Sixth JCA-CIT meeting (Geneva, 27 April 2015)

The sixth meeting of the **Joint Coordination Activity on Conformance and Interoperability Testing (JCA-CIT)** is scheduled to take place on Monday 27 April 2015 during ITU-T SG11 meeting (22-29 April 2015). The Chairman, Mr Martin Brand (A1 Telekom Austria, Austria), will chair the meeting; the draft agenda will be available at http://www.itu.int/en/ITU-T/jca/cit/Pages/input-201504.aspx.

The meeting will open at **11:30 on Monday 27 April 2015** at ITU headquarters, Geneva, and it will be adjourned at 13:00. Participants' registration is merged with SG11 meeting which is collocated with JCA-CIT meeting and will begin on Monday 27 April 2015 at 08:30 in the reception of the Montbrillant building. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. To enable TSB to make the necessary arrangements concerning the organization of the meeting, please register via the on-line form as soon as possible and before **20 April 2015**.

Remote participation will be made available and detailed access information will be circulated to the registered participants before the meeting. Please note, on-line registration is required for remote participation too. To enable the Secretariat to disseminate the remote participation details in time, please register **before 20 April 2015**. For more information please check with the secretariat at tsbjcacit[at]itu.int.

Participants are encouraged to submit input documents by electronic mail to tsbjcacit[at]itu.int by **Monday 20 April 2015**. Although this is not a strict deadline, it would help to properly plan the meeting to receive the documents in advance. With a view to settling any questions that might arise, name, fax, telephone numbers and e-mail address of the person to be contacted should be indicated on input documents. Accordingly, please include those details on the cover page of all documents. A document template is available on the JCA-CIT web page.

The meeting of the JCA-CIT will be paperless.

The meeting will be conducted in English only.

Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (http://itu.int/ITU-T/edh/faqs-support.html). Please check http://itu.int/travel/ for a list of Hotels in Geneva and area according Special Rates to ITU.

Please remember 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 requested[1] 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[at]itu.int) bearing the words "visa request".

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