Collaborative Team on Cloud Computing Reference Architecture of ITU-T SG13/WP6 and ISO/IECJTC1/SC38/WG3

Document: CT-CCA-i-1-Annou-Agen

First and Second Meetings:
- 25-27 September 2012, Stockholm, Sweden
- 17-19 October 2012, Seattle, USA

Title:	Meeting announcement and agenda for the first CT-CCRA meeting (25-27 September 2012, Stockholm, Sweden & 17-19 October 2012, Seattle, USA)
Status:	Meeting announcement issued by the chairmen of the CT-CCRA
Purpose:	Announcement & Agenda

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Source: CT-CCRA chairmen

As agreed between ITU-T SG13/WP6 and ISO/IEC JTC1/SC38/WG3, the first meeting of the joint Collaborative Team on Cloud Computing Reference Architecture CT-CCRA will be organized in Stockholm, Sweden. The second meeting is considered as a continuation of the first meeting and will be organized in Seattle, USA.

- The September CT-CCRA meeting will start on the morning of the Tuesday **25 September** until the Thursday **27 September** 2012.

- The October CT-CCRA meeting will start on the morning of the Wednesday **17 October** until the Friday **19 October** 2012.

Below is some information related to the meeting arrangements, logistics and the agenda of the meeting:

1) **Logistical** Information for the CT-CCRA meeting is available in Annex-1 for September Meeting (ISO/IEC JTC 1/SC 38 N 666) and in Annex-2 for October meeting.

2) The **contribution** document registration, submission and archive site for the CT-Cloud Computing are:
   - Web page: http://www.itu.int/en/ITU-T/studygroups/com13/CT-CCRA/Pages/default.aspx
   - FTP area: http://ifa.itu.int/t/sftp/ct/ccra/

3) A contribution document **template** for the CT-CCRA meeting is available at FTP area. The document template contains some important information about preparing and submitting contribution documents.

4) To enable study of contributions prior to the meeting, the **deadline** for this CT-CCRA meeting contribution is **12 September 2012**.

5) For September meeting, please send registrations from to Patrick Lindén patrick.linden@sis.se , the secretary at Swedish Standards Institute (SIS). Please CC to Åsa Wallström asa.wallstrom@sis.se. All participants are urged to register as soon as possible, and not later than **1 September 2012**, to enable appropriate facilities planning.

6) For October meeting, an online registration form will be available at the ITU-T CT Cloud web page http://www.itu.int/en/ITU-T/studygroups/com13/CT-CCRA/Pages/default.aspx.

7) The proposed agenda for the CT-CCRA meeting is as follows:

- IPR policy reminder and declarations

- Contribution document allocation

- Presentation of CT-CCRA ToR (scope, documents and contributions, working methods…)

- Presentation of input Recommendations/Standards documents **:**

    o WD 17789 v2 Cloud Computing Reference Architecture from ISO/IEC JTC1/SC38 WG3

    o Draft Recommendation ITU-T SG13 Y.cceco – Cloud Computing Ecosystem from ITU-T Q.26/13

    o Draft Recommendation ITU-T SG13 Y.ccra – Cloud Computing Reference Architecture from ITU-T Q.27/13

- Consideration of contributions for common text on cloud architecture

- Consideration of information contributions

- Coordination activities

- Future planning: determination of next steps, meeting planning, refinement of expected standardization timeline and other planning issues

- Other business as appropriate for consideration

Kind Regards,

Jamil Chawki and Anders Kingstedt

Chairmen of the Collaborative Team on Cloud Computing Reference Architecture (CT-CCRA)
of ITU-T SG13/WP6 and ISO/IEC JTC1/SC38/WG3.

