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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | Focus Group onApplication of Distributed Ledger Technology |
| **Question(s):** | N/A | Beijing, 9-12 October 2018 |
| **MEETING ANNOUNCEMENT** |
| **Source:** | ITU |
| **Title:** | Fourth meeting of FG DLT, Beijing, China, 9-12 October 2018 |
| **Purpose:** | Admin |
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| **Keywords:** | FG DLT; announcement; distributed ledger technology; meeting; October 2018 |
| **Abstract:** | This document contains the meeting announcement of the fourth meeting of ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT). |

1 The fourth meeting of the ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT) is scheduled to take place **from 9 to 12 October 2018 in Beijing, China**, kindly hosted by **CAICT** and **CCSA**.

The events will start with a **pre-meeting workshop**, which willtake place on 9 October 2018. The fourth meeting of FG DLTwill open at 09:00 on 10 October 2018. Both events will be held at **Sheraton Grand Beijing Dongcheng Hotel**, No.36 North Third Ring Road East, Dongcheng District Beijing.

Participants check-in will begin at 08:30 hours. No registration fee is required for participating in this meeting. The discussions will be held in English only

2 Participation in FG DLT is open to ITU Member States, Sector Member, Associates and Academia. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations.

3 To enable ITU and the host to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the online form at <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005106> as soon as possible, but **no later than 25 September 2018**.

4 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page: <https://itu.int/en/ITU-T/focusgroups/dlt/>. Please note that an ITU user account is required to access some of the documents.

Accounts can be obtained at <https://itu.int/en/ties-services/> (non-members select the ‘Media and other organizations’ option in the ITU membership status dialogue).

5 When preparing input documents to the meeting, participants are invited to take into consideration the agreed FG DLT structure and proposed deliverables, see <https://extranet.itu.int/sites/itu-t/focusgroups/fgdlt/output/DLT-O-001.pptx>.

Participants shall submit input documents to ITU (tsbfgdlt@itu.int) in electronic format using the basic document template available at <https://www.itu.int/oth/T0A0F00000A/en>.

In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **5 October 2018**. Please note that this is a paperless meeting.

6 For logistical information please refer to Annex A of this document.

7 **Remote Participation:** As a remote participant, you will be able to hear plenary session discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote participant, you need to register at <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005106> as soon as possible, but **no later than 25 September 2018**. Detailed instructions will be made available to registered participants.

8 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. If required, visas must be requested before the date of arrival in China from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

Should you require a personal letter of invitation for your business visa application, please see **Annex B**. Your complete request should be sent before **10 September 2018**.

**ANNEX A**

**Fourth meeting of FG DLT**

Beijing, China, 9-12 October 2018

***Practical information for participants***

# 1 Event venue

Sheraton Grand Beijing Dongcheng Hotel

No.36 North Third Ring Road East

Dongcheng District

100013 Beijing

China

Website: <http://www.sheraton.com/beijingdongcheng>

Badges will be available for registered participants at the reception in the lobby.

The pre-meeting workshop will take place in the Grand Ballroom, which is located on the third floor of the hotel. The fourth meeting of the ITU-T FG DLT will take place in the Cedar ballroom, on the fifth floor of the hotel.

# 2 Hotels

Please keep in mind that the period of the meeting is very high season in the city and availability is not guaranteed, so please book as soon as possible only till the **25 September 2018**. Below are several recommended hotels near the event location.

**Sheraton Grand Beijing Dongcheng Hotel (4 stars)**

Address:  No.36 North Third Ring Road East, Dongcheng District, 100013 Beijing

Phone:  +86 10 5798 8888

Website: <http://www.sheraton.com/beijingdongcheng>

RMB 980 per night, including breakfast, WIFI.

Check in after 03:00 PM. Check out before 12:00 PM.

**Grand Metro Park Hotel Beijing**

Address: No.2 North Third Ring Road East, Dongcheng District, 100013 Beijing

Phone:   +86 10 6462 2288

Website: <http://www.hkctshotels.com/hotels/BeijingNationalMetropark>

RMB 700 per night, including breakfast, WIFI.

Check in after 02:00 PM. Check out before 12:00 PM.

**Beijing FUJIAN Hotel (4 stars)**

Address: No.11 Anzhenxili Block 3, North Third Ring Middle Road, Chaoyang District, 100029 Beijing

Phone:   +86 10 6442 8833

Website: <http://www.beijingfujianhotel.com/>

RMB 650 per night, including breakfast, WIFI.

Check in after 02:00 PM. Check out before 12:00 PM.

