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| ITU logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | [CCITT/ITU-T 60th Anniversary logo](http://www.itu.int/en/ITU-T/60/Pages/default.aspx) |
|  | | | Geneva, 14 September 2016 | |
| Ref: | **TSB Circular 244**  TSB Workshops/M.A. | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | **Martin Adolph** | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | | **Copy:**  - To the Chairman and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| Subject: | **Eighth Meeting of ITU-T Focus Group on IMT-2020 (FG IMT-2020) Geneva, 5-9 December 2016; and  FG IMT-2020 Workshop and Demo Day: Technology Enablers for 5G  Geneva, 7 December 2016** | | | |

Dear Sir/Madam,

1 I would like to inform you that the **Eighth Meeting of ITU-T Focus Group on IMT-2020 (FG IMT-2020)** will be held at **ITU headquarters, Geneva**, from **5 to 9 December 2016**.

The meeting will open at 0930 hours on 5 December. Participant registration will begin at 0830 hours at the Montbrillant entrance.

2 During the meeting week, a **FG IMT-2020 Workshop and Demo Day: Technology Enablers for 5G** will take place on **7 December 2016**.

The workshop will open at 0900 hours on 7 December. Participant registration will begin at 0830 hours at the Montbrillant entrance.

Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

3 Discussions will be held in English only.

4 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. Participation in the meeting and the workshop is free of charge, but no fellowships will be granted.

**Meeting of ITU-T Focus Group on IMT-2020 (5-9 December 2016)**

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://itu.int/en/ITU-T/focusgroups/imt-2020/>. 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/frmUserRegistration.aspx>.

6 In preparing input documents for the meeting, please use the basic template available from the focus group web page. Participants should submit input documents in electronic format to ITU ([tsbfgimt-2020@itu.int](mailto:tsbfgimt-2020@itu.int)). In order to help participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **28 November 2016**. Please note that this is a paperless meeting.

**FG IMT-2020 Workshop and Demo Day (7 December 2016)**

7 The **FG IMT-2020 Workshop and Demo Day** will review the findings of the focus group, showcase proofs of concept and demonstrations of technologies enabling future 5G systems, and discuss next steps. This one-day technical event is open to experts participating in the IMT-2020 work of ITU, and all other parties interested in networking technologies shaping future 5G systems.

8 Information relating to the **FG IMT-2020 Workshop and Demo Day**, including a provisional programme, is available on the event website at the following address: <http://itu.int/en/ITU-T/Workshops-and-Seminars/201612/>.

**Logistics, registration and remote participation**

9 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

10 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see [http://www.itu.int/travel/](http://www.itu.int/travel) for the list of hotels).

11 To enable ITU to make the necessary arrangements concerning the organization of the meeting and the workshop, I should be grateful if you would **register via the on-line form** <https://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000920> , as soon as possible, but **not later than *22 November 2016***. Please note that pre-registration of participants to workshops is carried out exclusively *online*.

12 **Remote Participation** will be available. Detailed instructions will be made available to registered participants.

13 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting and workshop** 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.

14 If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **four** weeks. Any such request should be made by official letter from the administration or entity you represent. This letter 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 and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academic Institutions.**

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1  
(to TSB Circular 244)

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| *This confirmation form should* ***be sent direct to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

**FG IMT-2020 Workshop and Demo Day: Technology Enablers for 5G** from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ in Geneva

Confirmation of the reservation made on (date) \_\_\_\_\_\_\_\_\_\_\_\_ with (hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**at the ITU preferential tariff**

\_\_\_\_\_\_\_\_\_\_\_\_ single/double room(s)

arriving on (date) \_\_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_\_ departing on (date) \_\_\_\_\_\_\_\_\_\_\_\_

**GENEVA TRANSPORT CARD**: Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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