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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | Focus Group onApplication of Distributed Ledger Technology |
| **Question(s):** | N/A | Bern, 5-7 February 2018 |
| **MEETING ANNOUNCEMENT** |
| **Source:** | ITU |
| **Title:** | Second meeting of FG DLT, Bern, Switzerland, 5-7 February 2018 |
| **Purpose:** | Admin |
| **Contact:** | David Watrin SwisscomSwitzerland | E-mail: David.Watrin@swisscom.com  |
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| **Keywords:** | FG DLT; announcement; distributed ledger technology; meeting; February 2018 |
| **Abstract:** | This document contains the meeting announcement of the second meeting of ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT). |

1 The second meeting of the ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT) is scheduled to take place **from 5 to 7 February 2018 in Bern, Switzerland**, kindly hosted by **Swisscom**.

2 Participation in FG DLT is open to ITU Member States, Sector Member, Associates and Academia. 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.

3 The meeting will open at **09:30** on **5 February 2018** at **Swisscom headquarters,** Alte Tiefenaustrasse 6, CH-3048 Worblaufen.

Participants check-in will begin at 08:30 hours. No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU and the host 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/3001034> as soon as possible, but **no later than 29 January 2018**. 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: <https://itu.int/en/ITU-T/focusgroups/dlt/>. Please note that an ITU user account is required to access some of the documents. Accounts can be obtained at <https://itu.int/en/ties-services/> (non-members select the ‘Other / I don’t know’ option in the ITU membership status dialogue).

6 When preparing input documents to the meeting, participants are invited to take into consideration the agreed FG DLT structure and proposed deliverables, see <https://extranet.itu.int/sites/itu-t/focusgroups/fgdlt/output/DLT-O-001.pptx>.

Participants shall submit input documents to ITU (tsbfgdlt@itu.int) in electronic format using the basic document template available at <https://www.itu.int/oth/T0A0F00000A/en>.

In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **25 January 2018**. Please note that this is a paperless meeting.

7 For logistical information please refer to Annex A of this document.

8 **Remote Participation:** As a remote participant, you will be able to hear plenary session discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote participant, you need to register at <http://itu.int/reg/tmisc/3001034> as soon as possible, but **no later than 29 January 2018**. 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 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.

Should you require a personal letter of invitation for your business visa application, please see **Annex B**. Your complete request should be sent before **15 January 2018**.

**ANNEX A**

**Second meeting of FG DLT**

Bern, Switzerland, 5-7 February 2018

***Practical information for participants***

# 1 Event venue

Swisscom Headquarter
Alte Tiefenaustrasse 6
CH-3048 Worblaufen
Switzerland

<https://goo.gl/maps/pNzouQrq9i72>

The best way to reach the venue is to use public transportation:

• From Bern downtown, by taking the S8 train leaving every 15 min from Bern station to Worblaufen (It is a 5 min train ride and 2 min walk).

• If you are staying in the IBIS/NOVOTEL next to Stade de Suisse, by taking the Bus 36 (Direction Münchenbuchsee).

You can otherwise plan your trips with the following website: <https://www.sbb.ch/en/home.html>

Badges will be available for registered participants at the reception in the lobby.

The meeting will take place in the Auditorium, which is located at the end of the main corridor facing the street at the right hand side of the canteen.

# 2 Hotels

There is not a specific hotel for the meeting. Below are several hotels near the event location.

**Unique Hotel Innere Enge Bern (4 stars)**

Address:  Engestrasse 54, 3012 Bern

Phone:  +41 31 309 61 11

Website: <http://www.innere-enge.ch/>

**Hotel ibis Bern Expo (2 stars)**

Address:  Guisanplatz 4, 3014 Bern

Phone:  +41 31 335 12 00

Website: <https://www.accorhotels.com/gb/hotel-5007-ibis-bern-expo/index.shtml>

**Hotel Savoy Bern (4 stars)**

Address:  Neuengasse 26, 3011 Bern

Phone:  +41 31 328 66 66

Website: <http://www.hotelsavoybern.ch/>

**Hotel Bären Am Bundesplatz, Bern (4 stars)**

Address:  Schauplatzgasse 4, 3011 Bern

Phone:  +41 31 311 33 67

Website: <http://baerenbern.ch/>

**Sorell Hotel Ador (3 stars)**

Address:  Laupenstrasse 15, 3001 Bern

Phone:  +41 31 388 01 11

Website: <http://sorellhotels.com/ador>

**Schweizerhof Hotel (5 stars)**

Address:  Bahnhofplatz 11, 3001 Bern

Phone:  +41 31 326 80 80

Website: <http://www.schweizerhof-bern.ch/>

**Hotel Bellevue Palace (5 stars)**

Address:  Kochergasse 3-5, 3011 Bern

Phone:  +41 31 320 45 45

Website: <http://www.bellevue-palace.ch/>

# 3 Arrival and transportation

Bern has a small international airport (<http://www.flughafenbern.ch/en>) but it only serves a small set of European cities.

Otherwise, we would recommend using Zurich Airport (<https://www.zurich-airport.com/>) which is approximatively one hour away from Bern with a direct train ride.

Basel Euroairport (<https://www.euroairport.com/en/>) and Geneva Airport (<https://www.gva.ch/en/>) are both located at 1.5-2 hours from Bern.

# 4 Visa – Formalities for entering the Switzerland

Depending on country of origin, participants may need a visa to enter and spend any time in Switzerland. Please consult <https://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/information-entry-switzerland-residence.html>.

An invitation letter request form is available in Annex B.

# 5 Currency and exchange

The official currency of Switzerland is CHF.

# 6 Language

The four national languages of Switzerland are German, French, Italian and Romansh. The official working language of the meeting is English.

# 7 Climate

In February, the average temperature is -3 (lows) to +5 (highs) ˚C with 55 mm precipitation, and 13.1 cm snowfall.

# 8 Local time

CET: UTC/GMT +1 hour

# 9 Telecommunications

The area code for Bern is +41 31.

# 10 Voltage

The voltage in Switzerland, as in most of Europe, is 230V/50 Hz. Switzerland uses type C (2-pin) and Type J (3-pin) plugs. Please be sure you have the correct adapter.



# 11 Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

# 12 Contact

For any further questions, please contact:

Dr. David Watrin
Swisscom AG
Email: David.Watrin@swisscom.com
Tel: [see version on SharePoint]

**ANNEX B**

**Second meeting of FG DLT**

Bern, Switzerland, 5-7 February 2018

***Invitation letter request form***

To enter Switzerland for the meeting indicated above, you may need a letter of invitation from the host.

In order to obtain the invitation letter, please:

1. Register for the meeting;
2. Complete the form below;
3. Scan your passport data page; and
4. Email completed form and scanned passport data page to David.Watrin@swisscom.com **and** tsbfgdlt@itu.int before **15 January 2018**.

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| Registration ID |  |
| Given name (First name) |  |
| Given name (Last name) |  |
| Date of Birth (dd/mm/yy) |  |
| Gender (Male/Female) |  |
| Nationality |  |
| Passport number |  |
| Expiry Date (dd/mm/yy) |  |
| Occupation and Job title |  |
| Name of Company/Organization |  |
| Company/Organization mailing address | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| Email address |  |
| Your stay in the Switzerland | Date of arrival (dd/mm/yy) |  |
| Date of departure (dd/mm/yy) |  |
| Participated in previous meetings of ITU-T FG DLT (yes/no) |  |