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| **Joint Collaborative Team on Video Coding (JCT-VC)****of ITU-T SG 16 WP 3 and ISO/IEC JTC 1/SC 29/WG 11**37th Meeting: Geneva, CH, 4–10 October 2019 | Document: JCTVC-AK\_Logistics (v1) |

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| *Title:* | Meeting announcement for the 37th JCT-VC meeting (Geneva, CH, 4–10 October 2019) |
| *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 37th 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 Friday 4 October 2019 (at approximately 0900 hours), and will end on Thursday 10 October 2019.

Further information about the JCT-VC and its work can be found at [https://www.itu.int/en/ITU-T/‌studygroups/2017-2020/16/Pages/video/jctvc.aspx](https://www.itu.int/en/ITU-T/studygroups/2017-2020/16/Pages/video/jctvc.aspx).

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 agreed at the July 2019 meeting in Gothenburg, the contribution document deadline for this JCT-VC meeting will be Wednesday 25 September 2019, to enable study of contributions prior to the meeting.

3) A contribution document template for the JCT-VC meeting, JCTVC-AKxxxx.doc is available at the site identified in item 1 above and at <http://wftp3.itu.int/av-arch/jctvc-site/2019_03_AK_Geneva/>. The document template contains important information about preparing and submitting contribution documents. Please read the instructions carefully if you plan to submit a contribution. Meeting notes, written in the form of a draft meeting report, will also be made available at that site during and after the meeting.

4) The link to the pre-registration site for the JCT-VC meeting is <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00006249>. ITU has recently changed its registration system. In order to register, you will need an ITU account (previously called TIES accounts or ITU Guest accounts) that can be created for free if you don't have one. Links are available right below the sign-in button at the registration page that enable [account creation](https://www.itu.int/en/ties-services/Pages/login.aspx), [password reset](https://www.itu.int/itu_xr_main/user/loginRegisterOptions.jsf?wec-appid=USER_REG&page=8F3A9E31ACC34AB0ABED00CF0D3A9195&forgotScenario=FP&wec-locale=en_US) or [profile update](https://www.itu.int/itu_xr_main/main/myAccountHomePage.jsf?selectedMyAccountNodeId=I6&wec-appid=USER_REG&page=1B274036FF564B788C0A72FA9C2D924D&wec-locale=en_US).
All participants are urged to pre-register as soon as possible, to enable appropriate facilities planning. In the "Function" field, it is generally suggested to select "Delegate". Only one registration is necessary for the JCT-VC and JVET meetings which are held in parallel.

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

6) You need to hold certain qualifications in order to be allowed to attend the JCT-VC meeting. It is your responsibility to understand and fulfil those requirements. If you are properly qualified to participate either in ITU-T SG 16 or MPEG, then you are also qualified to participate in the JCT-VC meeting. 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.

7) 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. If required, visas must be requested before the date of arrival in Switzerland from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early. 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. Requests for assistance should be made as early as possible before the meeting. 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 an example at: <https://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 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 (JCT-VC meeting)**". **You need to register for the meeting before requesting visa assistance** (see item 4 above).

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

9) Information for the SG 16 meeting to be held from 7 to 17 October 2019, under whose auspices this meeting of JCT-VC will be hosted, can be found in TSB Collective Letter 8/16, which is available at <https://www.itu.int/md/T17-SG16-COL-0008/en>. The SG 16 web site is at <http://itu.int/ITU-T/go/sg16>. Please be advised that registration for the JCT-VC meeting is separate from registration for the SG 16 meeting.

10) A meeting of ISO/IEC JTC 1/SC 29/WG 11 (MPEG) will also be hosted by the ITU from 7 to 11 October 2019 at the CICG facility next to the ITU. Further information for the MPEG meeting can be found at <https://mpeg.chiariglione.org/meetings/128>. Please be advised that registration for the JCT-VC meeting is separate from registration for the MPEG meeting.

11) On their first day of arrival at 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 must register and obtain a JCT-VC meeting badge, which should be used at all times while at the meeting venue. 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.

12) Delegates that have pre-registered on the ITU registration page (see item 4 above) and provide their passport and meeting registration confirmation e-mail to the security officer can receive a photo badge for the meeting. Security measures in ITU have been tightened since JCT-VC last met at ITU headquarters; consequently, delegates that did not pre-register will **not** be able to enter the building. **Entrance during the weekend and after-hours is only through the ITU Montbrillant building.** (This information has changed since the last JCT-VC meeting at ITU headquarters; the entrances at the ITU Tower and the Varembé building now have an unmanned door only for badge holders and are not accessible after-hours or on the weekend.)

13) Helpful information with regard to ITU and Geneva can be found at the delegate's corner on the ITU web site at <https://itu.int/en/delegates-corner>.

14) 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.

15) 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" 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 the fines for not having it with you are substantial.

16) 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.

17) When selecting a hotel, 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 a short walking distance of the JCT-VC meeting, the **Hotel Intercontinental** is the closest, and the **Hotel Ibis Geneve Centre Nations**, **Hotel Residence les Nations** and **Hotel Grand-Pré** are three others that are relatively nearby. For those with a bit more time and energy, the walking distance from the Gare de Cornavin to ITU is about 1.5 km, taking roughly 20 minutes.

18) 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". 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 for *Tout Genève* from a ticket machine, valid for **60** minutes).

19) 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. Bus and taxi transportation are also available at the airport, of course. For getting to ITU directly, take **Number 5 bus** line to its stop **Nations**.

20) 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**.

21) If your destination is the **Tower** building instead of the **Montbrillant** building (which would only apply on weekdays and only after obtaining a badge as described in item 11 above), 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.

22) 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>).

23) The proposed agenda for the JCT-VC meeting, for development of the High Efficiency Video Coding (HEVC) standard and its format range (RExt), scalability (SHVC), multi-view (MV-HEVC), 3D (3D-HEVC), screen content coding (SCC), and high-dynamic-range (HDR) extensions, and associated conformance test sets, reference software, verification testing, non-normative guidance information, and coding-independent code point specifications, is as follows:

* Opening remarks and review of meeting logistics and communication practices
* IPR policy reminder and declarations
* Contribution document allocation
* Reports of *ad hoc* group activities
* Review of results of previous meeting
* Consideration of contributions and communications on project guidance
* Consideration of errata reports and needs for maintenance and enhancements of the HEVC standard and its associated conformance test specification and reference software
* Consideration of errata reports and needs for maintenance and enhancements of the specification of coding-independent code points for video signal type identification
* Consideration of proposals and preparations toward finalization of in-progress draft specifications of additional supplemental enhancement information metadata for the HEVC standard
* Consideration of errata reports and needs for maintenance and enhancements of supplemental enhancement information and video usability information metadata for the HEVC standard
* Consideration of proposed content and preparations toward revision of the technical report on usage of video signal type code point identifiers
* Consideration of information contributions and non-normative guidance relevant to the HEVC standard
* Consideration of agreed related aspects of the AVC standard (esp. regarding supplemental enhancement information)
* Coordination activities relating to the work of the JCT-VC
* Approval of output documents and associated editing periods
* Future planning: Determination of next steps, discussion of working methods, communication practices, establishment of coordinated experiments (if any), establishment of AHGs, meeting planning, refinement of expected standardization timelines, other planning issues
* Other business as appropriate for consideration

The meeting will start with general status review and reports of *ad hoc* group activities and will then proceed with other matters. Meeting sessions may be held on all days, including weekend days, and evening meeting sessions outside of ordinary business hours may also be held.

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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