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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnAudiovisual Media Accessibility** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2009-2012 |  |
| **English only****Original: English** |
| **WG(s):** | ALL | Toronto, Canada, 25 - 27 September 2012 |
| **DOCUMENT** |
| **Source:** | TSB |
| **Title:** | Sixth FG AVA meeting: 25 - 27 September 2012, Toronto, Canada |

This document provides information on the Sixth meeting of the Focus Group on Audiovisual Media Accessibility (FG AVA).

1 As proposed at its third meeting in Barcelona, Spain 19 January 2012, the Sixth meeting of the FG AVA is scheduled to take place at the at the Courtyard Marriott Downtown Toronto, Toronto, Canada, 25 – 27 September 2012.

2 The FG AVA is open to ITU Member States, Sector Members, 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 SDOs as well as other interested stakeholders.

3 The items for discussion at the meeting and any contributions received will be made available on the Focus Group web page at [**http://itu.int/en/ITU-T/focusgroups/ava**](http://www.hotelsuizo.com/). Additional information related to the meeting will also be made available on the ITU-T FG AVA web page.

4 The meeting will open at 0930 hours on 25 September 2012. **Participant registration will begin at 0900 hours at the following address:**  **Courtyard Marriott Downtown Toronto, Porter Meeting Room, 475 Yonge Street, Toronto, Canada.** No registration fee is required for participating in this meeting.

5 The discussions will be held in English only.

6 General Information for the 6th FG AVA Meeting can be found in **Annex A**.

Updated information relating to this event, including remote participation arrangements, will be made available on the ITU-T FG AVA web page.

7 To enable the organizers and TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please pre-register via the on-line form at the Focus Group web page as soon as possible but **before 25 August 2012**. **Please note that pre-registration of participants to the meeting is carried out exclusively online.**

To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form. Any special accommodations must be requested as soon as possible but **before 15 August 2012** by email to[tsbfgava@itu.int](http://www.resa.es/esl/residencias/investigadors/%28reservas%29/Curso) with the subject heading "FG AVA Accommodation request". Kindly note that remote participation, as well as real-time captioning, will be available at the meeting.

8 The **deadline for document submission** for this meeting is **15 September 2012**. Please note that this is a paperless meeting.

The documents will be made publicly available for this meeting and accessible via web browser from the ITU-T FG web page.

If you intend to submit a document please send it to the FG AVA secretariat at tsbfgava@itu.int

Documents will be processed by TSB and moved to the read-only folder for the meeting at:

<http://ifa.itu.int/t/fg/ava/docs/1209-toronto/in/> .

9 For any queries regarding FG AVA activities, please contact the TSB Focus Group secretariat at [tsbfgava@itu.int](http://itu.int/en/ITU-T/focusgroups/ava).

10 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend time in Canada. **The visa must be requested at least four (4) weeks before the starting date of the meeting** and obtained from the office (embassy or consulate) representing Canada in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Participants who need an invitation letter and/or a visa supporting letter for entering Canada are advised to get in touch with the following contact person in Canada:

Ms Debra Wilson

E-mail: dwilson@rim.com

Telephone: +1 519 597 5625

11For any queries regarding FG AVA activities, please contact the TSB Focus Group secretariat at tsbfgava@itu.int.

General Information for the 6th FG-AVA Meeting can be found in **Annex A**.

**Annex A
ITU FG AVA Meeting #6 General Meeting Information**

**Meetings and Dates:**

ITU FG AVA Meeting #6: 25 – 27 September 2012

**Location:**

Toronto, Canada

**Meeting Venue:**

Courtyard by Marriott Downtown Toronto

495 Yonge Street, Toronto

Telephone: +1 416 924-0611

Website: [Courtyard Downtown Toronto](http://www.marriott.com/hotels/travel/yyzcy-courtyard-toronto-downtown/)

**Hotel Accommodation:**

For your convenience, a block of rooms has been reserved at the meeting hotel. A preferred rate of $159 CAD + tax for single and double occupancy has been secured for ITU delegates attending the meeting.

Please reserve your room before the cut-off date of August 24th, 2012 by calling Marriott reservations directly at the appropriate toll-free number listed at this link [Toll Free Reservations](http://www.marriott.com/reservation/worldwide-hotel-reservation-numbers.mi)

Please use the group rate identifier “Research In Motion” to ensure you obtain the preferred rate.

**RESERVATION CUT-OFF DATE, 24 AUGUST 2012**

**Transportation:**

Information on public transportation from/to Toronto Pearson Airport (YYZ): [Transportation](https://www.marriott.com/hotels/maps/travel/yyzcy-courtyard-toronto-downtown/)

Please note that there is no airport shuttle to venue available. There is also no access to the city centre, hotels and/or venue from airport-arrangements provided by the host.

**Visa requirements:**

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Canada. **The visa must be requested at least four (4) weeks before the date of beginning of the workshop** and obtained from the office (Embassy or Consulate) representing Canada in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

To see the list of countries that have "Reciprocal Visa Exemption Arrangements" with Canada, please use the following link: [Visa Exemptions](http://www.cic.gc.ca/english/visit/visa-exempt.asp)

For any other information please proceed to [Visiting Canada](http://www.cic.gc.ca/english/visit/index.asp)

Participants who need any support for entering Canada are advised to get in touch with the contact person in Canada:

Ms Debra Wilson

E-mail: dwilson@rim.com

Telephone: +1 519 597 5625

**PRACTICAL INFORMATION:**

[Toronto Tourism](http://www.seetorontonow.com/Visitor/Plan-Your-Trip/While-Your-Here.aspx)

**WEATHER:**

**September Weather in Toronto:**

Average September temperature: 15.6ºC / 60ºF

September average high: 20.6ºC / 69ºF

September average low: 9ºC / 48ºF

Visitors can expect rain about 5 out of 30 days in September.

**What to Pack for Toronto in September:**

Visitors to Toronto in September should be prepared for a variety of temperatures. Pack clothing that can be layered. Pack your t-shirts, but just be sure to have a sweater or jacket on hand.

**TIME ZONE:**

The time zone in Toronto is: UTC+5.

Summer time: observed (UTC+5)

**ELECTRICITY:**

The standard supply is 120 volts at 60 hz.

The two following outlets are compatible with those available in Canada:

1. This is a Class II ungrounded plug with two flat parallel prongs, the prongs may be the same size or of different size.



b)         This plug is similar to the above except that it has a grounding prong



**BANKING FACILITIES:**

The meeting hotel is located in downtown Toronto where a multitude of banks are easily reached within a very short distance. Some of the main Canadian banking facilities are, Royal Bank of Canada, TD Bank (Toronto Dominion), Bank of Montreal (BMO), Bank of Nova Scotia (Scotiabank), Canadian Imperial Bank of Commerce (CIBC).

**VACCINATION AND HEALTH REQUIREMENTS:**

No vaccination is needed.

For those who are not covered by the Canadian national health insurance system, travel insurance with some medical cover is recommended.

**LOCAL HOST CONTACT:**

Ms Debra Wilson

E-mail: dwilson@rim.com

Telephone: +1 519 597 5625

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