

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

Geneva, 13-14 July 2015

MEETING ANNOUNCEMENT

Source: ITU**Title:** Second meeting of FG IMT-2020, Geneva, 13-14 July 2015

1 The second meeting of the ITU-T Focus Group on IMT-2020 (FG IMT-2020) is scheduled to take place from **13-14 July 2015** at the **ITU headquarters in Geneva, Switzerland**.

2 Participation in FG IMT-2020 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 The meeting will open at **0930 hours on 13 July 2015 at the ITU headquarters**. ITU is located at Place des Nations in the heart of the Geneva's United Nations district (see <http://itu.int/en/delegates-corner/Pages/togeneva.aspx>).

Participants check-in will begin at 0830 hours at the registration desk (Montbrillant entrance, 2 rue de Varembé). No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the online form at <http://itu.int/reg/tmisc/3000785> as soon as possible, but **not later than 8 July 2015**. Please note that registration of participants to the meeting is carried out exclusively online. To easily provide you with any updates concerning the meeting planning, please provide a valid e-mail address.

5 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page: <http://itu.int/en/ITU-T/focusgroups/imt-2020/>. Please note that a TIES or Guest account is required to access some of the documents. A Guest account can be obtained at <https://www.itu.int/net/iwm/public/frmUserRegistration.aspx>.

6 In preparing documents, please use the basic template for the FG documents available from the Focus Group web page.

Participants shall submit input documents in electronic format to ITU (tsbfgimt-2020@itu.int). In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **8 July 2015**. Please note that this is a paperless meeting.

7 Wireless LAN facilities are available for use by delegates in the ITU conference room areas.

Contact: ITU

Tel:

Fax:

Email: tsbfgimt-2020@itu.int

Attention: This is not a publication made available to the public, but an **internal ITU-T Focus Group document** intended only for use by participants of the Focus Group and their collaborators in ITU-T **Focus Group** related work. It shall not be made available to, and used by, any other persons or entities without the prior written consent of ITU-T.

8 Delegates attending ITU conferences and meetings may benefit from special terms in a number of hotels in Geneva. For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://itu.int/travel> for the list of hotels).

9 **Remote Participation:** As a remote delegate 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 delegate, you need to register at <http://itu.int/reg/tmisc/3000785> as soon as possible, but **not later than 8 July 2015**. Detailed 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 time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the 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, the Union can, at the official request of the administration or entity you represent, 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 must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested¹ and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words “**visa request**”.

¹ A model for such a request is found at http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf

ANNEX 1

This confirmation form should be sent direct to the hotel of your choice



INTERNATIONAL TELECOMMUNICATION UNION



TELECOMMUNICATION STANDARDIZATION SECTOR

ITU Focus Group on IMT-2020 from 13 to 14 July 2015 in Geneva

Confirmation of the reservation made on (date) ----- with (hotel) -----

at the ITU preferential tariff

----- single/double room(s)

arriving on (date)----- at (time) ----- departing on (date)-----

GENEVA TRANSPORT CARD: Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name -----

First name -----

Address ----- Tel: -----

----- Fax: -----

----- E-mail: -----

Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) -----

No. ----- valid until -----

Date ----- Signature -----
