Fourth JCA-SDN meeting (Geneva, 13 November 2014 – PM)

The fourth meeting of the **Joint Coordination Activity on Software-Defined Networking (JCA-SDN)** is scheduled to take place in the afternoon of Thursday 13 November 2014. The Chairman, Mr Takashi Egawa (NEC, Japan) will chair the meeting; the draft agenda will be available at http://ifa.itu.int/t/jca/sdn/1411/In/.

The meeting will open at 1430 on Thursday 13 November 2014 at ITU headquarters, Geneva, and will be adjourned at 1800. Participants' registration will begin on Thursday 13 November 2014 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 on the relevant email list (if necessary, please check with the secretariat at tsbjcasdn@itu.int. Please note, on-line registration is required for remote participation too.

Participants are encouraged to submit input documents by electronic mail to tsbjcasdn@itu.int by Thursday **6 November 2014**. 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-SDN web page (www.itu.int/en/ITU-T/jca/sdn).

The meeting of the JCA-SDN 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://itu.int/ITU-T/edh/faqs-support.html). Please check http://itu.int/travel/accommodations.asp for a list of Hotels in Geneva and area according Special Rates to ITU.

Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** 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 entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six** weeks. 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[1] 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"**.

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[1] A model for such a request is found at http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf.