# Meeting AnnouncementFifth Meeting FG SmartCable and SG9 Rapporteurs’ meetings

***Atlanta, United States (US), 10-14 June 2013***

## 1. FG SmartCable and SG9 Rapporteurs meetings in Atlanta, USA

The fifth physical meeting of the FG SmartCable will take place on 13-14 June 2013, Atlanta, Georgia, USA, at the kind invitation of Cisco Systems ([see clause 2 below](#_2._Focus_Group)).

In addition, and according to the results of last ITU-T Study Group 9 meeting (14-18 January 2013), the following SG9 Rapporteurs meetings will be also organized at the same venue on 10-12 June 2013 at the kind invitation of Cisco Systems. The Rapporteurs meetings are: Q1/9, 3/9, 4/9, 6/9, 7/9, 8/9, 9/9, 10/9, joint 1/9 & 7/9, and joint 5/9, 8/9 & 9/9 ([see clause 3 below](#_3._SG9_Rapporteurs)).

The venue address is:
***Cisco Systems, Inc.****5030 Sugarloaf Parkway
Lawrenceville, Georgia (USA) 30044*

To enable the host to make the necessary arrangements concerning the organization of both, the Focus Group meeting and the Rapporteurs meetings, please register via the [on-line form](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000541), as soon as possible, but not later than **13 May 2013**. Please note that pre-registration of participants to the meeting is carried out exclusively online **at the following address:**
<http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000541>.
To easily provide you with any updates concerning the meeting planning, please fill in the registration form with a valid e-mail address.

A complete meeting plan is provided in [ANNEX 3](#_ANNEX_3_–) for the meeting participants’ convenience.

To enter the United States for the meetings indicated above, you may need a letter of invitation from the host (Cisco Systems), which you will need to present to the Unites States Embassy/Consulate in your area in order to obtain your visa **(see** [**ANNEX 2**](#_ANNEX_2) **for the Invitation letter)**. The visa must be requested and obtained from the office (embassy or consulate) representing United States 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.

## 2. Focus Group on Smart Cable Television (FG SmartCable)

FG SmartCable was established by SG 9 *“Television and sound transmission and integrated broadband cable networks”* on 4 May 2012.

The outputs and all contributions of the previous FG SmartCable meetings can be accessed at the FG SmartCable document repository (IFA server): <http://ifa.itu.int/t/fg/smartcable/docs>.

Please note, for accessing the documents it is necessary to have a TIES or a GUEST account. Please find more information at: <http://itu.int/en/ITU-T/focusgroups/smartcable> .

The draft agenda for the meeting, as well as all contributions will be available at: <http://ifa.itu.int/t/fg/smartcable/docs/201306/in>

According to the Recommendation ITU-T A7, the FG SmartCable is open to any individual from a country which is a member of ITU who is willing to contribute to the work. This includes individuals who are also members of international, regional and national organizations and the list of participants is to be maintained for reference purposes. Please note that there is no fee to register and participate in the FG SmartCable meetings.

The participant [registration](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000541) will begin at 0830 on 13 June 2013. The FG SmartCable meeting will open at 0930. Please find detailed information concerning the meeting venue along with the list of hotels, logistics, and practical information in [ANNEX 1](#_ANNEX_1).

Participants shall submit input documents in electronic format to the FG SmartCable Secretariat via email attachment at tsbfgsmartcable@itu.int. A document [template](http://www.itu.int/en/ITU-T/focusgroups/smartcable/Documents/FG-SmartCable-Template.doc) is made available from the FG SmartCable [homepage](http://www.itu.int/en/ITU-T/focusgroups/smartcable/Pages/default.aspx). With a view to settling any questions that might arise concerning contributions, please indicate the source of the input documents as well as the name, telephone number and e-mail address of the contact person.

You can participate remotely to the FG SmartCable meeting. If you wish to do so, please indicate it when you [register online](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000541) by checking the appropriate check-box.

