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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 21 June 2016 |
| Ref: | **TSB Circular 227**COM 16 SCN/ra | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia;- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups |
| Tel: | +41 22 730 6805 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbiptv@itu.int | **Copy:**- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
| Subject: | **ITU-T IPTV-GSI event (Geneva, 12–16 September 2016)** |

Dear Sir/Madam,

1 I would like to inform you that the next ITU-T IPTV-GSI event will take place in Geneva, Switzerland, from 12 to 16 September 2016, in accordance with the request of the IPTV-GSI Coordinator (Mr Masahito Kawamori), and confirmed by the management of the concerned study groups.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be provided in the registration area.

2 Discussions will be held in English only.

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

4 A draft IPTV-GSI work plan is provided in **Annex 1** hereto. The proposed agendas of Rapporteur groups will be accessible from the IPTV-GSI web page.

Mini-workshops are expected to be organized within the context of the various Questions participating at this IPTV-GSI event. Details will be provided in due time on the IPTV-GSI website.

5 Additional information on the meeting is provided in **Annex 2**, including hotel, registration and visa information.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

**ANNEX 1
(to TSB Circular 227)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\*
(Geneva, Switzerland, 12–16 September 2016)**

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| --- | --- | --- | --- | --- | --- |
|  | **Monday 12 September** | **Tuesday 13 September** | **Wednesday 14 September** | **Thursday15 September** | **Friday 16 September** |
|  | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |
| Showcasing\*\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Workshops\*\*\*\* |  |  |  |  |  |  |  |  |  |  | Q28 | Q28 | ILE | ILE |  |  |  |  |  |  |  |  |  |  |  |
| **SG16** |
| Q13/16 [20] |  | X | X | X |  |  | X | X |  |  | X | X | X | X |  | X |  | X | X |  | X | X |  |  |  |
| Q14/16 [30] |  | X | X |  |  | X | X | X |  |  | X | X | X | X |  | X |  |  |  |  | X | X |  |  |  |
| Q26/16 [15] |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  | X |  | X | X |  | X | **J** |  |  |  |
| Q28/16 [10] |  | X | X | X |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| QILE/16 [20] |  |  |  |  |  | X | X | X | X |  | X | X |  |  |  |  |  | X | X |  |  |  |  |  |  |
| Joint Q13/16 & Q26/16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **J** |  |  |  |  |  |  |  |  |
| Joint Q13/16 & Q14/16 |  |  |  |  |  |  |  |  | **J** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13/16, Q14/16 & Q28/16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| JCA-AHF (not part of IPTV-GSI) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **J** | 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 0930-1045, 1115-1230, 1430-1545 and 1615-1730 hours. Evening sessions start at 1800 hours. |
| \*\*\* A showcase may be organized on the various technologies being standardized by the various Questions meeting during this IPTV-GSI. |
| \*\*\*\* Mini-workshops organized within the context of the Questions meeting during this IPTV-GSI. Details will be provided later on the IPTV-GSI website. |
| [N] Room capacity | JWP: Joint SG16 Working Party session |  |
| (0) Evening session | (1) Reviewing and editing, as needed. | (2) Wrap-up sessions |

## ANNEX 2

**(to TSB Circular 227)**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 16 website and must therefore be received by TSB **not later than 30 August 2016**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat tsbiptv@itu.int and will be posted at <http://itu.int/ITU-T/gsi/iptv/>.

**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**

**INTERPRETATION:** No interpretation will be available for this meeting.

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

**ACCESSIBILITY ACCOMMODATIONS:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them, for the sessions were accessibility matters will be discussed (Q26/16), subject to availability of interpreters and funding. These accessibility accommodations **must be requested at least six (6) weeks before the date of beginning of the meeting**, namely **1 August 2016**.

**LOAN LAPTOPS:** The ITU Service Desk (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 and near the major meeting rooms.

**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 send an email to the desired printer’s email address (in the form *printername@eprint.itu.int*) with the document attached. 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. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 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 12 August 2016**.

**VISITING GENEVA: HOTELS AND VISAS**

Please note that updated visitor information is available at <http://itu.int/en/delegates-corner>.

**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 four (4) 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 **four** weeks. Any such request must specify the name and functions, date of birth, number, and dates of issue and expiry of the 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) bearing the words **“visa request”**.

**KEY DEADLINES (before meeting)**

|  |  |
| --- | --- |
| 2016-08-01 | * requests for accessibility accommodations
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| 2016-08-12 | * pre-registration on the IPTV-GSI website
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| 2016-08-15 | * requests for visa support letters
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| 2016-08-30 | * final deadline for contributions
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**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 227)**

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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**

SG/WP meeting *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 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: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)