

Seventh JCA-SDN meeting, Geneva, 4 December 2015 – (1615-1800)

The seventh meeting of the **Joint Coordination Activity on Software-Defined Networking (JCA-SDN)** is scheduled to take place in the afternoon of Friday 4 December 2015 (1615-1800). The Chairman, Mr Takashi Egawa (NEC, Japan) will chair the meeting; the draft agenda will be available at <https://www.itu.int/ifa/t/jca/sdn/1512/In/>.

The meeting will open at 1615 on Friday 4 December 2015 at ITU headquarters, Geneva, and will be adjourned at 1800. Participants' registration will begin on Friday 4 December 2015 at 0830 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.

We would like to bring to your attention that in order to continuously improve our members' experience, ITU gradually introduces a new system to facilitate the best possible registration for meetings. The announced meeting of JCA-SDN will benefit from this **new registration system**. In order to be able to use it, you will need to **create a user account** following a few simple steps (please consult a [demo](#) available from the SG11 homepage). Account creation has to be done **only once**. Having set up your registration account allows you **to select the meetings** you wish to register for.

Important to note: user account for registration is **not** replacing your TIES account.

Remote participation will be available and detailed access information will be circulated on the relevant email list (if necessary, please check with the secretariat at tsbjcasdn@itu.int). Please note, [on-line registration](#) is required for remote participation too.

Participants are encouraged to submit input documents by electronic mail to tsbjcasdn@itu.int by **Friday 27 November 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-SDN web page (www.itu.int/en/ITU-T/jca/sdn).

The meeting of the JCA-SDN 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 **six** 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.