Annex-1

Logistical Information for September Meeting

Hosted by Swedish Standards Institute

- Meeting place: Kista Entré Konferens

- Address: Knarrarnäsgatan 7, Kista

- Telephone: +46 8 52 29 10 10

ACCOMMODATION

All accommodation is to be booked and paid by the individual delegates, directly with the hotel. Please find recommended hotels situated close to the conference center listed below. There are also other hotels in the city center of Stockholm. It takes around 20 min. by underground to get to Kista from the city center (blue line, the Akalla train). For online hotel reservations please visit http://www.booking.com/.

Please find the Kista hotels location in the map at the end of this document. The conference center is number 8 on the map. Kista is the hub of the metropolitan region's electronics and Telecom industry.

Hotels in Kista (North of Stockholm, close to the conference center):

- Memory Hotel
    - Borgarfjordsgatan 3-5
    - Phone: +46 8 793 07 00

- Mr Chip Hotel
    - Färögatan 9
    - Phone: +46 8 750 56 00

- Scandic Victoria Tower
    - Arne Beurlings torg 3
    - Phone +46 8 517 533 00

- StayAt Hotel Apartments Kista
    - Danmarksgatan 34-38
    - Tel: +46 8 505 727 00

Some hotels in Stockholm city center

- Nordic Light Hotel ; Radisson Blu Royal Viking Hotel, Stockholm ; Adlon Hotel

- Sheraton Stockholm Hotel ; Central Hotel ; Radisson Blu Waterfront Hotel

TRAVEL

Visa: Sweden is a member of the European Union and party to the Schengen Agreement. Forinformation regarding visa to Sweden please visit The Swedish Ministry for Foreign Affairs: http://www.swedenabroad.com/

Currency and credit cards: The Swedish krona (plural kronor), is denoted by the international currency symbol SEK. One krona contains 100 öre. Bank notes are available in denominations of 20, 50, 100, 500 and 1,000 kronor, coins in, 1, 5 and 10 kronor. Major credit cards such as VISA, MasterCard, Diners Club and American Express are widely accepted but always check before purchasing. ATM's (Cashpoints) are named "Bankomat" and are very commonplace throughout. Sweden and generally accept a wide range of cards.

Insurance: The host and organizer cannot accept any responsibility for accidents, losses and/or damages that may occur. Delegates are advised to obtain travel, medical, personal accident and luggage insurance in their home countries prior to departure.

From the airport to Kista: Kista is situated 12 km north of Stockholm; Stockholm Arlanda Airport is situated 40 km north of Stockholm and 25 km north of Kista/Akalla. Stockholm Bromma Airport is 9 km from Kista/Akalla. Below are airport connections:

Airport buses, ("FLYGBUSSARNA"), as well as the bus stops, are marked with a rainbow stripe of blue, green, yellow, orange and red colours.

• Armanda Airport bus service to Kista

The "Flygbussarna" airport buses to Kista/Akalla leave from bus-stop No. 12 (Monday – Friday). Buses on the line are marked "Brommaplan". For further information please visit www.flygbussarna.se

• Bromma airport: Transportation from Bromma airport: Bromma airport

• Taxi service

The most comfortable way to go from Arlanda airport to Kista/Akalla or Stockholm is by taxi. Normal taxi fare from Arlanda to Kista/Akalla should be around SEK 400 (approx. 40 Euro) Ask for fixed price.

• Underground

Take the blue line 11 Kungsträdgården – Akalla. Travel time approx. 20 minutes from T-Centralen. Alight at Kista (take the rear exit towards Kista Galleria). Follow Kistagången to the left through the shopping mall, then follow the directions below under "By foot from Kista Galleria".

• By foot from Kista Galleria

Follow the signs for Kista Science Tower. Walk straight through and you will come out the other end by Sats. Turn left as you come out, cross over the footbridge and turn right. The main entrance is now directly in front of you.

From the airport to the city:

By fast train, Arlanda Express The train station is situated under terminals 2/3/4 and 5. Departures every 15 minutes, with a travelling time of 20 minutes to the Central Station By bus, Flygbussarna Buses leave both the international and domestic terminals every 10 to 15 minutes and arrive at the City Terminal at Klarabergsviadukten, next to the Central Station. Travelling time is 40 minutes

• By Taxi: You will find taxis outside each of the terminals. Ask for fixed price from Arlanda airport, and the fair should be around SEK 500 (approx. 50 Euro). Ask for a fixed price.

