Geneva, 19 July 2010

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| **Telecommunication Standardization Bureau** |  |
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| Ref: | **TSB Circular 123** | - To Administrations of Member States of the Union  - To ITU-T Sector Members;  - To ITU-T Associates;  - To the Chairmen and Vice-Chairmen of all ITU-T Study Groups; |
| Tel:  Fax:  E-mail: | +41 22 730 5866 +41 22 730 5853  [tsbiptv@itu.int](mailto:tsbiptv@itu.int) | **Copy:**  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **ITU-T IPTV-GSI event**  **Singapore, 20-27 September 2010** |

Dear Sir/Madam,

1 In accordance with the request of the IPTV-GSI Coordinator (Mr. Masahito Kawamori), and confirmed by the management of the concerned study groups, I would like to inform you that the next ITU-T IPTV-GSI event will take place in the Biopolis which is located at 30 Biopolis Street, Matrix Building, Level 3, Singapore 138668, from **20 to 27 September 2010**.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be in the registration area.

2 The ITU-T webpage <http://www.itu.int/ITU-T/gsi/iptv/> gives details related to the event and will be kept updated as necessary.

Details on the draft IPTV-GSI work plan are provided in **Annex 1**.

Please note that collocated Interop event on IPTV is planned; for further details see:

<http://www.itu.int/net/ITU-T/cdb/Default.aspx>

3 Meetings and discussions will be held in English.

4 The meetings will be paperless.

5 The proposed agendas of rapporteur groups will be accessible from the IPTV-GSI web page (<http://www.itu.int/ITU-T/gsi/iptv/>).

6 Please note that, following a discussion at the TSAG meeting, 8-11 February 2010, and in agreement with the ITU-T Study Group Chairmen, contributions should now be received, on a trial basis, by TSB at least 12 (twelve) calendar days before the date set for the opening of the meeting. Such contributions will be published on the IPTV-GSI website and must therefore be received by TSB **not later than 7 September 2010** midnight, Geneva time. Contributions are to be submitted by electronic mail to the TSB IPTV secretariat [tsbiptv@itu.int](mailto:tsbiptv@itu.int). IPTV-GSI Contributions shall use the ITU-T template which is available at: <http://www.itu.int/oth/T0A0F000010/en>. IPTV-GSI Contributions will be posted at <http://www.itu.int/ITU-T/gsi/iptv/>.

7 With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

8 Each meeting room will be equipped with wireless access to the Internet. Those who wish to use the wireless access must be equipped with the necessary hardware and correctly configured computer.

9 Please note that pre-registration of participants to this IPTV-GSI event is carried out *online* at the following website: <http://www.itu.int/ITU-T/gsi/iptv/>

10 To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, I should be grateful if you would register as soon as possible, but **not later than 20 August 2010**.

11 For your convenience, a hotel reservation form is provided in **Annex 2**. Useful information on Singapore is provided in **Annex 3.**

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 3**

ANNEX 1  
(to TSB Circular 123)

**Draft IPTV-GSI work plan**

**Singapore , 20-27 September 2010**

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|  | **Monday 20 Sept.** | | | | | **Tuesday 21 Sept.** | | | | | **Wednesday 22 Sept.** | | | | | **Thursday 23 Sept.** | | | | | **Friday 24 Sept.** | | | | | **Monday 27 Sept.** | | | |
|  | **AM** | | **PM** | | | **AM** | | **PM** | | | **AM** | | **PM** | | | **AM** | | **PM** | | | **AM** | | **PM** | | | **AM** | | **PM** | |
| TSR [80] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  | X |  |
| **SG 2** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qs7,8[20] |  |  |  |  |  |  |  |  |  |  |  | X(1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG 9** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qs8, 9, 10/9 [20] |  |  |  | X |  | X | X | X | X |  |  | X(1) | X | X |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |
| **SG 16** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q13/16 [35] |  | X | X | X | X(0) | X | X | X | X | X(0) | X | X(1) | X | X | X(0) | X | X |  |  |  | X | X |  |  |  |  |  |  |  |
| Q21/16 [20] |  |  | x | x |  |  |  | X | x |  |  | X(1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drafting Group[20] |  |  | X | X | X(0) |  |  | X | X | X(0) |  | X | X | X | X(0) |  | X | X | X | X(0) |  | X | X | X | X(0) |  |  |  |  |

[N] Room capacity; (For X(1) Joint-session: capacity = 80)

Meeting times, unless otherwise stated, are 09:00 to 10:45, 11:15 to 12:30, 14:00 to 15:45 and 16:15 to 17:30 hours. Evening sessions start at 18:00.

