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| **International Telecommunication Union** |  |
|  |  |

 22 February 2012

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| Subject: | **Announcement of Joint Rapporteurs Group meeting of Q.1, 2, 3, 4, 5, 7, 8, 9, 10, 12, and 14/9, Boulder, Colorado, USA, 20-22 March 2012** |

Dear Sir/Madam,

1. On behalf of Rapporteurs for Q.1,2, 3, 4, 5, 7, 8, 9,10, 12,and 14 of Study Group 9, I should like to inform you that these Questions will have the Joint Rapporteurs Group meeting in Boulder, Colorado, United States of America, 20-22 March 2012, at the kind invitation of NTIA/ITS, in accordance with the meeting declarations at the last Study Group 9 meeting (21-25 November 2011).

The meeting will open at 9:00 a.m. Participant registration will begin at 8:30 a.m.

Detailed information concerning the precise venue of the meeting along with the list of hotels and practical information is found in **Annex 2** of this announcement and at the iFTP site: <http://ifa.itu.int/t/2009/sg9/exchange/rapmeetings/2012-03_Boulder_Rapporteur_Meetings/> .

2. The discussions will be held in English only.

3. The meeting will be paperless.

4. The draft work programme for the meetings is set out in **Annex 1** hereto.

5. 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.

6. Contributions should be received by the following informal iFTP site not later than **16** **March.** Also, participants are able to submit contributions by electronic mail to the relevant Rapporteur.

Informal ITU-T iFTP site:

● Q1/9 contribution site:

<http://ifa.itu.int/t/2009/sg9/exchange/q1/>2012-03\_Boulder\_Rapporteur\_Meetings/

● Q2/9 contribution site:

<http://ifa.itu.int/t/2009/sg9/exchange/q2/>2012-03\_Boulder\_Rapporteur\_Meetings/

● Q3/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q3/2012-03\_Boulder\_Rapporteur\_Meetings/](http://ifa.itu.int/t/2009/sg9/exchange/q3/Sep2011-Atlanta/)

● Q4/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q4/](http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml)2012-03\_Boulder\_Rapporteur\_Meetings/

● Q5/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q5/](http://hiltongardeninn.hilton.com/en/gi/hotels/index.jhtml)2012-03\_Boulder\_Rapporteur\_Meetings/

● Q7/9 contribution site:

<http://ifa.itu.int/t/2009/sg9/exchange/q7/>2012-03\_Boulder\_Rapporteur\_Meetings/

● Q8/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q8/2012-03\_Boulder\_Rapporteur\_Meetings/](http://ifa.itu.int/t/2009/sg9/exchange/q8/Sep2011-Atlanta/)

● Q9/9 contribution site:

<http://ifa.itu.int/t/2009/sg9/exchange/q9/>2012-03\_Boulder\_Rapporteur\_Meetings/

● Q10/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q10/2012-03\_Boulder\_Rapporteur\_Meetings/](http://ifa.itu.int/t/2009/sg9/exchange/q10/Sep2011-Atlanta/)

● Q12/9 contribution site:

[http://ifa.itu.int/t/2009/sg9/exchange/q12/2012-03\_Boulder\_Rapporteur\_Meetings/](http://ifa.itu.int/t/2009/sg9/exchange/q12/Sep2011-Atlanta/)

● Q14/9 contribution site:

<http://ifa.itu.int/t/2009/sg9/exchange/q14/>2012-03\_Boulder\_Rapporteur\_Meetings/

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax, telephone number and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

7. **IMPORTANT!**

In order to enable the hosting company to make the necessary arrangements concerning the documentation for, and organization of, the meetings, I should be grateful if you would send Mr. Arthur Webster, by e-mail (Webster@its.bldrdoc.gov), as soon as possible but **not later than 5 March 2012,** the information specified below:

* **For US Citizens:**

Name (Last, First and MI)

Company

Phone

Email

* **If you are not a US Citizen, then this information is required:**

Name (Last, First and MI)

Gender

Date of Birth

Place of birth (city and country)

Passport number and issuing country

Citizenship and Country(ies) of Dual Citizenship (if applicable)

National ID Number (if applicable)

