INTERNATIONAL TELECOMMUNICATION UNION

FOCUS GROUP ON MACHINE-TO-MACHINE SERVICE LAYER

TELECOMMUNICATION STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

London, UK, 3-6 December 2013

MEETING ANNOUNCEMENT

Source:	TSB
Title:	Twelfth meeting of FG M2M, London, UK, 3-6 December 2013

1   The twelfth meeting of ITU-T Focus Group on Machine-to-Machine Service Layer (FG M2M) is scheduled to take place from 3-6 December 2013 inclusive at the offices of NEC Europe Ltd in London, UK, at the kind invitation of NEC Europe Ltd.

2   The results from the last face-to-face meeting of FG M2M are available at http://ifa.itu.int/t/fg/m2m/docs/1310-Jeju/out/. Please note that a TIES or Guest account is required to access these documents. If you do not have a TIES account, a Guest account can be obtained at http://www.itu.int/ITU-T/edh/faqs-guest.html.

3   Participation in FG M2M is open to ITU-T Member States, Sector Members 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.

4   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/m2m/. Information related to the meeting and contributions received will be made available on the Focus Group web page.

The meeting will **open at 0930 hours on 3 December 2013 at the offices of NEC Europe Ltd**. Participant check-in will begin at 0830 hours. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

5   To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the on-line form at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000591 as soon as possible, but **not later than 27 November 2013**. 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.

6   The documents will be made publicly available for this meeting. 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 TSB (tsbfgm2m@itu.int).

Contact:	TSB	Email: tsbfgm2m@itu.int

In agreement with the Focus Group management, the deadline for document submission for this meeting is **27 November 2013**.

Documents will be processed by TSB and moved to the relevant read only folder http://ifa.itu.int/t/fg/m2m/docs/1312-London/in/.

Meeting documents can also be quickly and easily viewed and downloaded by clicking on the respective link on the FG M2M website.

7   Wireless LAN facilities are available for use by delegates at the venue.

8   For practical information, please refer to the **Annex 1** of this document. Please also see document m2m-i-182 presented by NEC at the last meeting.

9   **Remote Participation:** You can participate remotely at the FG M2M meeting. 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 in advance at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000591. Remote participation instructions will be made available to registered participants.

10   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 United Kingdom. The visa must be requested and obtained from the office (embassy or consulate) representing the United Kingdom 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 NEC Europe to support your visa application, please register for the meeting as described above, and then kindly provide, before **3 November 2013**, the confirmation, your full name, affiliation, nationality and passport number to Ms Akiko Bain (akiko.bain@emea.nec.com) and copy tsbfgm2m@itu.int. Please note that this is a firm deadline.

ANNEX 1
Practical information

Ruislip, London

1. Location and Access

London is located in the south-eastern part of England. It is the capital city of England and the United Kingdom in addition to being the largest urban zone in the European Union by most measures. As for Ruislip, it is a suburban area of northwest London, centered on an old village in Greater London and is part of the London Borough of Hillingdon. There are several ways to reach Ruislip; in the following we provide a brief outlook of them.

1.1 By plane

To reach Ruislip, it is advisable to fly to Heathrow airport (LHR) as it is the closest airport to the meeting venue.

1.1.1 By taxi

Once you have reached Heathrow airport, you can take a black cab (taxi) which is a 20 minutes ride that costs 50£.

Alternatively, you can take a mini cab by Royal Executive (Tel: +44-8740-0094) would cost 30£.

1.1.2 By tube

Another option is taking the tube (metro) which would take an hour and a half and 3 changes as follows:

> Heathrow – Acton Town (Piccadilly Line)
>
> → Acton Town – Ealing Broadway (District Line)
>
> → Ealing Broadway – North Acton (Central Line)
>
> → North Acton – South Ruislip (Central Line)

Also, you can take the train towards West Ruislip then the tube as follows:

> Heathrow – Ealing Broadway (Heathrow Connect)
>
> → Ealing Broadway – North Acton (Central Line)
>
> → North Acton – South Ruislip (Central Line)

Once you get out of South Ruislip station, walk towards right on Station Approach and turn right onto The Runway (in between Fish & Chips shop and Barber). Walk till the end of the road and go left when you see the sign for Odyssey Business Park. Walk through the turnstile (open 7:00-19:00 Mon-Fri) and go towards right until you see Athene building.