The deadline to submit input documents is **6 June 2013**. Please note that this is a paperless meeting.

The discussions will be held in English only.

All other information, including results of previous FG SmartCable meetings, is available at the FG SmartCable web page at: [http://www.itu.int/en/ITU-T/focusgroups/smartcable/](http://www.itu.int/en/ITU-T/focusgroups/smartcable)

## 3. SG9 Rapporteurs groups meetings

The SG9 Rapporteurs meetings will open at 0930 hours on the first day (10 June 2013). Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be available onsite and provided to you at the registration desk.

**To** **contribute** to the Rapporteurs meetings, please send your Contribution to the responsible Rapporteur, preferably by **3 June 2013**, or directly submit the Contributions to the related FTP area as provided [below](#_LOCATION_OF_MEETING_1):

|  |  |  |
| --- | --- | --- |
| **Question** | **Rapporteur** | **Associate** |
| 1/9 | **Shigeyuki Sakazawa** sh-sakazawa@kddi.com | **Yangsu Kim**kimys@etri.re.kr |
| 3/9 | **Han-Seung Koo**koohs@etri.re.kr | **Shigenobu Masaya**m-shigenobu@jlabs.or.jp  |
| 4/9 | **Masaru Takechi**takechi.m-fa@nhk.or.jp  | **Aguinaldo Boquimpani**aguinaldo.boquimpani@yahoo.com |
| 5/9 | **Mayumi Matsumoto**matsumoto@jlabs.or.jp | **Dong Wang**wang.dong@zte.com.cn |
| 6/9 | **Satoshi Miyaji**sa-miyaji@kddi.com |  |
| 7/9 | **Tae Kyoon Kim**tkkim@etri.re.kr | **Ouyang Feng**ouyangfeng@abs.ac.cn  |
| 8/9 | **Gale Lightfoot**lightfg@cisco.com | **Lakshmi Raman**lakshmigraman@yahoo.com |
| 9/9 | **Shaibal Chakrabarty**shaibalc@cisco.com  | **Jiansheng Zhang**zhangjs@chinabtn.com  |
| 10/9 | **Tomohiko Takahashi**tk-takahashi@kddi.com |  |

Please use the provided set of **templates** to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

## 3.1 Location of meeting documents:

**Question 1**: <http://ifa.itu.int/t/2013/sg9/exchange/wp1/q1/2013-June-Atlanta/>

**Question 3**: <http://ifa.itu.int/t/2013/sg9/exchange/wp1/q3/2013-June-Atlanta/>

**Question 4**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q4/2013-June-Atlanta/>

**Question 5**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q5/2013-June-Atlanta/>

**Question 6**: <http://ifa.itu.int/t/2013/sg9/exchange/wp1/q6/2013-June-Atlanta/>

**Question 7**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q7/2013-June-Atlanta/>

**Question 8**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q8/2013-June-Atlanta/>

**Question 9**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q9/2013-June-Atlanta/>

**Question 10**: <http://ifa.itu.int/t/2013/sg9/exchange/wp2/q10/2013-June-Atlanta/>

The meeting will be run paperless and the discussions will be held in English only.

The audio teleconference may be prepared upon request. If any participant is willing to use it, please notify to relevant Rapporteurs prior to the meeting.

Yours faithfully,

Satoshi Miyaji (WP1/9 Chairman)
Dong Wang (WP2/9 Chairman), and
Tom Russell (FG SmartCable Chairman)

***Annexes: 2***

* *ANNEX 1 –PRACTICAL INFORMATION*
* *ANNEX 2 – INVITATION LETTER REQUEST FORM*

# ANNEX 1 –PRACTICAL INFORMATION

## Meeting Venue

*Cisco Systems, Inc.
5030 Sugarloaf Parkway
Lawrenceville, Georgia (USA) 30044*

## Transportation and site information:

The closed airport to the venue is **Hartsfield-Jackson International Airport,** which is located in south Atlanta.