Country of Current Residence

Company

Phone

Email

* **Contact information:**

Fax to Arthur Webster, +1 303 497 5993

Or Email (encrypted) to Webster@its.bldrdoc.gov

Information needed by **March 5, 2012**

8. We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States of America. **An invitation letter, if needed, should be requested as soon as possible. A visa** should be obtained from the office (embassy or consulate) representing the USA in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Yours truly,

Arthur Webster
Chairman of Study Group 9, ITU-T

**Attachment:**

Annex A: Draft work programme for the Joint Rapporteurs Group meeting

Annex B: Practical information

Appendix I: Hotels

**ANNEX A**

**Draft work programme for the Joint Rapporteurs Group meeting**

**(Boulder, Colorado, USA March 20-22, 2012)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 20 MarchTuesday | 21 MarchWednesday | 22 MarchThursday |
|  | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| Q.1 | X | X |  |  |  |  |  |  | X | X |  |  |
| Q.2 |  |  |  |  | X\*1 | X\*1 |  |  |  |  |  |  |
| Q.3 |  |  | X | X |  |  | X | X |  |  |  |  |
| Q.4 | Z | Z | Y | Y | Y | Y |  |  |  |  | Y | Y |
| Q.5 |  |  | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Y\*2 | Y\*2 | Z\*2 | Z\*2 |
| Q.7 |  |  | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Y\*2 | Y\*2 | Z\*2 | Z\*2 |
| Q. 8 |  |  | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Y\*2 | Y\*2 | Z\*2 | Z\*2 |
| Q.9 |  |  | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Y\*2 | Y\*2 | Z\*2  | Z\*2 |
| Q.10 |  |  | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Z\*2 | Y\*2 | Y\*2 | Z\*2 | Z\*2 |
| Q.12 |  |  |  |  | X\*1 | X\*1 |  |  |  |  |  |  |
| Q.14 | Y | Y |  |  |  |  | Y | Y |  |  | X | X |

X: Room X (1103)

Y: Room Y (1105)

Z: Room Z (1107)

\*1: Joint session of Questions 2 and 12.

\*2: Joint session of Questions 5, 7, 8, 9, and 10.

**ANNEX B**

Practical information

***(Boulder, Colorado, USA 20-23 March, 2012)***

1. **Venue**

NTIA/ITS

US Department of Commerce, Boulder Laboratories (NIST Building #1)

Boulder, CO, USA 80305

+1 303 497-5216 (Jill Copeland)

+1 303 497 3567 (Arthur Webster)

1. **Transportation and site information:**

<http://www.nist.gov/public_affairs/visitor/boulder-visitor-info.cfm>

<http://www.boulder.nist.gov/maps.htm>

**3. 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 NONIMMIGRANTS**

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://ifa.itu.int/t/2009/sg9/exchange/q10/)

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

International Visitors Office site: [http://www.nationalacademies.org/visas](http://ifa.itu.int/t/2009/sg9/exchange/q4/)

Official information on the visa application process: [http://travel.state.gov/visa](http://ifa.itu.int/t/2009/sg9/exchange/q5/)

**4. Climate**

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

|  |  |
| --- | --- |
|  | March |
| Average Max Temperature | 56°F/13°C |
| Average Minimum Temperature | 29°F/-1.7°C |
| Average Precipitation | 2.19 inches |

**5. Electrical Appliances**

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.

 [](http://www.kropla.com/%21ab.htm) 

**6. Contact Point**

Any questions about the meeting arrangements, please contact:

Mr. Arthur Webster; email Webster@its.bldrdoc.gov or telephone +1 303 497 3567

**Appendix I**

**Hotels**

These hotels are placed adjacent to Boulder’s Pearl Street Mall. This is where I, personally, would prefer to stay. The Pearl Street Mall is an outdoor shopping mall. The street is bricked off, no cars allowed. This mall contains many restaurants, shops, street performers, statues, and a beautiful view of the Flatirons. The Flatirons are the three mountains that border Boulder to the west, so named because of large flat red rocks visible on their surface. These rocks reflect the sunrise in as a beautiful orange glow.

The “Skip” bus route runs along the nearby Broadway Street every 5 to 10 minutes. The Skip bus is a convenient public transportation route between the Pearl Street Mall and the NTIA/ITS office building. Though workers at my office typically have cars, we will use this bus in preference to driving to the Pearl Street Mall for lunch, as this is a popular lunch destination.