Morning TSR starts 09:30; Afternoon TSR starts 14:30

**Notes:**

(0) Evening session.

(1) Joint meeting

ANNEX 2  
(to TSB Circular 123)

Attn: **Lily Wong** DID: (65) 6739-6569 FAX: (65) 6739-6605 HOTLINE: (65) 6739-6588

Senior Sales Manager Email: **lily.wong@orchardhotel.com.sg**

PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

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| ITU-official-logo_75 | ***ITU Internet Protocol Television Global Standards Initiative (IPTV-GSI)***  ***20 – 27 September 2010, Singapore*** | C:\Users\s1200640c\Documents\DATA\ida.bmp |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Booker Information** | | | | | | |
| **Contact Person** | **:** |  |  | **Date** | **:** |  |
| **Company** | **:** |  |  | **Telephone** | **:** |  |
| **Fax** | **:** |  |  | **Email** | **:** |  |

*Please indicate accordingly*

**RESERVATION**  **AMENDMENT**  **CANCELLATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Travel Guest Information** | | | | | | |
| **Guest Name** | **:** |  | | | | |
|  |  | *(Please underline the Family Name)* | | | | |
| **Organization** | **:** |  | | | | |
| **Address** | **:** |  | | | | |
|  |  |  |  | **Country** | **:** |  |
| **Tel** | **:** |  |  | **Fax** | **:** |  |
| **No. of Nights** | **:** |  |  | **Email** | **:** |  |
| **Arrival** | **:** |  |  | **Arrival Flight/Time** | **:** |  |
| **Departure** | **:** |  |  | **Departure Flight/Time** | **:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accommodation Request ***(Please select your accommodation requirements by ticking appropriate box)*** | | | | | |
| Room Category | Room Rates | | | | |
| Single (1 Person per room) |  |  | Double/Twin (2 Persons per room) |  |
| Superior Room | **S$247.50+7%GST per room per night**  **(inclusive of Breakfast and internet)** |  |  | **S$269.50+7%GST per room per night**  **(inclusive of Breakfast and internet)** |  |
| Deluxe Room | **S$269.50+7%GST per room per night**  **(inclusive of Club Benefits)** |  |  | **S$291.50+7%GST per room per night**  **(inclusive of Club Benefits)** |  |

* ***Kindly note that a surcharge of S$176+7%GST per room per night is applicable during F1 Period from 22 – 26 September 2010, all nights inclusive.***

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| Additional Requirements | | | | |
|  | | Yes |  | No |
| Airport Limousine Transfer | | | | |
| * *Arrival* | |  |  |  |
| * *Departure* | |  |  |  |
| ***Airport Limousine Transfer is at S$67.41nett per way (Additional charge of S$10.70nett per way for transfer is required between 1100 – 0700hrs)*** | | | | |
| Remarks / Requests: |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Billing / GUARANTEED Instructions** | | | | | |
| **Please charge my** Visa Mastercard Diners AmexJCB credit card for room reservation | | | | | |
| **Card Holder Name** | **:** |  | | | |
| **Card Number** | **:** |  | **Expiry Date** | **:** |  |
| **Signature** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

* All rooms reserved are inclusive of 10% service charge and prevailing government taxes.
* Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by 19 July 2010. Thereafter, the room rates may vary at the point of reservation.
* Check-In Time is at 1400hours and Check-Out Time is at 1200hours. Early Check-In or late Check-Out is subject to rooms’ availability. Check out after 1200 hours but before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for check out after 1800 hours.
* Should there be a “No Show” for guaranteed reservations; a full duration room charge will be levied as “No-Show” charge.
* In the event of cancellation prior to arrival, full duration charge will be applicable.
* Official confirmation of your reservation will be sent by Orchard Hotel Singapore.

***Thank you for choosing Orchard Hotel as your choice of accommodation.***

ANNEX 3  
(to TSB Circular 123)

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| ITU-official-logo_75 | ***ITU Internet Protocol Television Global Standards Initiative (IPTV-GSI)***  ***20 – 27 September 2010, Singapore*** | C:\Users\s1200640c\Documents\DATA\ida.bmp |
| About Singapore | | |

Some refer to her as the “little red dot”, but Singapore’s presence in the world today is larger than that moniker. In fact, Singapore is a bustling cosmopolitan city that offers a world-class living environment, with her landscape populated by high-rise buildings and gardens. One interesting facet you’ll discover about Singapore is a ubiquitous collage of cultures, where people of different ethnicities and beliefs coexist. Besides a vibrant multicultural experience, there’s more you can discover about Singapore.

