



WG(s): All Geneva, 3-7 April 2019

MEETING ANNOUNCEMENT

Source: TSB

Title: Announcement of the seventh ITU-T FG-DPM meeting (Geneva, 3-7 April 2019)

Purpose: Admin

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Abstract: This document contains the meeting announcement of the seventh meeting of ITU-T Focus Group on Data Processing and Management to support IoT and smart cities & communities (FG-DPM) (Geneva, 3-7 April 2019).

1 The **seventh meeting of the ITU-T FG-DPM** is scheduled to take place at ITU Headquarters in Geneva, Switzerland from 3-7 April 2019 (including Saturday and Sunday, 6-7 April 2019).

The meeting will be back-to-back with the ITU-T SG20 meeting (Geneva, 9-18 April 2019). More information is available on the SG20 web page www.itu.int/go/tsg20.

2 FG-DPM is open to ITU Member States, Sector Members, Associates, Academia and to any individual from a country that 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. Anyone interested in updates and announcements related to this group is invited to subscribe to the FG-DPM mailing lists. Details on how to subscribe can be found on the focus group homepage: www.itu.int/go/tfgdpm.

3 The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](#). Practical meeting information is set out in **Annex 1**. The meeting agenda and time plan will be available from the [FG-DPM homepage](#) in advance of the meeting. The discussions will be held in English only.

4 Written contributions to the work of FG-DPM are invited. These should be submitted to the ITU Secretariat (tsbfgdpm@itu.int) in electronic format using the templates available from the [FG-DPM homepage](#). The documents of the meeting will be posted on the [FG-DPM SharePoint](#). **The deadline for written contributions is 26 March 2019.**

5 To enable ITU and the host to make the necessary logistics arrangements, participants are invited to register online via the [FG-DPM homepage](#) as soon as possible, and **not later than 26 March 2019**. Registration is required for remote participation as well as on-site participation. Details for remote participation will be made available from the [FG-DPM homepage](#).

ANNEX 1

Practical meeting information for participants of the seventh meeting of ITU-T FG-DPM (Geneva, 3-7 April 2019)

WORKING METHODS AND FACILITIES

DOCUMENT SUBMISSION AND ACCESS: The meeting will be run paperless. Written contributions are encouraged and should be submitted by e-mail to tsbfgdpm@itu.int by **26 March 2019** at the latest using the document template available on the [FG-DPM homepage](#). Access to all input and output documents will be provided from the [FG-DPM SharePoint](#) (TIES or Guest account required).

WIRELESS LAN facilities are available to delegates in all ITU meeting rooms (SSID: "ITUwifi", Key: itu@GVA1211). Detailed information is available on-site and on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

E-LOCKERS are available for the duration of the meeting using delegates' ITU-T RFID identity badges. The e-lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](#).

PRINTERS are available in the delegates' lounges and near all [major meeting rooms](#). To avoid the need to install drivers on delegates' computer, documents may be "e-printed" by e-mailing them to the desired printer.

Details at: <http://itu.int/go/e-print>.

LOAN LAPTOPS for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first-served basis.

PRE-REGISTRATION

PRE-REGISTRATION: Pre-registration for on-site or remote participation is to be done via the [FG-DPM homepage](#) at least one week before the start of the meeting.

VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS

VISITORS TO GENEVA: Practical information for participants attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

HOTEL DISCOUNTS: A number of Geneva hotels offer preferential rates for participants attending ITU meetings, and provide a card giving free access to Geneva's public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

VISA SUPPORT: The citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the FG-DPM meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa, but only within the period mentioned of **four** weeks. Any such request should be made by checking the corresponding box on the registration form no later than four weeks before the event (**3 March 2019 at the latest**). Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words "**visa support**".