When choosing, note that generally “hotel” or “inn” means your door goes to the interior of the building. “Motel” generally means your door opens directly to the parking lot and often a parking spot for your car is immediately outside your door.

1. St. Julien Hotel & Spa (900 Walnut Street, Boulder, CO 80302) <http://www.stjulien.com/> A new hotel, nice location, comfortable accommodations, parking is below hotel and thus sheltered from snow – if we have any.
2. Hotel Boulderado (2115 13th Street, Boulder, CO 80302) [www.boulderado.com](http://www.boulderado.com) Traditional Boulder hotel, somewhat famous locally.
3. Bradley Boulder Inn (2040 16th Street, Boulder, CO 80302) <http://www.thebradleyboulder.com/> This is a bed & breakfast inn.
4. Foot of the Mountain Motel (200 West Arapahoe Avenue, Boulder, Colorado 80302) <http://www.footofthemountainmotel.com/> This motel is a series of charming log cabins. This motel would be a good choice for anyone who wants to walk or jog in the mountains, as it is located at the foot of the mountains. I do not think it has a lobby or restaurant, though.

These hotels are also in Boulder. They are a very short drive from our office, but not so well suited for public transportation. The Chautauqua House is northwest of our building. The rest of these hotels are northeast of our building along 28th street. Further north on 28th street are a variety of stores and restaurants. Not as picturesque as the Pearl Street Mall, this area focuses on a wide range of practical shopping needs (e.g., grocery stores, computers, restaurants, home wares). As an aside, the above hotels are directly west of this second shopping area.

1. Millennium Harvest House (1345 28th Street, Boulder, CO 80302) <http://www.millenniumhotels.com/millenniumboulder/> A particularly popular choice among regular NTIA/ITS visitors, due to its proximity to our laboratory.
2. Chautauqua House (900 Baseline Road, Boulder, CO 80302) This is a motel. <http://www.chautauqua.com/> The Chautautqua House is quite picturesque, situated on a wilderness park at the base of the Flatirons. This hotel would be a nice choice if you wish to walk or jog in the mountains.
3. Americas Best Value Inn & Suites (970 28th Street, Boulder, CO 80303) <http://www.americasbestvalueinn.com/bestv.cfm?idp=1668> This is a motel.
4. Best Western Boulder Inn (770 28th Street, Boulder, CO 80303) <http://www.boulderinn.com/best-western-hotel-map.html>
5. Best Western Golden Buffs Lodge (1725 28th Street, Boulder, CO 80301) <http://www.goldenbufflodge.com/amenities.html> This is a motel.

These hotels are outside of Boulder, yet conveniently located in Louisville, which is located perhaps 15 to 20 minutes away driving. Expect slower traffic along this road on snowy days. You might be familiar with these hotels from the ITU-T SG9 meeting held in Louisville in 2008 at CableLabs.

1. Courtyard by Marriott (948 Dillon Road, Louisville, CO, 80027 USA) <http://www.marriott.com/hotels/travel/denls-courtyard-boulder-louisville/>
2. La Quinta Inn & Suites Denver Boulder (902 Dillon Rd., Louisville, CO 80027, USA) <http://www.lq.com/lq/properties/propertyProfile.do?ident=LQ952>
3. Hampton Inn (912 W. Dillon Road, Louisville, Colorado, 80027 USA) <http://www.hamptoninn.com/en/hp/hotels/index.jhtml?ctyhocn=DENLVHX>
4. Omni Interlocken Resort (500 Interlocken Blvd, Broomfield, Colorado 80021, USA) <http://www.omnihotels.com/Home/FindAHotel/DenverInterlocken.aspx>
5. Quality Inn & Suites (960 W. Dillon Road , Louisville, CO, US, 80027, USA) <http://www.qualityinn.com/>

There are many other hotels nearby. Any hotel in Boulder or Louisville would be convenient.

1. This hotel is walking distance from the meeting site and is very affordable, though not as luxurious as some of the others.

Boulder Rodeway Inn Broker

http://www.rodewayinn.com/hotel-boulder-colorado-CO223

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