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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group onIMT-2020** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2013-2016 |  |
| **English only****Original: English** |
|  |  | Beijing, 27-30 October 2015 |
| **MEETING ANNOUNCEMENT** |
| **Source:** | ITU |
| **Title:** | Fourth meeting of FG IMT-2020, Beijing, China, 27-30 October 2015 |

1 The fourth meeting of the ITU-T Focus Group on IMT-2020 (FG IMT-2020) is scheduled to take place **from 27 to 30 October 2015** **in Beijing, China**, kindly hosted by **China Mobile** and **Huawei Technologies**.

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 **09:30** on **27 October 2015** at **Traders Hotel Beijing**. To gather further input and attract participation, the Focus Group management is evaluating the possibility of having a few invited speakers during the first day of the meeting. There will be a separate announcement on this matter on the Focus Group mailing list.

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.

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/3000806> as soon as possible, but **not later than 20 October 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 **20 October 2015**. Please note that this is a paperless meeting.

7 For logistical information, including a dedicated website for attendees to book their hotel rooms at a preferential rate, please refer to **Annex A** of this document.

8 **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/3000806> as soon as possible, but **not later than 20 October 2015**. Detailed instructions will be made available to registered participants.

9 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 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 be aware that visa approval might take time so kindly make your visa request as soon as possible.

Should you require a personal letter of invitation for your business visa application, please see **Annex B**. Your complete request should be sent out before **25 September 2015**. For Chinese Embassy or Consulate information, please visit website <http://www.fmprc.gov.cn/eng/>.

ANNEX A

**Fourth meeting of FG IMT-2020**

Beijing, China, 27-30 October 2015

***Practical information for participants***

# 1 Event venue

Traders Hotel Beijing, 1 Jianguomenwai Avenue, Chaoyang District, Beijing, P. R. China

# 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 **30 September 2015**.

* **Traders Hotel Beijing**
	+ 1 Jianguomenwai Avenue, Chaoyang District, Beijing
	+ Web: <http://www.bswhotel.com/skin_index_40101019_4_en>
	+ Tel: +86 4000-36-4000
	+ E-mail: ok800800@163.com
	+ USD 120.00 per night, American buffet breakfast, WIFI and VAT 10% included
	+ Reservation by phone or e-mail mentioning ITU Meeting hosted by HuaWei and China Mobile
	+ Check in after 02:00 PM. Check out before 12:00 PM

# 3 Arrival and transportation

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

# 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 6.20 (may vary)

# 6 Language

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

# 7 Climate

The climate in Beijing is Continental. In October the average day time temperature is about 5-15 ⁰C with lows in the range 0-10⁰C.

# 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 Health

There are no vaccination requirements for visitors to China.

# 12 Internet connectivity

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

# 13 Contact

For any further questions, please contact:

**Yinghao Jin**

HUAWEI Technologies CO,.LTD

E-mail: jinyinghao@huawei.com

Tel: +86-21-38900705

Fax: +86-21-38906434

ANNEX B

**Fourth meeting of FG IMT-2020**

Beijing, China, 27-30 October 2015

***Invitation letter request form***

***Please do not forget to attach a copy of your passport photograph page before sending. Please send your application form in WORD file.***

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:

1. fill out the form below
2. provide a scanned copy of your passport (the name, date of birth, nationality, passport number, passport validity date, etc. must be seen clearly; to ensure readability; a scanned photograph page is preferred.)
3. provide a scanned copy of the latest Chinese visa (one or two records) if your entry is not the first time
4. send all of the above via email to ***jinyinghao@huawei.com*** before **25 September 2015.**

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| Full name of Company |  |
| Surname |  | Given name |  |
| Gender | □ Male □ Female |
| Birthday (YYYY-MM-DD) |  | Nationality |  |
| Tel No. |  | Job Title |  |
| Passport No. |  | Place of Issue Passport |  |
| Expired Date of Passport (YYYY-MM-DD) |  |
| Destination Country/Area & City/ Places to visit after entry (In this case, it is Beijing by default; if you want to visit other places than Beijing, please indicate here) |
| Country |  | City |  |
| Visa Issued Country/Area & City (If the country in which you'll obtain your visa is different from your nationality, please indicate it here:[ Country to obtain your visa]) |
| Country |  | City |  |
| Duration (YYYY-MM-DD) |
| From |  | To |  |
| Purpose |
| Address |  |
| Fax No. |  |
| E-mail |  |