a. If you wish to rent a car for your trip to the Cisco Systems Lawrenceville campus and/or nearby hotels, vehicles are available at the airport rental car center. For access to the rental car center, follow the Ground Transportation signs in the airport. Public transportation is not available for the trip to the campus. Refer to the map below (section 4) for driving directions to the Cisco Systems Lawrenceville campus and nearby hotels. Rental cars are reasonable in Atlanta and directions are very easy.

b. If you wish to take a taxi from the Airport to the venue (Cisco, 5030 Sugarloaf Parkway, Lawrenceville, GA 30042) the fare is approximately $75.00 one-way.

c. The hotels in the area have shuttle services to Cisco Systems Lawrenceville campus at your request. Taxis are readily available also.

## Passports and Visas

All foreign visitors entering the United States (US) must have a valid passport. Visitors from countries whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a US Embassy or consulate. The following provides information relating to entry into the U.S.

***US entry for non-immigrants***

The US State department issued a detailed update of the current Visa Policy. Click on the link below for complete information.

[US State Dept. Visa Policy Update](http://travel.state.gov/visa/laws/telegrams/telegrams_1446.html)

***For assistance with your visa, visit the following websites:***

International Visitors Office site: <http://sites.nationalacademies.org/PGA/biso/visas/index.htm>

Official information on the visa application process: [http://travel.state.gov/visa](http://travel.state.gov/visa/)

For an invitation letter, please see Annex 2.

## Transportation Map

The following map shows the route to Cisco Systems Lawrenceville campus and vicinity from the Atlanta’s Hartsfield-Jackson International Airport. The Hotels near the venue (Cisco Systems campus) are also indicated on the map.

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## Climate – during June

Monthly Average values of the temperature and precipitation in Atlanta are given in the table.

|  |  |
| --- | --- |
|  | June |
| Average Max Temperature | 83°F/28°C |
| Average Minimum Temperature | 63°F/17°C |
| Average Precipitation | 11.9cm |

## Hotels

The following list represents the recommended hotels:

**Marriott Gwinnet Place**

1775 Pleasant Hill Road

Duluth, GA 30096
+1 770.923.1775

[9.7 km/6 miles ]

<http://www.marriott.com/hotels/travel/atlgp-atlanta-marriott-gwinnett-place/>

**Hilton Garden Inn**

2040 Sugarloaf Circle

Duluth, GA 30097

+1.770495.7600

[6.4 km/4 miles]

<http://hiltongardeninn.hilton.com/en/gi/hotels/index.jhtml?ctyhocn=ATLGSGI>

**Holiday Inn**

6310 Sugarloaf Parkway

Duluth, GA 30097

+1.770.476.2003

[4.8 km/3 miles]

<http://www.holidayinn.com/hotels/us/en/duluth/atldu/hoteldetail?siclientid=1952&pcCrdtd=true>

**Hampton Inn**

6010 Sugarloaf Parkway

Lawrenceville, GA 30043

+1.678.407.0018

[4.8 km/3 miles]

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=ATLDMHX>

**Hampton Inn**

1135 Lakes Parkway

Lawrenceville, GA 30045

+1.770.338.9600

[4.8 km/3 miles]

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=ATLLVHX>

## Internet access and wireless coverage

Internet access will be provided by CISCO. It is important to register early to the meeting so the host can set up internet access rights for every participant. More information will be available onsite.

## Technical assistance

For any technical issue you might have on site, please contact:

*Mr Gale Lightfoot
Tel: +1 770 236 7886
Mobile: +1 678 772 5446
Email:* *lightfg@cisco.com*

## Receptions and coffee breaks

The coffee breaks and lunches will be provided by the host. More information will be made available on site.

## Electricity

Throughout the U.S. electrical appliances operate from 120V, 60Hz. power supplies with plugs as shown below. It is suggested guests bring their own power converters and wall plug adapters to allow use of international appliances. Hotels typically provide irons, ironing boards and hair dryers in the hotel rooms, so there is no need to bring these items with you.



