Geneva, 24 March 2011

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| **Telecommunication StandardizationBureau** |  |
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| Ref: | **TSB Circular 179** | - To Administrations of Member States of the Union- To ITU-T Sector Members;- To ITU-T Associates;- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups; |
| Tel:Fax:E-mail: | +41 22 730 5858+41 22 730 5853tsbiptv@itu.int | **Copy:**- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **ITU-T IPTV-GSI event****Geneva, 16-20 May 2011** |

Dear Sir/Madam,

1 In accordance with the request of the IPTV-GSI Coordinator (Mr Masahito Kawamori), and confirmed by the management of the concerned study groups, I would like to inform you that the next ITU-T IPTV-GSI event will take place at ITU headquarters, Geneva, from **16 to 20 May 2011**.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

2 The ITU-T webpage <http://www.itu.int/ITU-T/gsi/iptv/> gives details related to the event and will be kept updated as necessary.

Details on the draft IPTV-GSI work plan are provided in **Annex 1**.

3 Discussions will be held in English.

4 The meeting will be paperless.

5 The proposed agendas of rapporteur groups will be accessible from the IPTV-GSI web page (<http://www.itu.int/ITU-T/gsi/iptv/>).

6 TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to TSB meetings would continue. Such contributions will be published on the IPTV-GSI website and must therefore be received by TSB **not later than 3 May 2011** midnight, Geneva time. Contributions are to be submitted by electronic mail to the TSB IPTV secretariat tsbiptv@itu.int. IPTV-GSI contributions shall use the ITU-T template which is available at: <http://www.itu.int/oth/T0A0F000010/en>. IPTV-GSI Contributions will be posted at <http://www.itu.int/ITU-T/gsi/iptv/>.

7 With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers 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.

8 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

9 Please note that pre-registration of participants to this IPTV-GSI event is carried out *online* at the following website: <http://www.itu.int/ITU-T/gsi/iptv/>

10 To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, I should be grateful if you would register as soon as possible, but **not later than 15 April 2011**.

11 For your convenience, a hotel reservation form is enclosed in **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels).

12 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the event** 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 by **ITU Member States, Sector Members or Associates**, and at the official request made by them to TSB, the Union can 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 should be made by official letter from the administration or entity you represent. This letter 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 and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop 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”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1
(to TSB Circular 179)

**Draft IPTV-GSI work plan**

**Geneva, Switzerland, 16-20 May 2011**

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| --- | --- | --- | --- | --- | --- |
|  | **Monday 16 May** | **Tuesday 17 May** | **Wednesday 18 May** | **Thursday19 May** | **Friday 20 May** |
|  | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| TSR [100] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| **SG 9** |
| Qs8, 9, 10/9 (joint)[15] |  |  |  | X |  | X | X | X | X |  |  | X(1) | X | X |  | X | X | X | X |  |  |  |  |  |  |
| **SG 16** |
| Q13/16 [40] |  | X | X | X | X(0) | X | X | X | X | X(0) |  | X(1) | X | X | X(0) | X | X |  |  |  | X | X |  |  |  |
| Q28/16[5] |  |  |  |  |  |  |  |  |  |  |  | X(1 |  |  |  |  |  |  |  |  |  |  |  |  |  |

 [N] Room capacity; (For X(1) Joint-session: capacity = 100)

Meeting times, unless otherwise stated, are 09:00 to 10:45, 11:15 to 12:30, 14:00 to 15:45 and 16:15 to 17:30 hours. Evening sessions start at 18:00.

Opening TSR on the first day starts at 09:00

**Notes:**

(0) Evening session.

(1) Joint meeting

(2) Joint meeting

ANNEX 2
(to TSB Circular 179)

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| *This confirmation form should* ***be sent direct to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*IPTV- GSI event from --------------------------------------- to ----------------------------------------------- in Geneva*

*Confirmation of the reservation made on (date) -------------------------- with (hotel) ---------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date)----------------------------- at (time) ------------- departing on (date)----------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* --------------------------------------------------------------------------------------------------------------

*First name*  -----------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel:------------------------*

*----------------------------------------------------------------------------------------- Fax: ------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------

*Credit card to guarantee this reservation*: AMEX/VISA/DINERS/EC (*or* *other) ---------------------*

*No.* -------------------------------------------------------- *valid until* ---------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------