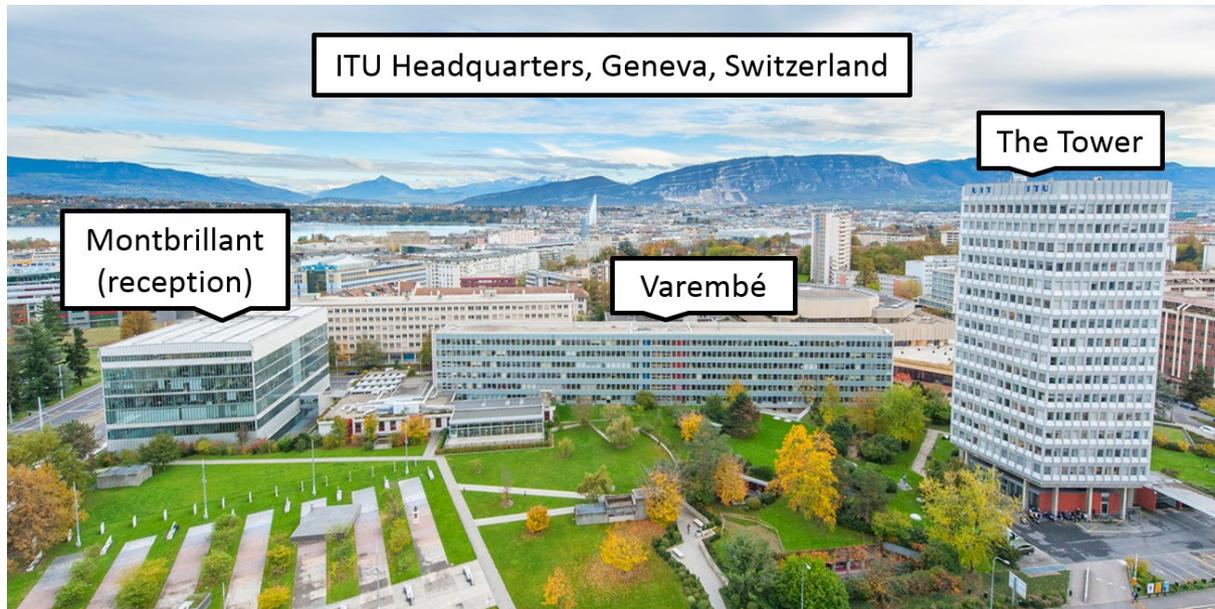


ITU-T Newcomer Guide

Welcome to [ITU-T](#), where national governments, the private sector and academia work together to develop the telecommunication networks that connect the world. This guide will help you prepare for your first meeting at ITU Headquarters in Geneva, Switzerland.



Getting started

A TIES account is essential in order to access meeting documents and services. If you do not already have one, we recommend that you [register for a TIES account online](#) as early as possible.

ITU-T's standardization work is done within technical study groups. The [homepage for each study group](#) provides details about its area of responsibility, schedule of meetings and work in progress, as well as secure access to meeting documents and services:

STUDY GROUP INFORMATION	MEETING IN FOCUS	MEETING DOCUMENTS AND SERVICES					
<ul style="list-style-type: none"> Contact At a glance Mandate and lead roles Management team Rapporteurs Editors 	<p>Next meeting</p> <ul style="list-style-type: none"> ▶ Announcement - Registration ▶ Draft agenda (opening, closing) ▶ Meeting Room Allocation ▶ Latest work plan ▶ Webcast <p>Other meetings</p> <ul style="list-style-type: none"> ▶ Interim activities and Rapporteur group meetings 	<p>Recently posted - Search</p> <ul style="list-style-type: none"> ▶ Documents [All Docs - Cs - TDs - LS In - LS Out - Earlier documents] ▶ Informal FTP area ▶ Direct Document Posting <p>Current work items</p> <ul style="list-style-type: none"> ▶ Work programme ▶ Recommendations under AAP ▶ Recommendations under TAP 	<table border="1"> <thead> <tr> <th>Documentation</th> <th>Tools</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ▶ Circulars related to SG15 ▶ Collective letters ▶ All contributions ▶ Reports </td> <td> <ul style="list-style-type: none"> ▶ Apply for a TIES account ▶ Electronic Working Methods ▶ Document sync tool </td> </tr> </tbody> </table>	Documentation	Tools	<ul style="list-style-type: none"> ▶ Circulars related to SG15 ▶ Collective letters ▶ All contributions ▶ Reports 	<ul style="list-style-type: none"> ▶ Apply for a TIES account ▶ Electronic Working Methods ▶ Document sync tool
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Meeting information

Meeting announcements, online registration and logistics information can all be found on the study-group website. If you require special assistance in order to attend (e.g., specific requirements, Visa support), please contact the [Registration team](#) or the study-group secretariat.

