



## General Secretariat (SG)

Geneva, 25 February 2020

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To: ITU Member States

ITU Sector Members, Associates,  
Academia and relevant international,  
regional and national organizations

Contact: Mr Stefano Polidori

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Subject: **The Future of Television for Asia & Pacific  
(20 April 2020, Tokyo, Japan)**

Dear Sir/Madam,

1 It is my pleasure to invite you to attend the ITU Workshop on “**The Future of Television for Asia & Pacific**”, which will be organized on 20 April 2020 in Tokyo, Japan, at the kind invitation of the Ministry of Internal Affairs and Communications.

**VENUE:** The workshop will take place at the KDDI Hall, 1-8-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan.

2 The aim of the workshop is to discuss the future of television for Asia & Pacific with relevant stakeholders, covering regulatory and policy frameworks, emerging and convergent ICT Infrastructures and services, as well as user interfaces and accessibility issues. It also provides an opportunity to discuss TV-related regional and international standardization and to share best practices and case studies on cable TV implementations and other new TV services.

This event will be collocated with the meeting of the [ITU-T Study Group 9](#) (*Broadband Cable and TV*), planned in Tokyo at the same venue, from 16 to 23 April 2020 inclusive (see TSB Collective [5/9](#)). Also, a meeting of the Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA) may be organized in Tokyo on 21 April 2020. If the IRG-AVA meeting will be confirmed, more information will be available on the [IRG-AVA website](#).

3 This workshop is being organized to follow up to the successful series of workshops and events on the future of TV, which are being organized in various regions of the world with the support of the three bureaus of the ITU (standardization, radiocommunication and development). See for previous editions:

- [The Future of Television for Europe](#)  
Geneva, 7 June 2019
- [The Future of Television for the Americas](#)  
Bogotá, 26 Nov 2018
- [Future of Cable TV](#)  
Geneva, 25-26 January 2018

The event is also supported by the ITU-T SG9 (*Cable broadband and TV*) and ITU-R SG6 (*Broadcasting service*) and is an opportunity to bridge the requirements and needs of various countries with the standards community.

Eventually, it will contribute to the workflow of ITU Study Groups, namely:

- ITU-T SG9: Broadband cable and TV
- ITU-R SG6: Broadcasting service
- ITU-D SG1: Enabling environment for the development of telecommunications/ICTs
- ITU-D SG2: ICT services and applications for the promotion of sustainable development

4 Information relating to the event, including the programme and registration is available on the event's website at: <http://itu.int/go/TV-ASIA>

Please register via the online form no later than 31 March 2020. For your convenience, a list of recommended hotels and other practical information can be found in ANNEX A.

5 Participation is open to ITU Member States, Sector Members, Associates, ITU Academia and to any individual from a country which is a member of the ITU and who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. Participation to the workshop is free of charge.

6 **VISA SUPPORT:** To enter Japan, you may need a letter of introduction from the host, which you will need to present to the Japanese Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing Japan 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**. See **item 3 of ANNEX A and ANNEX B** for more information.

For additional information and questions relating to the event, please contact [tsbevents@itu.int](mailto:tsbevents@itu.int).

Please note also the following focal points for this event:

- ITU-D/BDT: Bozsoki, Istvan [Istvan.Bozsoki@itu.int](mailto:Istvan.Bozsoki@itu.int)
- ITU-R/BR: Chang, Ruoting [ruoting.chang@itu.int](mailto:ruoting.chang@itu.int)
- ITU-T/TSB: Polidori, Stefano [stefano.polidori@itu.int](mailto:stefano.polidori@itu.int)
- ITU Office for Asia & Pacific: Sameer Sharma [sameer.sharma@itu.int](mailto:sameer.sharma@itu.int)

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General

## ANNEX A

### PRACTICAL INFORMATION

#### 1. Meeting Venue

The meeting will be held at KDDI Hall, which is located at 1-8-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan

#### 2. Transportation and site information

##### Public transportation:

The venue is directly connected to Exit C1 of Otemachi (大手町) station. Also, you can walk from Tokyo station (1.0 km, 13 minutes) or from Kanda station (1.0 km, 13 minutes).

##### If you choose a taxi:

Please show the address above, or the following Japanese notation might be more convenient for taxi drivers:

KDDI ホール  
東京都千代田区大手町 1-8-1

The **map** of the meeting venue is available at the following URL:

<https://goo.gl/maps/yjRp2izmsUMkLidL8>

#### 3. Passports and Visas

All foreign visitors entering Japan must have a valid passport. Visitors from countries whose citizens require a visa should apply for a visa at the Japanese Embassy or Consulate as early as possible and well in advance of travel.