**Airport Tax**

A Passenger Service Charge should be incorporated in your air ticket. If this has not been done, you are required to pay this charge during check-in.

**Currency and Credit Cards**

The unit of currency is the Singapore dollar (S$). Money exchange facilities are available at banks and money changers which are located in most shopping centres and at the airport. $1 SGD is approximately equal to $0.71 USD. All major credit cards are widely accepted by establishments in Singapore.

**Transport from Singapore Changi Airport to City**

Taxis

Available at taxi pick-up points at the Arrival levels. The journey to city is estimated to cost between S$18.00 and S$38.00 and takes approximately 30 minutes.

Airport Shuttle Bus to City Hotels

* S$9.00 per Adult
* S$6.00 per Child

Limousine Taxis & Large Taxis

* 4-seater Limousine Taxi - $45.00\* per departure from airport
* 7-seater Large Taxi - $50.00\* per departure from airport

*\*Additional surcharge of $10.00 applies per additional stop*

The journey to the City takes approximately 30 minutes.

Contact Information

* Terminal 1 : (65) 6543 1985
* Terminal 2 : (65) 6546 1646
* Terminal 3 : (65) 6241 3818

Changi Airport Train (MRT) Station is located under Terminals 2 and 3, and is linked to the arrivals and departures by escalators and lifts. The first train arrives at around 0530hr and the last leaves at 2318hr.

A single fare to the city costs about S$2.70 (inclusive of S$1.00 refundable deposit) and takes approximately 27 minutes. Tickets are available at the station. For more information, please visit [Singapore Mass Rapid Transit](http://www.smrt.com.sg/trains.html).

Public bus service 36 goes to the city. The first bus arrives at around 0600hr and the last leaves at midnight. A single fare costs below S$2.00 and takes about an hour. Bus stops are located under Terminals 1, 2 or 3. Please prepare the exact fare as no change will be given.

**Food**

Eating out in Singapore offers the greatest feast in the east. From side-street hawker stalls to Cordon Bleu, the city is home to a mouth watering array of Chinese, Indian and Malay cuisines as well as culinary favourites from all over the world. There are eating places which suit every budget.

**Goods and Services Tax**

There is a 7% Goods and Services Tax (GST) levied on all goods imported into Singapore. You may, as a visitor to Singapore, claim for refund of GST paid on your purchases if you have spent a minimum of S$300 on goods at a shop or different outlets of the same retail chain displaying either the “Tax Refund” or “Tax Free Shopping” logo. You may process your claim forms during your departure from Singapore Changi Airport. There are GST Refund Counters at Terminal I -Terminal III of Changi Airport.

**Local Time**

GMT + 8 hours

**Electricity**

220 – 240 Volts AC, 50 Hz. The power plugs used in Singapore are of the three-pin, square shaped types.

**Climate**

Singapore is an equatorial country with relatively uniform temperature, high humidity and abundant rainfall. Temperatures reach a maximum of 31 degree Celsius during the day, falling to a pleasant 25 degrees during evening hours. There are no distinct wet or dry seasons but the heaviest rainfall occurs between November and January.

**Language**

There are four languages; English, Malay, Chinese (Mandarin) and Tamil. English is the business language and it is widely spoken.

**Medical Facilities**

Most hotels have their own doctor on 24 hour call. Contact the front office and/or Concierge for assistance. Doctors are listed under “Medical Practitioners”. For Ambulance call 995.

**Shopping**

Truly a shopper’s paradise, Singapore offers treasures from both the sophisticated West and the exotic East. Air-conditioned shopping centres and bazaars offer a wide variety of goods ranging from the latest electronic products to jewellery and souvenirs. Elegant off-the-peg fashions and the finest haute couture from Paris, Milan, London and New York are available. Duty-free shopping for items such as clothing, cameras, watches and electrical product are also available for visitors to Singapore at selected stores both in the city and at the airport.

**Smoking**

Smoking in all air-conditioned public places is against the law and subjected to a fine of S$200 and S$500 for a subsequent offence. Smoking is also prohibited in all covered areas, including hawker centres, coffee-shops, cafes, fast-food outlets, bus interchanges and shelters, public toilets, public swimming complexes, entertainment nightspots, children's playgrounds, exercise areas, markets, underground and multi-storey car parks, ferry terminals and jetties, non-air conditioned areas in offices, factories, shops, shopping complexes and lift lobbies. For establishments with an outdoor area, some areas are marked and set aside for smoking.

No smoking is allowed within a radius of 5 metres of all public entrances or exits, windows and ventilation intake of buildings.

**Tipping**

Tipping is not customary and is discouraged. It is generally not expected at hotels and establishments, which levy a 10% service charge.

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