Accessing documents and services

The study-group homepage provides access to International Standards (called Recommendations), formal meeting documents, reports, and other publications; and Electronic Working Methods services, including:

- **Mailing lists:** Subscribe to topics of interest, or catch up by browsing the archives.
- **Informal document sharing:** View and contribute to international standardization work.
- **Approval processes:** Monitor progress and have your say.
- **Databases:** Full access to draft/Approved standards, liaison activities, test signals and more.
- **Virtual meetings:** See below.

Submitting Contributions

ITU-T is a Contribution-driven organization; Members are encouraged to submit proposals to a selected study group using the [Direct Document Posting mechanism](#). Submitters should ensure that all national or organizational procedures have been followed before uploading Contributions.

If you encounter any issues, please contact the study-group Secretariat.

Visiting Geneva and ITU headquarters

A wide range of practical information about transport, accommodation, logistics, climate, culture, leisure activities and emergency services can be found at: www.itu.int/en/delegates-corner

International support

ITU-T works primarily in English, but some translation and interpretation services are available for the other five official languages of the Union (Arabic, Chinese, French, Russian and Spanish).

ITU-T provides extra support for participants from the least developed countries. For more information, please contact the study-group Secretariat.

Attending a meeting



The overall time plan for the meeting is published on the study-group homepage. To help with your orientation, we strongly encourage newcomers to attend the opening plenary meeting where the chairmen will introduce the study group and the organization of the meeting; and the interactive newcomer session, which is normally held on the first or second day of each study-group meeting.

- **Badges:** Following online registration, badges can be collected at the Montbrillant reception.
- **Wifi:** Connect to ITUwifi using the validation code: itu@GVA1211.
- **Finding the meeting room:**
 - Building plan: in [PDF format](#) or take a [virtual tour](#) (Flash needed).
 - [Meeting-room allocation.](#)
- **Seating plan:** Seats at the opening and closing plenary sessions will be reserved for your delegation, indicated by nameplates. Most other sessions do not have dedicated seating.
- **Catering:** There are two cafeterias, one between the Montbrillant and Varembe buildings and another – with spectacular views across Geneva – on the top floor of the tower building.

Virtual meetings

As well as traditional face-to-face meetings, ITU-T also supports:

- physical meetings with remote observation (i.e., webcast);
- physical meetings with (active) remote participation;
- e-meetings, also called virtual meetings.

Details can be found on the respective study-group homepage.

Any questions?

If you need further information or advice, we can help:

- **Membership:** itu-tmembership@itu.int
- **Registration:** tsbreg@itu.int.
- **Technical questions:** Contact the Rapporteur, the ITU-T expert responsible for coordinating work in a specific technical area. Contact details can be found on the study-group homepage.
- **All other issues:** Contact the study-group Secretariat at the email address on the study-group homepage.

Current ITU-T study groups

[Operational aspects](#)

[Study Group 2 at a glance](#)

[Economic and policy issues](#)

[Study Group 3 at a glance](#)

[Environment and climate change](#)

[Study Group 5 at a glance](#)

[Broadband cable and TV](#)

[Study Group 9 at a glance](#)

[Protocols and test specifications](#)

[Study Group 11 at a glance](#)

[Performance, QoS and QoE](#)

[Study Group 12 at a glance](#)

[Future networks \(including cloud and mobile\)](#)

[Study Group 13 at a glance](#)

[Transport, Access and Home](#)

[Study Group 15 at a glance](#)

[Multimedia](#)

[Study Group 16 at a glance](#)

[Security](#)

[Study Group 17 at a glance](#)

[IoT and applications, smart cities and communities](#)

[Study Group 20 at a glance](#)