For requesting an invitation letter for visa purposes from the Japanese Administration, please see **Annex B**.

The focal point for visa support in Japan is:

E-mail: [itutsg9-visa2020@ituaj.jp](mailto:itutsg9-visa2020@ituaj.jp)

#### 4. Climate – April in Japan

Monthly Average temperature and precipitation in April in Tokyo, Japan, are given in the table below:

	April
Average Maximum Temperature	19°C
Average Minimum Temperature	10°C
Average Precipitation	100mm

#### 5. Information about Hotels around the meeting venue

Hotel Metropolitan Marunouchi: <https://www.hotelmetropolitanmarunouchi.jp/en/>

Mitsui Garden Hotel Otemachi: <https://www.gardenhotels.co.jp/otemachi/eng/>

Keio Presso Inn Otemachi: <https://www.presso-inn.com/english/otemachi.html>

Mitsui Garden Hotel Nihonbashi Premier: <https://www.gardenhotels.co.jp/nihonbashi-premier/eng/>

Kanda Grand Central Hotel: <http://www.pelican.co.jp/grandcentralhotel/en/index.html>

#### 6. Internet access and wireless coverage at the venue

The venue offers Internet access in all meeting rooms. You will find more information once at the venue.

## 7. Electricity

The electricity in Tokyo, Japan is generally 100V, 50Hz. Please make sure you have the proper adapter.



This socket is common in Japan.

## 8. Useful information

### *Currency exchange*

The currency in **Japan** is the "**yen**"; please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>.

## 9. Additional information

**9.1 Mobile phones:** Cell (mobile) phone and mobile data coverage is excellent. Most unlocked cell phones will work with a local SIM card.

**9.2 Tipping:** Tipping is not customary in Japan.

**9.3 Time Zone in April 2020:** UTC+9

**9.4 Emergency Number:** In case of emergency please dial 110 (Police), 119 (Medical Emergency and Fire).

## 10. Contact

[wtsa-sg9@ml.soumu.go.jp](mailto:wtsa-sg9@ml.soumu.go.jp)

## ANNEX B

### PROCEDURES FOR INVITATION LETTER REQUEST AND FORM

**Participants who require a visa** should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The consulate /diplomatic mission may take two weeks (more than one month in some cases) for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Please ensure that you should **fill out all items in this ANNEX B from the next page** used for issuing the Visa Supporting Documents, and **submit together with a Photo-Copy of PASSPORT (the page which includes photo and passport number)** to [itutsg9-visa2020@ituaj.jp](mailto:itutsg9-visa2020@ituaj.jp) by **Friday, 20 March 2020**.

**NOTE:**

*As for the flight information for Visa Supporting Documents, planned flight information is accepted. If your flight information is tentative, please send the accurate flight information later to the above email address no later than 20 March 2020.*

*The host will do its best to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the workshop.*



**VISA SUPPORTING LETTER REQUEST FORM**  
**Meeting of ITU-T Study Group 9 plus**  
**Workshop on the Future of TV for Asia & Pacific**  
(Tokyo, Japan, 16-23 April 2020)

**Please indicate the meetings you will be attending**

- 16, 17 & 21-23 April 2020 : SG9 Meeting  
 20 April 2010 : Workshop

**PERSONAL INFORMATION:**

Name (  Dr. /  Mr. /  Ms. )

\_\_\_\_\_

Given Name

Middle Name

Surname

Administration/Organization \_\_\_\_\_

Present Post (Title) \_\_\_\_\_

Business Address (PO BOX not allowed) \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ (Where you live)

Office Phone No. \_\_\_\_\_ Office Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

**FLIGHT INFORMATION:**

Arrival Flight No. \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Arrival Airport  Narita Airport  Haneda Airport  Other (airport name: \_\_\_\_\_)

Departure Flight No. \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Departure Airport  Narita Airport  Haneda Airport  Other (airport name: \_\_\_\_\_)

**PASSPORT INFORMATION:**

**✗Please attach Photo-Copy of PASSPORT (the page which includes photo and passport number)**

Passport No. \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Expiry \_\_\_\_\_

**HOTEL INFORMATION:**

Hotel Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Check-in Date \_\_\_\_\_ Check-out Date \_\_\_\_\_

\_\_\_\_\_