**Beijing ZHEJIANG Tower (4 stars)**

Address: No.26 Anzhenxili Block 3, North Third Ring Middle Road, Chaoyang District, 100029 Beijing

Phone: +86 10 6445 3388

Website: <http://11661.hotel.cthy.com/>

RMB 680 per night, including breakfast, WIFI.

Check in after 02:00 PM. Check out before 12:00 PM.

**North Star Yuanchenxin International Hotel (4 stars)**

Address: No.12 Yumin Street, North Third Ring Road, Chaoyang District, 100029 Beijing

Phone: +86 10 8202 4488

Website: <http://www.ycxhotel.com/>

RMB 630 per night, including breakfast, WIFI.

Check in after 02:00 PM. Check out before 12:00 PM.

**Holiday Inn Beijing Deshengmen (4 stars)**

Address: No.71 Deshengmen Outer Street, Xicheng District, 100029 Beijing

Phone: +86 10 8206 5555

Website: <http://www.deshengmen-holiday.cn/>

RMB 700 per night, including breakfast, WIFI.

Check in after 03:00 PM. Check out before 12:00 PM.

# 3 Arrival and transportation to the venue

Information about the connection from **Beijing Capital International Airport** (BCIA) and the city centre can be found at <http://en.bcia.com.cn/>.

## 3.1 From Beijing Capital International Airport (PEK)

Travel Distance: Approximately 22.53 km/14.0 miles

Options for getting to and from the hotel include:

By taxi

Fee: RMB 100
Hours of operation: 24 hours
Travel time: 25 minutes

By subway

Fee: RMB 28
Travel Time: 60 minutes
Take the Airport Express and transfer to Line 10 at Sanyuanqiao Station. Get off at Anzhenmen Station and take Exit C. Walk south towards North Third Ring Road (approximately 10 minutes). The hotel is 100m south of North Third Ring Road.

## 3.2 From Beijing Railway Station

Travel Distance: Approximately 12.0 km/7.46 miles

By Subway

Fee: RMB 4
Travel time: 35 minutes
About: Take Line 2 and transfer to Line 5 at LAMA Temple Station. Get off at Hepingxiqiao Station and take Exit A. Walk west towards Global Trade Center for approximately 8 minutes and turn left at the hotel signage.

# 4 Visa – Formalities for entering China

Generally, a citizen of a foreign country who wishes to enter China for temporary business stay must first obtain a visa.

An invitation letter request form is available in Annex B.

# 5 Currency and exchange

The official currency of China is RMB.

The approximate exchange rate is:

1 USD = RMB 6.62 (may vary)

# 6 Language

National language is Chinese. The official working language of the meeting is English.

# 7 Climate

In October, the climate in Beijing is continental. The average temperature is 8 to 19 ˚C.

# 8 Local time

Standard Time Zone: UTC/GMT +8 Hours

# 9 Telecommunications

The area code for Beijing is +86 010.

# 10 Voltage

The electricity in China is **220V**. Please be sure you have the correct adapter. Voltage converters will **not** be provided at the meeting.



*Image of the sockets*

# 11 Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

# 12 Contact

For any further questions, please contact:

Ms. Yihui ZHANG
CAICT
Email: zhangyihui@caict.ac.cn
Tel: +86 15210988408

**ANNEX B**

**Fourth meeting of FG DLT**

Beijing, China, 9-12 October 2018

 ***Invitation letter request form***

To enter China for the meeting indicated above, you may need a letter of invitation from the host.

In order to obtain the invitation letter, please:

1. Register for the meeting;
2. Complete the form below;
3. Scan your passport and data page;
4. Email completed form and scanned passport data page to zhangyihui@caict.ac.cn **and** gutianyao@ritt.cn before **10 September 2018**.

|  |  |
| --- | --- |
| Registration ID |  |
| Family name (Last name) |  |
| Given name (First name) |  |
| Date of Birth (dd/mm/yy) |  |
| Place of Birth |  |
| Gender (Male/Female) |  |
| Nationality |  |
| Passport number |  |
| Passport Issuing Country |  |
| Issuing Date (dd/mm/yy) |  |
| Expiry Date (dd/mm/yy) |  |
| Occupation and Job title |  |
| Name of Company/Organization |  |
| Company/Organization mailing address | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| Fax number |  |
| Email address |  |
| Your stay in China | Date of arrival (dd/mm/yy) |  |
| Date of departure (dd/mm/yy) |  |
| Participated in previous meetings of ITU-T FG DLT (yes/no) |  |
| Is this your first visit to China? (yes/no) |  |