

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY PERIOD 20013-2016

English only

Original: English

Frankfurt, Germany, 1-3 December 2015

MEETING ANNOUNCEMENT

Source: ITU/TSB

Title: Fifth meeting of FG AC, 1-3 December 2015, Frankfurt, Germany

1 The fifth meeting of the ITU-T Focus Group on Aviation Applications of Cloud Computing for Flight Data Monitoring (FG AC) is scheduled to take place from **1 to 3 December 2015 in Frankfurt, Germany**, kindly hosted by Deutsche Lufthansa.

2 Participation in FG AC is open to ITU Member States, Sector Member, and Associates. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations or aviation stakeholders.

3 The meeting will open at **0930 hours on 1 December 2015 at the House of Logistics and Mobility (HOLM), Bessie-Coleman-Straße 7, 60549 Frankfurt am Main**. Participants check-in will begin at 0900 hours. No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the online form at <http://itu.int/reg/tmisc/3000807> as soon as possible, but **not later than 23 November 2015**. Please note that registration of participants to the meeting is carried out exclusively online. To easily provide you with any updates concerning the meeting planning, please provide a valid e-mail address.

5 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page: <http://www.itu.int/en/ITU-T/focusgroups/ac/>. Please note that a TIES or Guest account is required to access some of the documents. A Guest account can be obtained at <https://www.itu.int/net/iwm/public/frnUserRegistration.aspx>.

6 In preparing documents, please use the basic template for the FG documents available from the Focus Group web page.

Participants shall submit input documents in electronic format to ITU (tsbfgac@itu.int). In agreement with the Focus Group management, the deadline for document submission for this meeting is **23 November 2015**.

Please note that this is a paperless meeting.

The items for discussion at the meeting, along with the contributions received, will be made available on the Focus Group web page: <http://itu.int/en/ITU-T/focusgroups/ac/>. Further updated information related to the meeting, including practical information and remote participation arrangements, will be also made available on the Focus Group web page.

7 For logistical information, including a dedicated website for attendees to book their hotel rooms at a preferential rate, please refer to **Annex A** of this document.

8 **Remote Participation:** As a remote delegate you will be able to hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register at <http://itu.int/reg/tmisc/3000807> as soon as possible, but **not later than 23 November 2015**. Detailed instructions will be made available to registered participants.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the Germany. The visa must be requested and obtained from the office (embassy or consulate) representing the Germany in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

In case you need an **invitation letter** from Deutsche Lufthansa to support your visa application, please register for the meeting as described above, and then see Annex A.

ANNEX A

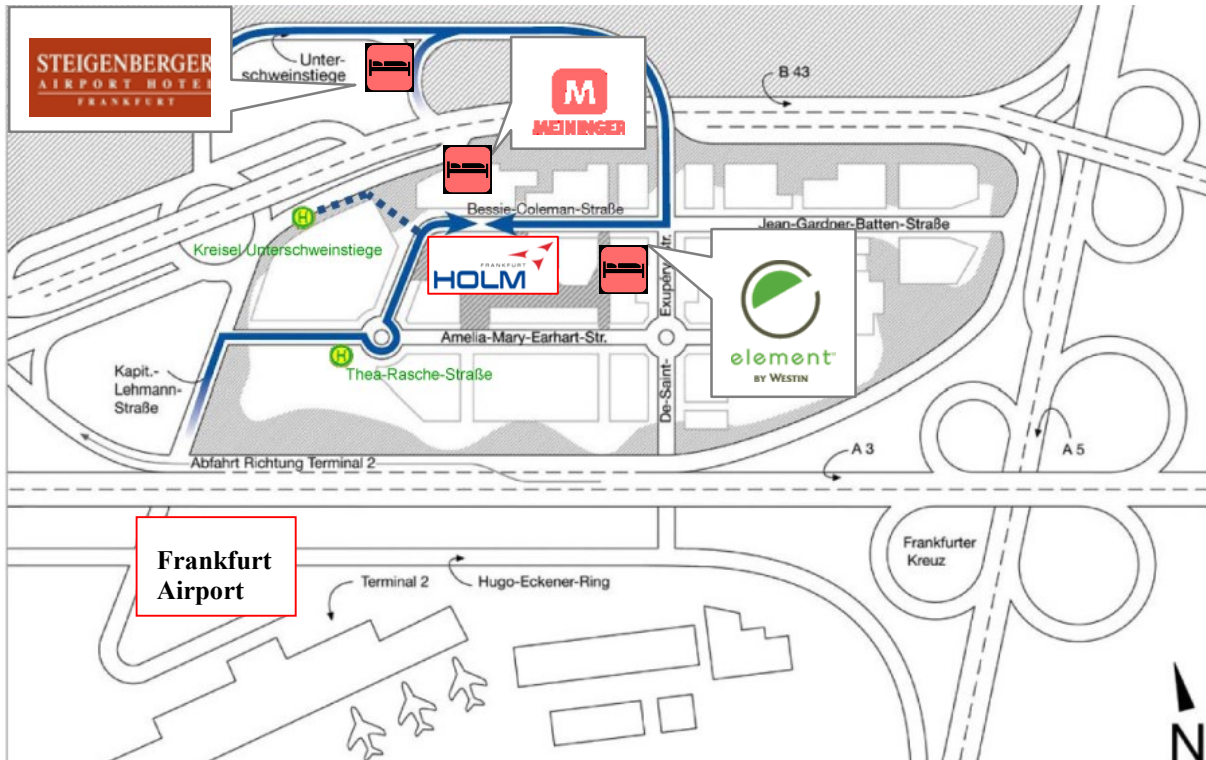
Fifth meeting of the ITU-T Focus Group on Aviation Applications of Cloud Computing for Flight Data Monitoring

