Fourth JCA-IoT meeting (Geneva, 14 -15 February 2012)

The fourth meeting of the **Joint Coordination Activity on Internet of Things (JCA-IoT)** is scheduled to take place as two half day sessions (both in the afternoon) on Tuesday 14 and Wednesday 15 February 2012. The Convener, Mr Hyoung Jun Kim (Electronics and Telecommunications Research Institute – ETRI, Korea), will chair the meeting; the draft agenda will be available at http://ifa.itu.int/t/sftp/jcaiot/1202/In/.

The meeting will open at 1430 on Tuesday 14 February 2012 at ITU headquarters, Geneva, and it will be adjourned at 1800. On Wednesday 15 February 2012, the meeting will start at 1430 and the closing time is foreseen at 1800. Participants' registration will begin on Tuesday 14 February 2012 at 0830 in the reception of the Montbrillant building. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

To enable TSB to make the necessary arrangements concerning the organization of the meeting, please register via the on-line form as soon as possible.

Remote participation will be available and detailed access information will be circulated in the relevant email list (if you need, check with the secretariat at tsbjcaiot[at]itu.int. Please note, on-line registration is required for remote participation too.

Participants are encouraged to submit input documents by electronic mail to tsbjcaiot[at]itu.int by **Thursday 2 February 2012**. Although this is not a strict deadline, it would help to properly plan the meeting to receive the documents in advance. With a view to settling any questions that might arise, name, fax, telephone numbers and e-mail address of the person to be contacted should be indicated on input documents. Accordingly, please include those details on the cover page of all documents. A document template is available on the JCA-IoT web page (www.itu.int/en/ITU-T/jca/iot).

The meeting of the JCA-IoT will be paperless.

The meeting will be conducted in English only.

Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (http://www.itu.int/ITU-T/edh/faqs-support.html).

Please check http://www.itu.int/travel/accommodations.asp for a list of Hotels in Geneva and area according Special Rates to ITU.

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. Where this is the case, the visa must be requested 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 company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Visa requests should in such cases be made by official letter from the administration or company you represent. This letter must specify your name, function and date of birth, as well as the number and dates of issue and expiry of your passport. It must be accompanied by a photocopy of the personal details pages of your passport and by the completed registration form, and must be sent to TSB by fax (+41 22 730 5853) or e-mail message (tsbreg[at]itu.int) bearing the words "visa request". Please note that the Union needs at least one week to process the various documents required for the delivery of a visa.