Geneva, 5 August 2011

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| **Telecommunication Standardization Bureau** |  |
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| Ref: | **TSB Circular 217** | - To Administrations of Member States of the Union  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the Chairmen and Vice-Chairmen of all ITU-T Study Groups; |
| Tel:  Fax:  E-mail: | +41 22 730 5877 +41 22 730 5853  [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **Copy:**  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau  - To the Permanent Mission of UAE in Geneva |

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| Subject: | **Joint ITU-AICTO workshop “Interoperability of IPTV in the Arab Region” hosted by Du, Dubai, UAE, 20-21(AM) September 2011** |

Dear Sir/Madam,

1. At the kind invitation of the Arab Information and Communication Technology Organization (AICTO) and the Emirates Integrated Telecommunications Company PJSC (Du) with the support of the UAE Telecommunications Regulatory Authority, ITU is co-organizing a joint ITU-AICTO workshop on “Interoperability of IPTV in the Arab Region” hosted by Du which will take place at Mina Al Salam, Madinat Jumeirah, Dubai, UAE, from 20 to 21 (AM) September 2011.

The workshop aims at sharing information and further promoting cooperation among organizations interested in IPTV deployment and standardization, and is intended to facilitate the dialogue among various stakeholders, such as regulators, broadcasters, telecoms companies, service providers, IPTV experts, laboratories, manufactures, system integrators, content providers, end-users and others, especially, but not limited to, from the Arab region. More details including the draft programme will be available at: <http://www.itu.int/ITU-T/worksem/iptv/201109/index.html>.

1. The event will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be indicated in the registration area.
2. Participation in the workshop is free of charge. To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register online at: <http://www.itu.int/ITU-T/worksem/iptv/201109/index.html> as soon as possible, but **not later than 13 September 2011**. **Please note that pre-registration of participants to the workshop is carried out exclusively *online*.**
3. Discussions will be held in English.
4. **Fellowships**: ITU-T will provide a limited number of full fellowships to **one participant per eligible country within the Arab region only***and*within the available budget. The participant must be duly authorized by the respective ITU Administrations from Least Developed Countries and from developing countries with per-capita income under US$ 2,000. While the provision of fellowship is limited to only one participant per country, the number of delegates from a country is not limited provided the expenses of additional delegates are borne by the country. Participants requiring a fellowship are requested to complete the **Fellowship Request Form** in **Annex 2** and return it to the ITU by **e-mail:** [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int) **or by** fax to +41 22 730 5778 by **22nd August 2011 at the latest.**
5. The event venue will be equipped with wireless access to the Internet. Details will be available at the meeting venue.
6. Practical information including hotel accommodation, transportation and visa request can be found in **Annex 1** and is also available at the ITU-T website:<http://www.itu.int/ITU-T/worksem/iptv/201109/index.html>.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 2**

ANNEX 1  
(to TSB Circular 217)

**Logistic information**

# Venue

# [Majlis Al Salam Ballroom](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/meetings_events/Venues/Majlis-Al-Salam/)

# [Mina Al Salam Hotel](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/)

# [Madinat Jumeirah](http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/) ,

# Dubai, UAE

Note: Physical postal address is not used in Dubai.

# Local Organization

Claire Brookes

IIR Middle East  
3rd Floor, Sultan Centre,   
P.O. Box 21743,   
Dubai, UAE

Phone: + 971 (0) 4 407 2414

Fax: + 971 (0) 4 3364021

E-mail: [claire.brookes@informa.com](mailto:claire.brookes@informa.com)

# Accommodation

The venue is located at the magnificent Madinat Jumeirah Resort about 30 minutes from Dubai International airport. Delegates must reserve their rooms directly with their preferred hotels. IIR will not facilitate hotel reservations.

However, IIR has collected the following list of nearby hotels that present a range of room rates. This list is intended to provide hotel recommendations with estimated room rates, delegates are advised to book their rooms as soon as possible.

Please note - Hotels in Dubai are subject to 10% Municipality tax & 10% Service Charge, the estimated rates below are shown in dirhams and do not include taxes or breakfast

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| **Hotel** | **Category** | **Distance to Venue** | **Estimated Rate (AED)** |
| Mina Al Salam  <http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Madinat-Jumeirah/> | 5\* | Venue Hotel | 900 |
| Jumeirah Beach  <http://www.jumeirah.com/en/Hotels-and-Resorts/Destinations/Dubai/Jumeirah-Beach-Hotel/> | 5\* | 5mins | 1,100 |
| Arjan Rotana  <http://www.rotana.com/arjaanhotelapartments/unitedarabemirates/dubai/arjaanbyrotanadubaimediacity> | 5\* | 10mins | 750 |
| Radison Blu  <http://www.radissonblu.com/hotel-mediacitydubai> | 5\* | 10mins | 900 |
| Pullman  <http://www.pullmanhotels.com/gb/hotel-7337-pullman-dubai-mall-of-the-emirates/index.shtml> | 4\* | 15mins | 550 |
| Holiday Inn - Al Barsha  <http://www.holidayinn.com/hotels/us/en/dubai/dubhi/hoteldetail> | 4\* | 15mins | **475** |
| Ramada Chelsea - Al Barsha  <http://www.crimsonhotels.com/ramadachelsea/> | 4\* | 15mins | **325** |
| City Max - Al Barsha  <http://www.citymaxhotels.com/hotels/al-barsha.php> | 3\* | 15mins | **300** |
| Ibis Hotel - Al Barsha  <http://www.ibishotel.com/gb/hotel-6540-ibis-al-barsha/index.shtml> | 3\* | 15mins | **200** |

# Transportation

Dubai International Airport is the busiest airport in the Middle East and is served by over 100 airlines worldwide. The Airport is located about 20mins from the centre of Dubai and about 30mins from the event venue.