Frankfurt, Germany, 1-3 December 2015

Practical information for participants

Event venue

House of Logistics and Mobility (HOLM) GmbH
Bessie-Coleman-Straße 7
60549 Frankfurt am Main / Gateway Gardens
<http://www.frankfurt-holm.de>



Hotels (Directions please see in the map above)

Preferential rates have been obtained with the Steigenberger Airport Hotel (5*), about 500m to the HOLM:

Room Category	Rate per night, breakfast incl.
Business	110 EUR
Executive	140 EUR

For reservations at the Steigenberger Hotel please send an email including your billing address and room preferences to nicole.moritz@dlh.de.

There are two other hotels in the neighborhood of the HOLM:

- MEININGER Hotel Frankfurt/Main Airport (3*), about 150m to the HOLM
 - Rooms start at 50 EUR per night
 - Airport-Shuttle available
 - Reservation and further information:
<http://www.meininger-hotels.com/en/hotels/frankfurt-main/airport/>

- Element Hotel Frankfurt Airport (4*), about 350m to the HOLM
 - Rooms start at 80 EUR per night incl. breakfast
 - Reservation and further information:
<http://www.elementfrankfurtairport.com/en>

The hotels and the HOLM are located in the airport area. It is also possible to stay downtown Frankfurt (about 15km from the airport).

Arrival and Transportation

All hotels provide a shuttle bus service:

- Steigenberger Hotel: <http://en.steigenberger.com/Frankfurt/Steigenberger-Airport-Hotel/Location-Directions>
- Meininger Hotel: http://www.meininger-hotels.com/fileadmin/user_upload/Downloads/Anfahrtbeschreibungen/BC_Shuttle_Bus.pdf
- Element Hotel: <http://www.elementfrankfurtairport.com/en/location-and-direction>

The hotels are located in walking distance from the meeting venue. If you like to reach the HOLM directly from the airport you may use the bus:

- Terminal 1: Gate 16, Line 61, Direction: „Südbahnhof“, Exit at “Kreisel Unterschweinstiege”
- Terminal 1: Gate 19, Line OF67, Direction: „Neu-Isenburg Sprendlingen“, Exit at “Thea-Rasche-Straße”
- Terminal 1: Gate 19, Line 77, Direction: „Gateway Gardens Ost“, Exit at “Thea-Rasche-Straße”

Visa regulations for Germany

Generally speaking, all non-EU-nationals require a visa for stays in Germany. A visa is not required for visits of up to 90 days in an 180-day period for nationals of those countries for which the European Community has abolished the visa requirement.

Table of countries whose citizens require / do not require visas to enter Germany:

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html

Local responsibility for issuing the visa lies with the mission responsible for the area in which the applicant has his/her ordinary residence or domicile.

Subject-matter responsibility lies with the mission of the Schengen state in whose territory the sole or main destination is situated.

German missions worldwide:

http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html

In case you need an invitation letter from Lufthansa to support your visa application, please register for the meeting as described above, and then kindly provide, not later than 2 November 2015, the confirmation number, your full name, affiliation, nationality and passport number to nicole.moritz@dlh.de.

Currency and exchange

The official currency of Germany is the Euro (EUR or €).

The approximate exchange rate is: 1 Euro = USD 1.12 (may vary)

Language

The official working language is German, for our meeting it will be English.

Climate

Frankfurt has a continental climate. In December the winter temperatures are cool, with average highs of around 5°C/41 F.

Local time

Standard Time Zone: UTC/GMT +1 Hours

Telecommunications

The Country Code for Germany is +49 (for Frankfurt +4969).

Electricity

Voltage: 220-240 Volts

Primary Socket Type: Europlug, Schuko

Multi-voltage appliances (laptops, etc.) need a plug adapter;

110-120V electronics need a plug adapter and a step-down transformer.



Health

There are no vaccination requirements for visitors to Germany.

Internet connectivity

Internet connection will be available at the meeting venue and free WLAN at the hotels.

Contact

For any further questions, please contact:

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