• Bromma airport Transportation from Bromma airport: Bromma airport

• Skavsta airport Transportation from Skavsta airport: Skavsta airport

Travelling within Stockholm

The public transport system (bus or underground) is easily accessible anywhere in the city. The entrance to the underground is identified with a white sign with a blue T. More information (how to…, tickets, trip planning etc) is available at www.sl.se. You must buy a discount card as you cant pay by cash

There are many taxi companies, recommended are:

- Taxi Stockholm, phone: + 46(0)8-15 00 00 www.taxistockholm.se
- Taxi Kurir, phone: + 46 (0)8-30 00 00 www.taxikurir.se
- Taxi 020, phone: + 46 (0) 20-20 20 20 www.taxi020.se

Please, check the price information tag on the window of the car. The maximum price should not be more than SEK 350

PRACTICAL INFORMATION

Bank and Post offices: Banks are generally open from Monday to Friday, between 10.00 a.m. and 3.00 p.m. Many branches have extended opening hours at least once a week (until 6.00 p.m. in larger cities). Banks are closed at weekends. Traditional post offices offering full range of services are usually open between 9.00 a.m. and 6.00 p.m. and may have extended opening hours once or twice a week. Yellow post boxes are for national and international letters and blue for regional letters. You can also buy stamps and conduct other errands at post office representatives in local shops, many of which stay open late in the evening and on weekends.

Electricity: Electricity in Sweden is 230 Volts, alternating at 50 cycles per second. If you travel to Sweden with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. Outlets in Sweden generally accept 1 type of plug: Two round pins If your appliances plug has a different shape, you may need a plug adapter.

Emergency: In case of emergency, dial 112 to contact the police, fire brigade or medical services. Emergency calls made from payphones are free of charge.

Language: Swedish is the official language. Swedes are generally good at English.

Measures: Metric system, http://www.onlineconversion.com/

Safety: Sweden is a relatively low-crime country; however a common sense approach to personal safety is encouraged.

Smoking: There is no smoking in indoor public places and no sales to children under 18.

Telephones: Swedish international code is +46, area code for Stockholm is (0)8. Public telephones, international dial cards available.

Time zone: GMT +1 hour (Central European Standard Time)

Tipping (in restaurants and taxis): Service charge is included in the price. But it is normal practice to leave a small tip if you feel you have been treated well.

Date Saved: 2012-08-31

Travel within Sweden: For information on domestic airlines and their schedules:

- www.sas.se
- www.skyways.se
- www.direktflyg.com
- www.norwegian.se
- www.malmoaviation.se
- www.gotlandsflyg.se

For information on domestic trains and their schedules: www.sj.se

The official gateway to Sweden: http://www.sweden.se/eng/

The official visitors guide to Stockholm: http://www.stockholmtown.com/

Virtual tourist - Stockholm travel guide:
http://www.virtualtourist.com/travel/Europe/Sweden/Stockholms_Laen/Stockholm-173634/TravelGuide-Stockholm.html