## Useful information

# Contact of the health service at the venue

# Police: 911

# Ambulance: 911

# Fire: 911

# Nearest hospital: Gwinnett Medical Center [1000 Medical Center Boulevard; Lawrenceville, GA 30046; Phone: 678-312-1000. For general questions call 1-678-312-1000. Web site: <http://www.gwinnettmedicalcenter.org/>]

*Pharmacies*

Most medicines are readily available at pharmacies. If needed, please check on site with Mr Gale Lightfoot.

*Currency exchange*

# The currency in USA is dollar; please check the currency exchange rate in the local bank system or you can have as a reference the following link: <http://www.xe.com/>

## Additional information

General information about Atlanta/Lawrenceville, Georgia (USA) at:

# Atlanta: <http://www.atlanta.com/>

# Lawrenceville: <http://www.visitlawrenceville.com/>

## Contact person

***Mr Gale Lightfoot****Tel: +1 770 236 7886
Mobile: +1 678 772 5446
Email:* *lightfg@cisco.com*

# ANNEX 2 – INVITATION LETTER REQUEST FORM

All foreign visitors entering the United States of America (USA) must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a US Embassy or consulate.** You may need a letter of invitation from the USA host, which you will need to present to the USA Embassy/Consulate in your area in order to obtain your visa. 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 the United States of America in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain the invitation letter, please:

1. Fill out the form below
2. Send it to (please reference **“Invitation letter request for ITU-T FG SmartCable meeting and SG9 Rapporteurs meetings”** as the subject):

Mr Gale Lightfoot

Tel: +1 770 236-7886

Email: lightfg@cisco.com

(It is recommended to scan your passport page and email it to us so that it is discernible and can be used).

|  |  |
| --- | --- |
| **Company** |  |
| Applicant Information |  |  **❒Mr ❒Ms ❒Mrs**  |
|  |  |
| **Date of birth :**  |  |
| **Is this your first visit to USA?** | **\_\_ Yes \_\_\_ No** |
| **If the country in which you'll obtain your visa is different from your nationality, please indicate it here:** |
| **Address** |  |
| **Places to visit after entry** |  |
| **Date of arrival in USA** |  | **Date of departure from USA** |  |

*(Please do not forget to attach a copy of your passport photograph page before sending.)*

***In order to receive an invitation letter, your information should be provided to the host before 10 May 2013.***

# ANNEX 3 – Draft meeting planDraft timetable of FG Smart Cable & SG9 Interim Rapporteurs meeting (Atlanta, 10-14 June 2013)

|  | **Mon 10 June** | **Tue 11 June** | **Wed 12 June** | **Thu 13 June** | **Friday 14 June** |
| --- | --- | --- | --- | --- | --- |
|  | **AM** | **PM** | **E** | **AM** | **PM** | **E** | **AM** | **PM** | **E** | **AM** | **PM** | **E** | **AM** | **PM** |
| **FG SmartCable** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** |
| **Q1/9**  | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/9**  |  |  | **X** | **X** |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/9** | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |
| **Q6/9**  |  |  |  |  |  |  |  |  | **X** |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |
| **Q7/9** |  | **X** |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/9** |  |  |  |  |  | **X** |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q9/9** |  |  |  |  |  | **X** |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |
| **Q10/9** |  |  | **X** | **X** |  |  |  | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Joint Q1, 7/9** |  |  | **X** | **X** |  |  |  |  | **X** |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Joint Q5, 8, 9/9** | **X** | **X** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |

**SESSION TIMES (unless otherwise noted):**

**Session 1**: 0930-1045; **Session 2**: 1115-1230; **Session 3**: 1430-1545; **Session 4**: 1615-1730; **Evening Sessions:** 1800-1915

|  |  |
| --- | --- |
| **X** | Represents a meeting session. |
| **E** | Represents a evening session (starts at 1800) |