The national airline of Dubai is the now world famous Emirates Airlines which has its own dedicated terminal.

Taxis are readily available directly outside the terminal building.

**Entry Requirements (Visa)**

If you are visiting Dubai for business or vacation then you must have a valid visa to enter Dubai. Dubai visit visa requirements are depending on your nationality.

If you are a passport holder of following countries then you can get a Dubai visa on arrival at the Dubai Airport.

GCC Nationals: Bahrain, Kuwait, Oman, Qatar and Saudi Arabia.

France, Italy, Germany, Holland, Belgium, Luxemburg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Mario, Liechtenstein, United Kingdom, USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia and Hong Kong.

All other passport holders will need to apply for a visa in advance, and are subject to approval from the U.A.E. authorities and require a longer processing time. The easiest way to do this is through the hotel you will be staying in, ask them to process a visa for you and fax a copy to you before your departure from your home country and the original visa will be held at the U.A.E. airport.

If an invitation letter from the organizers of the event is required, IIR can provide a standard letter.

For more details please go to <http://www.dubai.com/v/visa_requirements/>.

**Please note whether you need a visa or not, delegates must hold a 6-month valid passport to enter Dubai.**

# Currency

The dirham (pronounced dir-ham)(AED) is the official currency of the UAE. Dirham notes are in 5, 10, 20, 50, 100, 200, 500, and 1000 denominations. The dirham is divided into 100 fils, coins include Dh1, 50, 25, 10 and 5 fils (10 and 5 fils are rarely used).

**Exchange**

There are no currency regulations and foreign currency of almost any denomination is readily exchanged in the UAE. The dirham is index linked to the dollar and the official exchange rate is Dh3.671 = US$ 1.00. The best exchange rates are generally available at private moneychangers found throughout the UAE, but especially in the more popular markets and shopping centers.

**Credit Cards**

Most internationally recognized credit cards (e.g. VISA, MasterCard, American Express, Diners) are accepted by car rental companies, larger shops, hotels and some restaurants. However, you should carry some cash for general shopping and eating out at smaller establishments. Some small retailers, even if they do accept credit cards, may charge an additional 5 per cent for processing your payment with a credit card.

# Language

The official language of Dubai is Arabic, however English is widely spoken and understood.

**Getting around**

The most frequently used mode of transport, taxi services, is operated by the Dubai Taxi Corporation, part of the Roads & Transport Authority. Although there are public cab services available, DTC taxis are easily identified by their cream colour. Taxis are easily available and cheap as the fares are metered according to distance traveled.

RTA also operates and maintains an advanced, state-of-the-art Dubai Metro rail system, a much sought after transport option. It is a driverless, fully automated system.

# Time Zone

GMT/UTC +4 hours

# Electricity

The electric current is 220 Volts and three pin plugs are used similar to the ones used the United Kingdom. However some hotels do have two pin sockets but they can always provide an adapter.

# Business Hours

The working week is Sun - Thurs

* Shopping malls: Sun – Thurs - 1000-2200 hrs; Fri – Sat : 1000- 2300 hrs
* Banks: Sat – Thursday – 0900 – 1700
* ATMs 24hrs

# Weather

The workshop will take place in Dubai’s late summer which can be quite humid with temperatures around 35-40 C.

# Dress Code

Lightweight summer clothing is ideal with a wrap, for air-conditioned premises. Although the dress code in the UAE is generally casual, guests in the larger hotels do tend to dress more formally in the evening. Since you are visiting a Muslim country, bikinis, swimsuits, shorts and revealing tops should be confined to beach resorts.

Women are usually advised not to wear short skirts and to keep their shoulders covered in public areas.

# Tipping

Tipping is not mandatory but a 10% tip is usually included in the bill. Taxi drivers do not expect big tips. People usually round up the trip total cost.

# Smoking

Smoking is not allowed in most indoor and enclosed public spaces such as bars and restaurants, clubs, shopping malls, movie theatres, banks, supermarkets, government offices and schools.

ANNEX 2  
(to TSB Circular 217)

**Fellowship Request Form**

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| ITU globe2 | **Joint ITU-AICTO Workshop on “Interoperability of IPTV in the Arab Region” hosted by Du, Dubai, UAE (20-21(a.m) September 2011)** | | | ITU globe2 |
| **Please return to:** | | **Fellowships Service ITU/BDT Geneva (Switzerland)** | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | |
| **Request for a fellowship to be submitted before Monday, 22nd August 2011** | | | | |
| **Participation of women is encouraged** | | | | |
| Country:  ……………………………………………………………….………..……………………………..  Name of the Administration or Organization: ………...……………….…..………………………………  Mr. / Ms.: ……………….………………………………….………………………………………………….  (family name) (given name)  Title: ………………………………………………..…………………………….……………………………  Address: ……………………………………………………………………………………………………….  ………………………………………………………..…………………………………………………………  Tel: ……………………….……. Fax: …………..…….………...  E-Mail: …...………………………………………………………………………………….  PASSPORT INFORMATION:  Date of birth: ……………………………. Nationality: ……………………………….……………………  Passport Number: ……………….…………… Date of issue: ……………………...….………..………  In (place): ……………………………….…..… Valid until (date): ………….……………………………. | | | | |
| CONDITIONS   1. **One full** fellowship per eligible country within the **Arab region** **only.** 2. It is imperative that fellows be present for the entire duration of their fellowship. | | | | |
| Signature of fellowship candidate: ………………………………………….. Date: ……...……………... | | | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  Signature: ……..………………………………………. Date: …………………………………………….. | | | | |