Smorgasbord - The shortcut to Sweden: http://www.sverigeturism.se/smorgasbord/

Map of Kista

Annex-2

Logistical Information for October Meeting
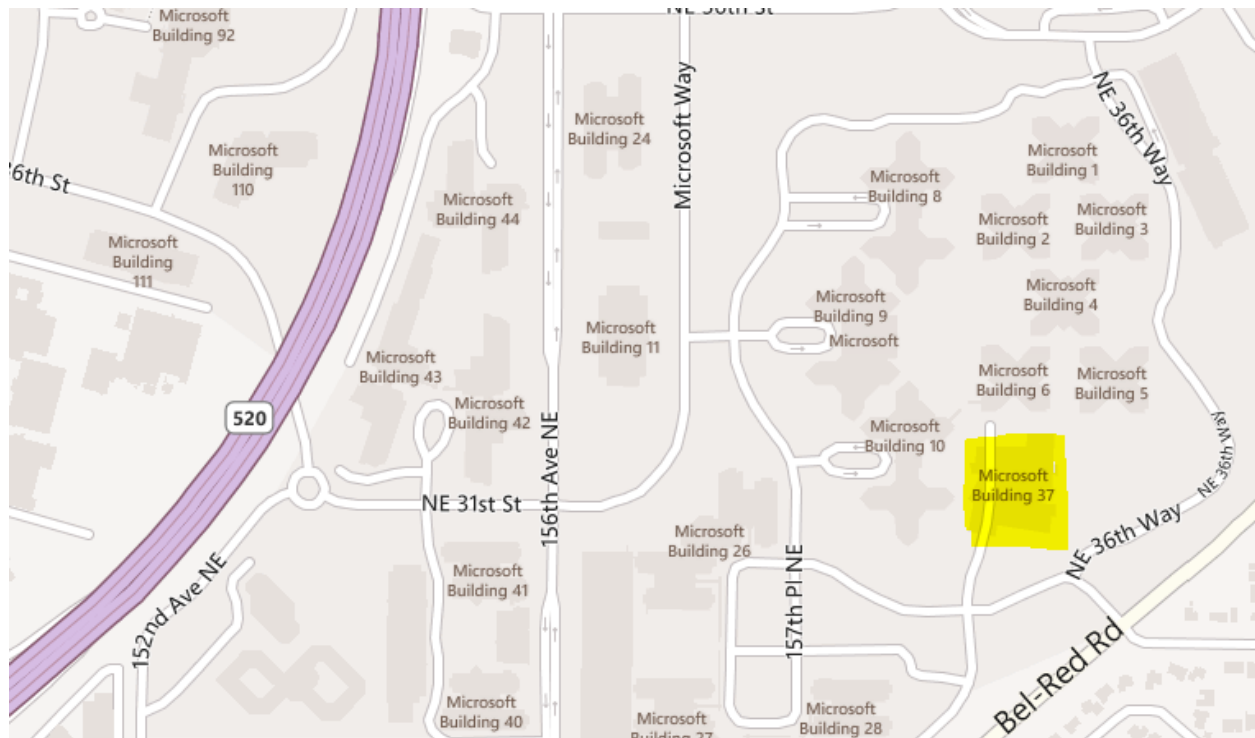
Hosted by Microsoft

Microsoft®

Meeting place: Microsoft Main Campus

Building **37** (Conference Rooms 1701-1701)

16071 NE 36th Way

Redmond, Washington 98052

Accommodations:

All accommodations are to be booked and paid by the individual delegates, directly with the hotel. Please find recommended hotels situated close to the conference center listed below.

Hotels in Redmond: (approximately a 10 minute drive to Microsoft Redmond Main Campus)

Redmond Marriott Town Center
7401 164th Avenue NE
Redmond, WA 98052
Tel: 425-498-4000

Marriott Residence Inn
7575 164th Avenue NE
Redmond, WA 98052
Tel: 425-497-9226

Hyatt House Redmond
15785 Bear Creek Parkway NE
Redmond, WA 98052
Tel: 425-497-2000

Hotels in Bellevue: (approximately a 20 minute drive to Microsoft Redmond Main Campus)

