

To: Experts of ITU-T SG16 Question 21/16

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Mr H Chen, Meeting Host (norman_chen@263.net)

Subject: Preliminary Notice of Q21/16 Rapporteur Meeting in Changzhou, Jiangsu Province, China

Date: 20 July 2016

Dear Experts of Q21/16,

The subject meeting of ITU-T SG16 experts will be held at Changzhou city, Jiangsu Province, China. The meeting is kindly being hosted by Beijing University of Post and Telecommunications. Details of the proposed meeting are contained herein.

1 Date

26 (Monday) - 29 (Thursday) September 2016.

Rapporteur Meeting will start at 9:30 on the first day and close around 18:00 on the last day.

2 Venue

Changzhou Creative Industry Park (Address: Building C, NO. 9-3 Taihu East Road, Xinbei District, Changzhou, Jiangsu Province, China).

The exact meeting rooms will be notified to participants closer to the meeting date.

3 Topics (tentative)

3.1 Q21/16 - Multimedia framework, applications and services

The objectives for this meeting are:

- Workshop on digital creative industry and standardization
- Coordinate with other Questions

- Progress work on F.MAFFReqs, H.VCDN-Reqs, H.CDNFI, H.IVSArch, H.CSVSArch, H.VSSIArch, F.DICNReqs, F.CCNMMS, H.625 Amd.1, H.LLS-FW, HSTP-DIS-UAV, F.EMSArch
- Consider new material

4 Documents



Registration of documents: by 23:59 UTC, 12 September 2016

Distribution of documents: by 23:59 UTC, 16 September 2016

Use the FTP site (or e-mail) for distribution

4.1 Document registration

Documents must be registered by the deadline specified above.

The preferred means of registering documents is electronically. You can register your document by visiting <http://www.packetizer.com/standards/itu-sg16/wp1/register.html>.

Alternatively, submit your requests to Mr Paul E. Jones (paulej@packetizer.com), Document Manager for this meeting.

Early indication of your submission plan is welcome and encouraged.

Once registered, a document number AVD-*nnnn* will be allocated.

To see the list of registered documents, see http://ftp3.itu.int/av-arch/avc-site/2013-2016/1609_Che/1609_Cha.html.

Note – Prefix “AVD” comes from Audio, Video and Data.

4.2 Document template

You are advised to use the document template available from http://ftp3.itu.int/av-arch/avc-site/2013-2016/1609_Cha/AVD-template_1609_Cha.dotx.

Additionally, a template is available for outgoing liaison statements at http://ftp3.itu.int/av-arch/avc-site/2013-2016/1609_Cha/LS_template-1609_Cha.dotx.

4.3 File formats

Use of Word, PDF, ASCII or HTML is recommended. Contributions containing PowerPoint or Excel attachments are permitted, but should only serve to augment the text of the contribution.

4.4 Document distribution

All the contributors are requested to distribute their documents as early as possible, at least 7 calendar days in advance of the meeting (see the deadline at the top of this section) by posting them at either of the following:

- Uploading via FTP
 - Site: ftp3.itu.int
 - Login: avguest
 - Password: Avguest201007 (Note the uppercase 'A')
 - Directory: av-arch/avc-site/Incoming
- E-mail reflector

E-mail address: sg16-avd@lists.packetizer.com

To subscribe: sg16-avd-join@lists.packetizer.com

– E-mail to the Document Manager

Paul E. Jones (paulej@packetizer.com)

Please avoid the use of the mailing list when your document is voluminous.

4.5 Retrieving contributions

Contributions can be retrieved via HTTP or FTP once the Document Manager has an opportunity to put them into place.

The documents will be available through the following URLs:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1609_Cha/

ftp://ftp3.itu.int/avc-site/2013-2016/1609_Cha/

Login: avguest

Password: Avguest201007 (Note the uppercase 'A')

4.6 Document distribution and presentation

The document distribution/presentation at the meeting will be all electronic. Participants must bring along a laptop to access documents via the wireless LAN.

Wireless Internet access will be available in the meeting rooms.

Note – Make sure you have the right power adapter for China. See the “Changzhou General Information” document regarding power and adapter requirements.

5 Logistic information

The meeting will be hosted at the Changzhou Creative Industry Park in Changzhou, Jiangsu Province, China. More detailed logistic information is provided in a separate “Changzhou General Information” document.

Details of the exact location of the meeting rooms will be provided closer to the meeting date.

6 Registration and visa information

To register your meeting attendance, please visit:

<http://www.itu.int/net/itu-t/forms/rgm/default.aspx?Id=4644&Group=16>

As a result an email will be sent to the Meeting Organizer, Mr Kai Wei (weikai@catr.cn), with your registration details.

Early registration of your attendance is welcome and encouraged, but preferably **before 5 August 2016**. People needing visa support letters should register as soon as possible.

Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in the People’s Republic of China. Information regarding visa applications and invitation letters is contained in the “Changzhou General Information” document.

7 Hotel Room Reservation

The suggested nearby hotel is the Weijing International Hotel in Changzhou Universe Dinosaur City. More information is listed in the separate “Changzhou General Information” document.

We are looking forward to meeting with you in Changzhou!

Sincerely yours,

Noah LUO

Kai WEI

Hong Chen (Meeting Host)
