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| **电信标准化局** | **logo_C_** |
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2013年5月17日，日内瓦

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| 文号： | **电信标准化局第28号通函**  SCN/ra | - 致国际电联各成员国主管部门  - 致ITU-T部门成员；  - 致ITU-T部门准成员；  - 致ITU-T学术成员；  - 致所有ITU-T研究组的正副主席； |
| 电话：  传真：  电子 邮件： | +41 22 730 6085  +41 22 730 5853  [tsbiptv@itu.int](mailto:tsbiptv@itu.int) | **抄送：**  - 电信发展局主任；  - 无线电通信局主任 |

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| 事由： | **ITU-T IPTV-GSI活动**  **（2013年7月8-12日，日内瓦）** |

尊敬的先生/女士：

应IPTV-GSI协调人（Masahito Kawamori先生）的要求，并经相关研究组管理层的确认，我谨通知您，ITU-T IPTV-GSI下一次活动将于**2013年7月8日至12日**在**日内瓦**举办。

第一天的会议将于09:30开始。与会者的注册工作将自08:30开始。有关会议厅的详尽信息将在国际电联总部入口处的屏幕上显示。

ITU-T网页<http://itu.int/ITU-T/gsi/iptv/>将提供与活动有关的详尽信息，并根据需要不断更新。

有关IPTV-GSI工作计划草案的详情见**附件1**。各报告人组的拟定议程将在IPTV-GSI网页上提供。

有关会议的更多信息见**附件2**。

顺致敬意！

电信标准化局主任  
马尔科姆•琼森

**附件：2件**

**ANNEX 1  
(to TSB Circular 28)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\***(Geneva, 8 – 12 July 2013)

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|  | **Monday  8 July** | | | | | **Tuesday  9 July** | | | | | **Wednesday  10 July** | | | | | **Thursday 11 July** | | | | | **Friday  12 July** | | | | |
|  | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG 16** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q13/16 [30] |  | X |  |  |  |  |  | X |  |  | X |  | X |  |  | X | X | X |  |  |  | X | X | X |  |
| Q14/16 [30] |  |  | X | X |  |  |  |  | X |  |  | X |  | X |  |  |  |  | X |  | X |  |  |  |  |
| Q28/16 [10] \*\*\* |  |  |  |  |  | X |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13&Q28/16 |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  | X |  |  |  |  |
| Joint Q13&Q14/16 |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Notes/Legend:** | | |
| \* The list of participating Questions is *tentative* at the time of issuance of this Circular. The final list of Questions and their meeting times are subject to change. Confirmation of participation of individual Questions is subject to confirmation by the *parent SG management*, as per the usual rules for confirmation of Rapporteur group meetings. | | |
| \*\* Session times, unless otherwise stated, are 0930 to 1045, 1115 to 1230, 1430 to 1545 and 1615 to 1730 hours. Evening sessions start at 1800 hours. | | |
| \*\*\* It is expected that joint discussions will be held with SG11 experts concerning M2M and e-health. | | |
| [N] Room capacity | | |
| (0) Evening session |  |  |

**ANNEX 2  
(to TSB Circular 28)**

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions must therefore be received by TSB **not later than 25 June 2013**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat [tsbiptv@itu.int](mailto:tsbiptv@itu.int). IPTV-GSI Contributions will be posted at <http://itu.int/ITU-T/gsi/iptv/>; however, contributions addressed specifically to ITU-T SG 16 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IPTV-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IPTV-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**LOAN LAPTOPS:** The ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an e-mail, which is sent to the desired printer email address (in the form *printername*@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 2359 hours on the last day of the meeting.

# REGISTRATION

Registration for the meeting will be carried out exclusively through the ITU website; see the link at the IPTV-GSI home page (<http://itu.int/en/ITU-T/gsi/iptv>).

To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, delegates should register as soon as possible, but **not later than 8 June 2013**.

KEY DEADLINES (before meeting)

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| 2013-06-08 | - requests for visa support letters  - registration on the IPTV-GSI website |
| 2013-06-25 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** 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, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six** weeks. Any such request 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[[1]](#footnote-1) and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 28)**

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| *This confirmation form should* ***be sent directly 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*  ---------------------------------------

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-1)