Westin Hotel
600 Bellevue Way NE
Bellevue, WA 98004
Tel: 425-638-1000

Hyatt Regency Bellevue
900 Bellevue Way NE
Bellevue, WA 98004
Tel: 425-462-1234

Sheraton – Bellevue
100 112th Avenue NE
Bellevue, WA 98004
Tel: 425-455-3330

Hilton – Bellevue
300 112th Avenue SE
Bellevue, WA 98004
Tel: 425-455-1300

Red Lion Bellevue Inn
11211 Main Street
Bellevue, WA 98004
Tel: 425-455-5240

Embassy Suites
3225 158th Avenue SE
Bellevue, WA 98004
425-644-2500

Courtyard by Marriott
111010 NE 8th Street
Bellevue, WA 98004
Tel: 425-454-5888

TRAVEL

Visa

Visitors VISA's are required and you can find information at Travel. State. Gov.
http://travel.state.gov/visa/temp/types/types_1262.html

Currency and Credit Cards

The United States Dollar, is denoted by the international currency symbol USD.
Major credit cards such as VISA, MasterCard, Diners Club and American Express are widely accepted but always check before purchasing.
ATM's are very commonplace throughout the United States and generally accept a wide range of cards.

Insurance

The host and organizer cannot accept any responsibility for accidents.   Losses and/or damages that may occur. Delegates are advised to obtain travel, medical, personal accident and luggage insurance in their home countries prior to departure.
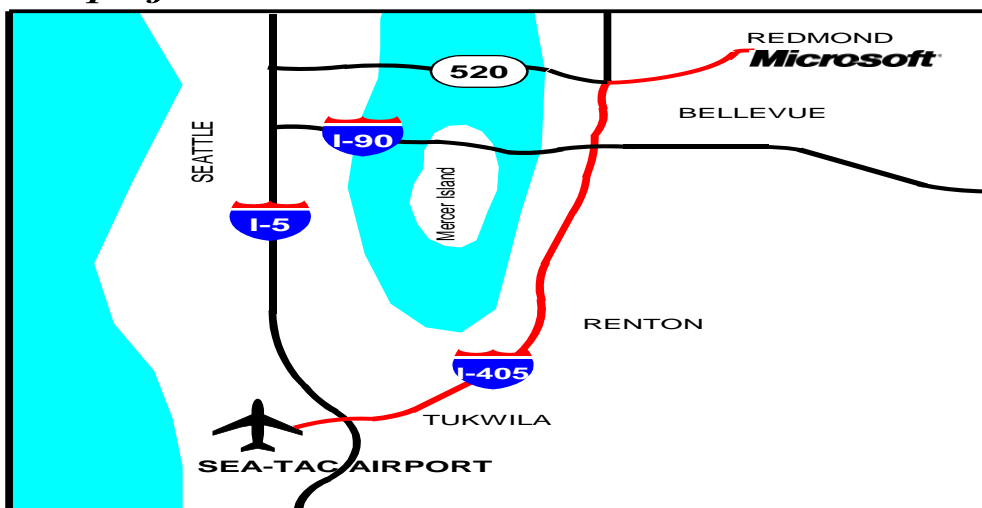
From airport to Redmond

Leaving the Airport:
- Follow signs to Freeways, this will put you on SR 518 eastbound, merge carefully.
- Follow signs to I-5 and I-405
- Take I-405 North-Renton (center lane)
- Continue on North I-405 thru Renton and Bellevue, approx. 14 miles
- Take SR-520 East exit toward Redmond
- Follow directions below depending on desired destination

For Main Campus
- Exit SR-520 at NE 40th St exit
- Turn Right at exit onto NE 40th St
- Turn right at light onto 156th Ave NE
- Turn left at 2nd light, NE 36th St, enter campus.

Map of Seattle – Redmond area

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PRACTICAL INFORMATION

Bank and Post Offices

Banks are generally open from Monday to Friday, between 10:00a and 6:00p with limited hours on Saturday.

Electricity

Voltage: 110-120 Volts
Three prong plug
Adapter for Type B NEMA 5-15 (Grounded, Non-Polarized)

Emergency

In case of emergency, dial 911 to contact police, fire department or medical services.

Telephones

United States international code is +1, area code for Redmond and Bellevue is 425.

Time Zone

UTC – 8 Pacific Time Zone

MICROSOFT MAIN CAMPUS MAP