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| **Joint Collaborative Team on Video Coding (JCT-VC)****of ITU-T SG 16 WP3 and ISO/IEC JTC1/SC29/WG11**22nd Meeting: Geneva, CH, 15–21 Oct. 2015 | Document: JCTVC-V\_Logistics (v1) |

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| *Title:* | Meeting announcement for the 22nd JCT-VC meeting (Geneva, CH, 15–21 Oct. 2015) |
| *Status:* | Meeting announcement issued by the chairmen of the JCT-VC |
| *Purpose:* | Announcement |
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| *Source:* | JCT-VC chairmen |

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The 22nd meeting of the ITU-T/ISO/IEC Joint Collaborative Team on Video Coding (JCT-VC) will be held in Geneva, Switzerland at the ITU Headquarters facilities, as previously planned and announced, under the auspices of (and collocated with) a corresponding meeting of ITU-T Study Group 16.

The JCT-VC meeting will begin on Thursday 15 Oct. 2015 at approximately 1000 hours, and will end by lunchtime on Wednesday 21 Oct. 2015.

Below is some information relating to the arrangements for the meeting:

1) The contribution document registration, submission and archive site for the JCT-VC is <http://phenix.it-sudparis.eu/jct/>.

2) As decided at the June 2015 meeting in Warsaw, the contribution document deadline for this JCT-VC meeting will be Monday, 5 Oct. 2015, to enable study of contributions prior to the meeting.

3) A contribution document template for the JCT-VC meeting, JCTVC-Vxxxx.doc is available at the site identified in item 1 above and at <http://ftp3.itu.int/av-arch/jctvc-site/2015_10_V_Geneva/>. The document templates contain important information about preparing and submitting contribution documents. Please read the instructions carefully if you plan to submit a contribution.

4) The link to the pre-registration site for the JCT-VC meeting is <http://itu.int/reg/tmisc/3000801>. All participants are urged to register as soon as possible, and not later than 15 Sep. 2015, to enable appropriate facilities planning. In the "Function" field, it is generally suggested to select "Delegate". Please observe that only **one registration step** is necessary for both the JCT-VC and JCT-3V meetings. If you intend to attend both, it is important to indicate this by **ticking both boxes**.

5) You need to hold certain qualifications in order to be allowed to attend the JCT-VC meeting. It is your responsibility to understand and fulfill those requirements. If you do not understand what qualifications are needed to attend, you may consult Gary Sullivan (garysull@microsoft.com) or Jens-Rainer Ohm (ohm@ient.rwth-aachen.de) for assistance. If you are qualified to participate either in ITU-T SG 16 or MPEG, then you are also qualified to participate in the JCT-VC meeting.

6) We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any 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 ITU 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 (A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>) and be accompanied by a copy of the notification of confirmation of registration approved for the meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](file:///C%3A%5CUsers%5Ccampos%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZH11YMVJ%5Ctsbreg%40itu.int)) bearing the words **"visa request". You need to register for the meeting before requesting visa assistance**.

7) There is no facilities fee for attending this JCT-VC meeting.

8) Please be advised that registration for the JCT-VC meeting is separate from registration for the associated meeting of SG 16 to be held from 12 to 23 Oct. 2015, under whose auspices this meeting will be held. Information for the SG 16 meeting can be found in TSB Collective Letter 9/16, which is available at: <http://www.itu.int/md/T13-SG16-COL-0005>. The SG 16 web site is at: <http://itu.int/ITU-T/go/sg16>.

9) A meeting of ISO/IEC JTC1/SC29/WG11 (MPEG) will also be held from 19 to 23 Oct. 2015 at the Crowne Plaza Hotel in Geneva. Please be advised that registration for the JCT-VC meeting is separate from registration for the nearby meeting of MPEG. Further information for the MPEG meeting can be found at <http://mpeg.chiariglione.org/meetings/113>.

10) On the first day of the meeting, participants must enter at the ITU **Montbrillant** building entrance (Rue de Varembé 2) to receive their delegate badge. All participants of the JCT-VC meeting (including those also attending the associated SG 16 meeting) must register and obtain a JCT-VC meeting badge. The badge desk should be open on weekdays during 0830–1200 and 1330–1700 hours, and possibly at some other times as well – if there is no one at the registration desk when you arrive, you will find a phone sitting on that desk and a sign indicating what number to call to contact the staff.

11) During weekends or after 2200 hours, the only entrance to the ITU facilities that will be open is the ITU **Tower** building entrance. Participants are advised that a registration badge or timely web pre-registration will be necessary for entrance to the facilities during such times. Delegates arriving for the first time at this meeting and outside of ordinary weekday business hours (Mon.–Fri., 0830–1630 hours) must have been pre-registered on the web (§4 above) well in advance of their arrival and must present their passport (important: matching their pre-registered name) to the entrance guard. Such delegates may also contact the chairmen for assistance.

12) Helpful information can be found at <http://itu.int/SG-CP/info/togeneva.html> about the Geneva area and the ITU facilities.

13) Wireless network access will be available at the meeting facilities. Further information about wireless access can be found at <http://itu.int/ITU-T/edh/faqs-support.html>.

14) Participants are encouraged to subscribe to the JCT-VC email reflector at <http://mailman.rwth-aachen.de/mailman/listinfo/jct-vc>. Additional important information for the meeting will be announced on the reflector.

15) Meeting sessions are planned to be held on all days of 15 until 21 Oct. 2015, including weekend days. Moreover, night-time sessions outside of ordinary business hours are anticipated.

