

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

Sapporo, Japan, 4 July 2014

MEETING ANNOUNCEMENT

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

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- 1 The eleventh meeting of the Collaboration on ITS Communication Standards will take place on **4 July 2014** at the Sapporo Convention Centre, Sapporo, Japan.
- 2 The meeting coincides with related events taking place in Sapporo in the same period:
- 30 June - 11 July 2014: meeting of ITU-T Study Group 16 (*Multimedia coding, systems and applications*) (<http://itu.int/ITU-T/go/sg16>)
- 3 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.
- 4 The results of previous Collaboration meetings are available at <http://itu.int/en/ITU-T/extcoop/cits/Pages/meeting-documents.aspx>.
- 5 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.
- 6 The work items of the Collaboration are reproduced on the Collaboration webpage: <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 webpage. Participants shall submit input documents in electronic format to ITU/TSB (tsbcits@itu.int).
- 7 The meeting will open at **0900 hours on 4 July 2014**. Participant registration will begin at 0830 hours in the meeting venue.

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

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

9 To enable ITU/TSB and the host to make the necessary arrangements concerning the organization of the meeting, please register via the online form at: <http://itu.int/en/ITU-T/extcoop/cits/>, as soon as possible, but **not later than 13 June 2014**. **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.

10 **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/en/ITU-T/extcoop/cits/>. Remote participation instructions will be made available to registered participants.

11 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.**

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-visa@ituaj.jp

ANNEX 1

Practical Information

1. 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>

2. Transport

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 practical information document at the SG16 website (<http://itu.int/ITU-T/go/sg16>) will provide additional details.

3. Hotels

Participants of the meeting in Sapporo may take advantage of the preferential rates blocked for 200 guest rooms with the hotels listed in **Annex 2** 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 practical information document at the SG16 website (<http://itu.int/ITU-T/go/sg16>).

4. Host contact person

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

ANNEX 2

Hotel accommodation for the ITU-T SG16 meeting 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/		
	Single	10,500 (16,000)*6	12,000 (17,500)*6	
	Twin (single occupancy)	17,000 (28,000)*6	18,500 (29,500)*6	
Mitsui Garden Hotel Sapporo	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/		

Hotel name	Room type (occupancy)*0	Room rate*1 (JPY)	
		Room charge only	Including breakfast
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-nakajimakoehn.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 3

Application form for visa support letters

Meeting of Collaboration on ITS Communication Standards

Sapporo, Japan, 4 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 _____	_____	_____	_____
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 / Fax: +81 3 3356 8170

E-mail: t-sg16-visa@ituaj.jp