To: Experts of ITU-T SG16 Questions 1, 2, 3, 5, and 21/16

Cc: Mr Y Naito, Chairman of SG16 (yushi.naito@ties.itu.int)
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Mr C Groves, Rapporteur for Q3/16 (Christian.Groves@nteczone.com)
Mr S Botzko, Rapporteur for Q5/16 (Stephen.Botzko@polycom.com)
Mr N Luo, Rapporteur for Q21/16 (Noah@huawei.com)
Mr K Wei, Associate Rapporteur for Q21/16 (weikai@catr.cn)

Subject: Preliminary Notice of Joint Rapporteur Meeting in Geneva

Date: 20 December 2013

Dear Experts of 1, 2, 3, 5, 21/16,

The subject meeting of ITU-T SG16 experts will be held at the ITU Headquarters in Geneva, Switzerland. Details of the proposed meeting are contained herein.

1. Date

10 (Monday) - 14 (Friday) March 2014

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

2. Venue

International Telecommunication Union (ITU)
Place des Nations
1211 Geneva 20
Switzerland
Phone: +41 22 730 6805
Fax: +41 22 730 5853
E-mail: tsbsg16@itu.int

The meeting rooms allocated for the meeting will be displayed on the monitors.

3. Topics (tentative)

1) Review of the relevant group activities

2) Q1/16 - Multimedia systems, terminals and data conferencing

The objectives for this meeting are:

– Progress topics relative to F.femc and H.femc

– Progress topics relative to H.265 support in H.32x systems

– Progress revision of H.239

– Coordinate with other WP1 Questions

3) Q2/16 - Packet-based conversational multimedia systems and functions

The objectives for this meeting are:

– Coordinate with other SDOs, Questions, or Study Groups

– Progress work on H.323, H.225.0, H.245, H.323 Annex on Assets, H.ASSET, H.460.SessionID, and H.325/AMS, H.323-series IG, H.supp-web-apps, H.EMQ, H.323 security

– Discuss miscellaneous and new work items

4) Q3/16 - Multimedia gateway control architectures and protocols

The objectives for this meeting are:

– Progress work on, H.248.39 (Rev.), H.248.50 (Rev.), H.248.66 (ex H.248.RTSP), H.248.74 (ex H.248.MRCP), H.248.78 (Rev.), H.248.TLS, H.248.TLSPROF, H.248.TCP, H.248.WEBRTC, H.248.RTPMUX, H.248.DTLS, H.248.SEPLINK, H.248.SCTP, H.248 Sub-Series IG, H-Series Supp. 2, H-Series Supp.Openflow

– Consider new material

5) Q5/16 - Telepresence systems

The objectives for this meeting are:

– Coordinate with other Questions

– Progress topics related to F.TPS-Reqs, F/H.TPS-Arch, H.TPS-AV, and H.TPS-SIG

– Consider new material

6) Q21/16 - Multimedia framework, applications and services

The objectives for this meeting are:

– Coordinate with other Questions

– Progress work on: F.NBLICreqs, H.IVSReqs, H.VHN, H.VSMprot, H.P2PVSArch, H.VSMarch, H.IQAS, F.CCNMMS, F.PDRDReqs, F.VSTPIW, and F.LIMSreqs

– Consider new material

4. Documents

Registration of documents: by 23:59 UTC, 28 February 2014

Distribution of documents: by 23:59 UTC, 3 March 2014

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

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/2013-2016/1403_Gen/1403_Gen.html.

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

2) Document template

You are advised to use the document template available from http://ftp3.itu.int/av-arch/avc-site/2013-2016/1403_Gen/AVD-template_1403_Gen.dotx.

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) 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.

5) Retrieving contributions

Contributions documents 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/2013-2016/1403_Gen/
ftp://ftp3.itu.int/av-arch/avc-site/2013-2016/1403_Gen/
Login: avguest
Password: Avguest201007 (Note the uppercase 'A')

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.

Internet access will be available in the meeting rooms.

Note – make sure you have the right power adapter for Switzerland. See http://wikipedia.org/wiki/Domestic_AC_power_plugs_and_sockets. Switzerland uses Type C (2-pin CEE 7/16) or J (3-pin SEV 1011).

5. Logistic information

The meeting will be hosted by ITU TSB at the ITU Headquarters in Geneva, Switzerland. Badges will be available in the registration desk at the entrance to the Montbrillant building (Rue de Varembe 2) to those that pre-registered for the meeting. No one without a valid badge will be admitted into the facilities.

6. Registration and visa information

To register your meeting attendance, please pre-register using the online form http://itu.int/reg/tmisc/3000619.

Additionally, please forward to the organizer of this meeting, Mr Christian Groves (Christian.Groves@nteczone.com), a copy of the registration acknowledgement message that will be automatically sent to you after you pre-register.

Early registration of your attendance is welcome and encouraged, but preferably before 5 February 2014. People needing visa support letters (see below for requirements) 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 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 (see Note) 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**".

Note – A model for such a request is found at http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf.

7. Hotel Room Reservation

Participants should contact the hotels directly regarding room availability and for making room bookings. However, they *MUST* use the ITU hotel registration form available from the ITU web site in order to be eligible for the special ITU rates. Hotels offering preferential room rates for participants of ITU meetings, instructions and the form are found at http://www.itu.int/travel/.

Hotel availability may be limited during the week of the meeting due to other events in Geneva at the same time, so it is strongly advised that participants make reservations as early as possible.

Note – the closest business-class hotel to the ITU buildings is the Intercontinental, and a more popular strategy is to obtain hotel accommodations downtown, e.g., near the Cornavin train & bus station (which is more centrally located than the ITU or the Intercontinental), from which buses run frequently to the vicinity of the ITU. Not all hotels are equipped with high-speed internet access, so participants may want to check with the hotel for the availability of this service.

We are looking forward to meeting with you in Geneva.

Sincerely yours,

Patrick LUTHI

Paul JONES (Document Manager for this meeting)

Christian GROVES (Meeting Organizer for this meeting)

Stephen BOTZKO

Noah LUO

Kai WEI