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| **Telecommunication Standardization Bureau** | | ITU logo |
|  | | Geneva, 4 November 2014 |
| Ref: | **TSB Circular 125**  SCN/ra | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia |
| Contact: | **Simão Campos** |
| Tel: | +41 22 730 6805 |
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| E-mail: | [tsbiptv@itu.int](mailto:tsbiptv@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU‑T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |
| Subject: | **ITU-T IPTV-GSI event (Geneva, 9 – 13 February 2015)** | |

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 9 to 13 February 2015, in accordance with the request of the IPTV-GSI Coordinator (Mr Masahito Kawamori), and confirmed by the management of the concerned study groups. This IPTV-GSI event is hosted under the auspices of ITU-T SG16, which will meet for two weeks (9-20 February 2015; see [TSB Collective 4/16](http://www.itu.int/md/T13-SG16-COL-0004/en)). The same registration form will be used.

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.

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

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 2**

**ANNEX 1  
(to TSB Circular 125)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\***(Geneva, Switzerland, 9 – 13 February 2015)

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|  | **Monday  9 February** | | | | | **Tuesday  10 February** | | | | | **Wednesday  11 February** | | | | | **Thursday 12 February** | | | | | **Friday  13 February** | | | | |
|  | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  |
| Showcasing\*\*\* |  |  |  |  |  | X | X | X | X |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |  |
| **SG 16** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q13/16 [20] |  |  | X | X |  | X |  | X |  |  | X |  | X | X |  | X | X | X |  |  | X | X |  |  |  |
| Q14/16 [30] |  | X | X | X |  |  | X |  |  |  |  |  | X | X |  |  |  | X(1) | X |  | X |  |  |  |  |
| Q28/16 [10] |  | X |  |  |  |  |  |  |  |  |  |  | X(1) | X(1) |  |  |  | X(1) | X(1) |  |  | X |  |  |  |
| Joint Q13& Q14/16 |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13, Q14 & Q28/16 |  |  |  |  |  |  |  |  |  |  |  | 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.  - Question 26/16 (Accessibility) will **not** meet with the IPTV-GSI event, but during the 2nd week of the SG16 meeting (9-20 Feb 2014).  - Questions 13/16, 14/16 and 28/16 *may* hold sessions during the 2nd week of the SG16 meeting, *depending* on the work load. | | |
| \*\* Session times, unless otherwise stated, are 0930-1045, 1115-1230, 1430-1545 and 1615-1730 hours. Evening sessions start at 1800 hours. | | |
| \*\*\* It is expected that joint discussions will be held with SG11 experts concerning M2M and e-health. An IPTV and e-health showcase may be organized. | | |
| [N] Room capacity | | |
| (0) Evening session | (1) Reviewing and editing, as needed. | (2) Wrap-up sessions |

**ANNEX 2  
(to TSB Circular 125)**

**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 27 January 2015**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat [tsbiptv@itu.int](mailto:tsbiptv@itu.int). IPTV-GSI Contributions not addressing SG16 Questions will be posted at <http://itu.int/ITU-T/gsi/iptv/>; however, contributions addressed **specifically** to SG16 Questions will be handled directly by the parent group secretariat and published in the SG16 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.

**WORKING LANGUAGE:** Meetings and discussions will be held in English.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**COMPUTERS:** While a small number of computers will be available for delegate use in the cybercafé, the host will not be able to loan laptops to delegates. All delegates are therefore advised to bring their own computers in order to be able to fully participate in the meetings.

**PRINTERS:** Printers will be made available to the delegates at the venue of the event.

**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>). Note that a common web form is being used for registration for the SG16 meeting and the IPTV-GSI event.

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 9 January 2015**.

**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 2**). 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, 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”**.

**KEY DEADLINES (before meeting)**

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| 2015-01-12 | * requests for visa support letters |
| 2015-01-09 | * pre-registration on the IPTV-GSI website |
| 2015-01-27 | * final deadline for contributions |

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 125)**

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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)