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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group onIMT-2020** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2013-2016 |  |
| **English only****Original: English** |
|  |  | Palo Alto, 6-9 September 2016 |
| **MEETING ANNOUNCEMENT** |
| **Source:** | ITU |
| **Title:** | Seventh meeting of FG IMT-2020, Palo Alto, United States, 6(pm)-9 September 2016 |

1 The seventh meeting of the ITU-T Focus Group on IMT-2020 (FG IMT-2020) is scheduled to take place **from 6 (pm) to 9 September 2016 in Palo Alto, California, United States**, kindly hosted by **PARC**.

2 Participation in FG IMT-2020 is open to ITU Member States, Sector Member, 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 interested standards development organizations.

3 The meeting will open at **14:00** on **6 September 2016** at **PARC headquarters in Palo Alto**.

Participants check-in will begin at 08:30 hours. No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the online form at <http://itu.int/reg/tmisc/3000895> as soon as possible, but **not later than 29 August 2016**. 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.

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 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 ITU (tsbfgimt-2020@itu.int).

In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **1 September 2016**. Please note that this is a paperless meeting.

7 For logistical information please refer to Annex A of this document.

8 **Remote Participation:** As a remote delegate you will be able to hear plenary session 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 at <http://itu.int/reg/tmisc/3000895> as soon as possible, but **not later than 29 August 2016**. Detailed instructions will be made available to registered participants.

9 A meeting of the Focus Group management team will take place on 5 September 2016.

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 States. The visa must be requested and obtained from the office (embassy or consulate) representing the United States 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.

Should you require a personal letter of invitation for your visa application, please see **Annex B**. Your complete request should be sent out before **1 August 2016**. For more information about visiting the United States, please visit <https://www.dhs.gov/how-do-i/visit-united-states>.

ANNEX A

**Seventh meeting of FG IMT-2020**

Palo Alto, California, United States, 6-9 September 2016

***Practical information for participants***

# 1 Event venue

Palo Alto Research Center, 3333 Coyote Hill Road, Palo Alto, CA, USA 94304.

Badges will be available at the upper-level security entrance, near the flag poles.

Please note that September 5 is a national holiday in the United States, so travel in the period September 2 – 5 may be affected. Please book your travel and hotel early.

Access to the event location has stairs. Please notify the event contact (below) if you need access to an elevator.

# 2 Hotels

There is not a specific hotel for the meeting. Below are several hotels near the event location. Participants will need a rental car or other means of transportation. If you would like to offer or use a carpool between hotel and the event location, please email marc.mosko@parc.com and we will create a carpool list.

* Crowne Plaza Palo Alto
	+ 4290 El Camino Real Palo Alto, CA 94306
	+ Phone: 650-857-0787 (Reservations: 877-859-5095)
	+ Website: [www.cabanapaloalto.com](http://www.cabanapaloalto.com)
	+ Offers free shuttle service
* Hilton Garden Inn Palo Alto
	+ 4216 El Camino Real Palo Alto, CA 94306
	+ Phone 650-843-0795; fax 650-843-0796
	+ Website: <http://hiltongardeninn3.hilton.com/en/hotels/california/hilton-garden-inn-palo-alto-PAOCRGI/index.html>
* Homewood Suites by Hilton Palo Alto
	+ 4329 El Camino Real Palo Alto, CA 94306
	+ Phone: 650-559-8700; fax 650-559-8900
	+ Website: <http://homewoodsuites3.hilton.com/en/hotels/california/homewood-suites-by-hilton-palo-alto-PAOPAHW/index.html>
* Zen Hotel (formerly the Townhouse Inn)
	+ 4164 El Camino Real Palo Alto, CA 94306
	+ Phone: 650-493-4492 (Reservations: 800-458-8696)
	+ Website: [www.thezenhotel.com](http://www.thezenhotel.com)
* Dinah’s Garden Hotel
	+ 4261 El Camino Real Palo Alto, CA 94306
	+ Phone: 650-493-2844 (Reservations: 800-227-8220)
	+ Website: [www.dinahshotel.com](http://www.dinahshotel.com)

Other hotels are available in the area.

# 3 Arrival and transportation

There are two nearby international airports: San Francisco (SFO) <http://www.flysfo.com> and San Jose (SJC) <http://www.flysanjose.com>.

Directions to the event location are available at <http://www.parc.com/util/directions.html>.

# 4 Visa – Formalities for entering the United States

Depending on country of origin, participants may need a temporary US Visa. Please consult <https://travel.state.gov/content/visas/en/visit/visitor.html>. An invitation letter request form is available in Annex B.

# 5 Currency and exchange

The official currency of the United States is USD.

# 6 Language

The most commonly used language in the United States is English. The official working language of the meeting is English.

# 7 Climate

Palo Alto has a Mediterranean climate. In September, the average temperature is 9 (lows) – 23 (highs) ˚C with 4mm precipitation.

# 8 Local time

Day light savings Time Zone: UTC/GMT +7 Hours

# 9 Telecommunications

The area code for Palo Alto is +1 650.

# 10 Voltage

The electricity in United States is **110V**. Please be sure you have the correct adapter. Voltage converters will **not** be provided at the meeting.

# 11 Health

There are no vaccination requirements for visitors to the United States.

# 12 Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

# 13 Contact

For any further questions, please contact:

**Dr. Marc Mosko, Ph.D.**

**Palo Alto Research Center**

E-mail: marc.mosko@parc.com

Tel: [see information on SharePoint]

ANNEX B

**Seventh meeting of FG IMT-2020**

Palo Alto, California, United States, 6-9 September 2016

***Invitation letter request form***

To enter the United States for the meeting indicated above, you may need a letter of invitation from the host.

In order to obtain the invitation letter, please:

1. Complete the form below;
2. Scan your passport data page; and
3. Email completed form and scanned passport data page to marc.mosko@parc.com **and** tsbfgimt-2020@itu.int before **1 August 2016**.

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| --- | --- |
| Given name (First name) |  |
| Given name (Last name) |  |
| Date of Birth (dd/mm/yy) |  |
| Gender (Male/Female) |  |
| Nationality |  |
| Valid passport number |  |
| Expiry Date (dd/mm/yy) |  |
| Occupation and Job title |  |
| Name of Company/Organization |  |
| Company/Organization mailing address | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| Email address |  |
| Your stay in the US | Date of arrival (dd/mm/yy) |  |
| Date of departure (dd/mm/yy) |  |
| Participated in previous meetings of ITU-T FG IMT-2020 (yes/no) |  |

*End of form*