	Is this your first visit to China?	__ Yes __ No	
	If the country in which you'll obtain your visa is different from your nationality, please indicate it here: [Country to obtain your visa]		
Address			
Place to visit after entry	In this case, it is Beijing by default.		
Date of arrival at China		Date of departure from China	
Time restriction	According to the policy of MIIT of China, in this case, we can provide a five-day invitation letter (at most, covering the meeting time) to the delegates.		

End of form

Please do not forget to attach a copy of your passport photograph page before sending.

Your information should be sent out before 7 March 2013.