1.1.3 By car

Last but not least, if driving, from A40, get off at Polish War Memorial and take the exit A4180 towards Ruislip. When you come on West End Road towards RAF, there is a petrol station. You will see the sign to Odyssey Business Park at right opposite the petrol station. Please press the

intercom at the barrier and inform the security that you are visiting NEC. You can park your car at the visitor parking bay near the main entrance to NEC.

2. Venue

The meeting will be held in the offices of **NEC Europe Ltd.** Its address is:

<div align="center">

Athene, Odyssey Business Park,

West End Road, South Ruislip,

Middlesex HA4 6QE

Tel: 020-8836-2000 (Switchboard)

</div>

*Reception is located at the rear side of the building.

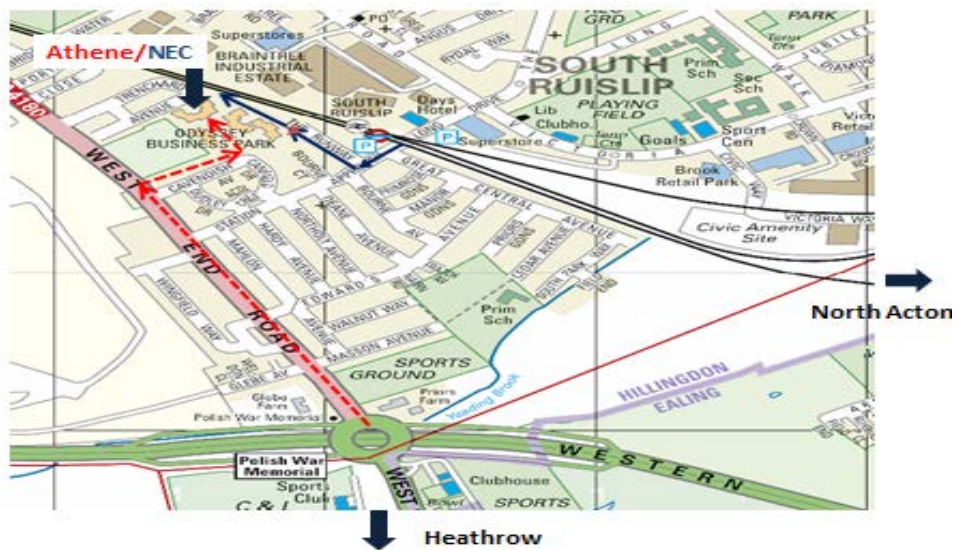Figure bellow shows the plain map of the area, highlighting the location of the NEC Europe Ltd.

Figure 1 NEC Europe Ltd. offices Area Map

Figure 2 NEC Europe Ltd. offices

3. Hotels

The following hotels are located in South Ruislip area:

3.1 Hotel Ramada, London South Ruislip (about 5 minutes' walk to venue)

Address: Ramada London South Ruislip, Long Drive Station Approach, London, HA4 0HG
Tel: +44 (0)20 8845 8400
Web: http://www.ramada.com/hotels/united-kingdom/london/ramada-london-south-ruislip/hotel-overview
Map: Maps & Directions

Price (continental breakfast, VAT and Wi-Fi included): £75.00

3.2 The Barn Hotel Real (not walking distance, take bus or minicab)

Address: West End Road, Ruislip, Middlesex, HA4 6JB
Tel: +44 (0)1895 636057
Web: www.thebarnhotel.co.uk

Prices (Breakfast, VAT and Wi-Fi included):

Standard room: £85.00

Period room: £110.00

Deanes Lodge Executive: £140.00

Suite: £195.00

3.3 Other hotels

Please consult your travel agency for other hotel options.

4. Taxis to/from venue

4.1 Angels Cars

Tel: +44 (0)208 7400 400 or +44 (0)208 7400 094
Web: www.angelscars.co.uk

Heathrow T1, 2, 3 & 4   £20.00
Heathrow T5   £25.00
(From the Airport, waiting & parking fee is fixed at £10)

4.2 Personal Cars (located next to South Ruislip tube station)

Tel.:   020 8845 0055
Email: reidlogisticsruislip@hotmail.co.uk

FARES TO AND FROM ODYSSEY BUSINESS PARK
The Barn Hotel   £4.00 (regular car)
                     £7.00 (people carrier)

(From the Airport, waiting & parking required-about £10 depending on waiting time)
Heathrow T1, 2 & 3 £18.00
Heathrow T4   £22.00
Heathrow T5   £24.00

5. Contact person

Ms Akiko Bain

Email: akiko.bain@emea.nec.com

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