16) For hotel accommodation, a list of hotels and information regarding hotel bookings at preferential ITU rates can be found at <http://itu.int/travel/>. Once you check into your hotel, they will give you a free "[Geneva Transport Card](http://www.geneve-tourisme.ch/en/useful-information/how-to-get-around/geneva-transport-card/)" valid for the duration of your stay (if your hotel is in Geneva). This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport. Don't forget to bring your transport card with you, as fines for not having it with you are substantial.

17) Please be advised that Geneva has limited hotel capacity, so you should make your reservation as early as possible. It may help to mention the ITU when making reservation inquiries or to use the hotel reservation system that has been arranged for the MPEG meeting.

18) When selecting a hotel, staying at the **Crowne Plaza Hotel** is a good option for those also attending the MPEG meeting. Otherwise, a common strategy is to choose a hotel near the central **Gare de Cornavin** train station. As an alternative for those who prefer hotels within walking distance of the JCT-VC meeting, the Hotel Intercontinental is the closest, and the Hotel Residence les Nations and Hotel Grand-Pré are two others that are relatively nearby.

19) When you arrive at the Geneva airport and pick up your luggage, on the way out of the door, ***before you leave the baggage claim area***, you will find a machine next to the door to the left of the Green customs exit. There will be a yellow sign on the machine that says ["**Free ticket**"](https://www.gva.ch/en/desktopdefault.aspx/tabid-67/). Go to that machine and push the button. It will give you a ticket for free public transportation within the Geneva area by bus, train, tram, etc., for a period of 80 minutes. If you walk out of that door before you remember to pick up the ticket, it will be too late and you will need to buy a ticket in the train station or at the bus stop (CHF 3.00 from a ticket machine, valid for **60** minutes).

20) You will find a train station connected to the side of the airport terminal (turn left as you exit the baggage claim area). All trains that depart from that train station make their first stop at the **Gare de Cornavin** train station (a distance of about 4 km), which is where you are likely to want to get off to walk or transfer to a bus, tram or taxi to get to nearby hotels. For those staying at the **Crowne Plaza Hotel** (which is close to the airport – about 1 km), there is a **free hotel shuttle bus** that operates every twenty minutes between 0600 and 2400 hours, and it needs no advance reservation. The shuttle bus stop can be found near arrival gate #3, and it departs from the airport at five past the hour, twenty-five past the hour, and forty-five past the hour. Bus and taxi transportation are also available at the airport, of course.

21) If your hotel is near the **Gare de Cornavin** train station, the most convenient public transportation method to the ITU **Montbrillant** building is likely to be to take the **Number 15 tram** from the front of the train station to the **Sismondi** stop. If you miss the Sismondi stop, the next stop is **Nations**, which is the last stop on the route. ITU is in between the two stops, and just a short walk away. Alternatively, you can get **Number 5 bus** line to its stop **Nations**; ITU is across the street. In addition to running between the **Gare de Cornavin** and ITU (**Nations**), the **Number 5 bus** also continues past the ITU and the **Intercontinental Hotel** to reach the **Geneva Cointrin Airport**.

22) If your destination is the **Tower** building instead of the **Montbrillant** building (or if you don't mind the walk between them), you may want to take the **Number 8 bus** line to the **UIT** (ITU) bus stop, which is just in front of the Tower building. That bus can be a good alternative to the tram route.

23) There is no direct bus line between ITU and **Crowne Plaza Hotel**, and public transportation involves a combination of at least two buses: e.g. buses **22** and **10**; buses **5** and **10**; or buses **28** and **10**. You can use [Google Maps](https://goo.gl/H8Re6a) or the [TPG website](http://tpg.hafas.de/hafas/tp/query.exe/en) for checking the most convenient route; the nearest bus stop names are **Nations** for the ITU and **De-Joinville** for the **Crowne Plaza**. The hotel recommends using its **free hotel shuttle bus** to go the airport to reach the number 5 or 28 bus line (although with a bit of walking, it also appears feasible to skip the shuttle and walk directly to the bus route). The shuttle bus departs from the hotel to the airport on the hour, at twenty minutes past the hour, and at forty minutes past the hour. Please see item 20 above for the operating hours of the shuttle and its departure times in the opposite direction.

24) If you need to walk from the **Montbrillant** building to the meeting area of the Tower building through the **Varembé** building, there is an internal pathway. Basically, you go to floor number 1 of Montbrillant, pass through a connecting passage to the Varembé building until you get to the entrance reception area of the Varembé building, then go down a spiral staircase, zig-zag scan your way left, right, left, right, and go down a stairway on the left side of the hallway into the 2nd basement of the Tower. You can ask the reception guard for a copy of the map (which is also found at <http://itu.int/aboutitu/itu-plan.pdf>).

25) The proposed agenda for the JCT-VC meeting, for development of the High Efficiency Video Coding (HEVC) standard and its extensions (and associated conformance test set and reference software), is as follows:

* IPR policy reminder and declarations
* Contribution document allocation
* Reports of ad hoc group activities
* Reports of Core Experiment activities
* Review of results of previous meeting
* Consideration of contributions and communications on project guidance
* Consideration of video coding technology proposal contributions
* Consideration of information contributions
* Coordination activities
* Future planning: Determination of next steps, discussion of working methods, communication practices, establishment of coordinated experiments, establishment of AHGs, meeting planning, refinement of expected standardization timeline, other planning issues
* Other business as appropriate for consideration

Yours faithfully,

Gary J. Sullivan and Jens-Rainer Ohm

Chairmen of the Joint Collaborative Team on Video Coding (JCT-VC) of ITU-T SG 16 WP 3 and ISO/IEC JTC 1/SC 29/WG 11

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