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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 12 February 2019 | |
| Ref: | **Addendum 1 to**  **TSB Collective letter 7/13**  SG13/TK | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 13;  - To ITU Academia | |
| Tel: | +41 22 730 5126 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg13@itu.int](mailto:tsbsg13@itu.int) | |
| Web: | <http://itu.int/go/tsg13> | |
| Subject: | **Meeting of Study Group 13; Victoria Falls, Zimbabwe, 4-14 March 2019** | | | |

Dear Sir/Madam,

In addition to the information provided in the Collective letter [7/SG13](https://www.itu.int/md/T17-SG13-COL-0007/en) of 7 December 2018, I am pleased to inform you that **the meeting venue** is **The Kingdom Hotel** at Victoria Falls, 1 Mallet drive, Victoria Falls, Zimbabwe.  
   
For reservation at the meeting venue hotel, please use the code “**ITU –2019 Conference**” and send an email to: [hotels@legacyhotels.co.za](mailto:hotels@legacyhotels.co.za); [edube@legacyafricahotels.com](mailto:edube@legacyafricahotels.com); [lmvhiringi@legacyafricahotels.com](mailto:lmvhiringi@legacyafricahotels.com) or call   
+263 83 2844275 - 9. Delegates are encouraged to book at any of the hotels since there are a limited number of rooms available at the Kingdom Hotel. Other major hotels for delegates to be considered are Elephant Hills Hotel, A’Zambezi River Lodge, Rainbow Victoria Falls Hotel, Stanley & Livingstone Boutique Hotel. Note, **negotiated rate** is applicable for A’Zambezi River Lodge and Rainbow Victoria Falls Hotel. Please refer to Annex A and quote “POTRAZ/ITU Meeting” on your reservations to get special rates at these two hotels.

Please note that at the courtesy of the hosting organization, POTRAZ, **interpretation** in French and English will be provided at the plenary sessions.

In addition, the host will provide **shuttle buses** between the airport and hotels in Victoria Falls and between hotels and the meeting venue. In order to enable POTRAZ to arrange for airport pick-up and shuttle bus services between hotels, please kindly send your itineraries and information on your hotel bookings to:

**Tsitsi Muyemayema Norah Zaranyika**  
Email : [muyemayema@potraz.gov.zw](mailto:muyemayema@potraz.gov.zw) Email : [zaranyika@potraz.gov.zw](mailto:zaranyika@potraz.gov.zw)   
Phone: +263 242 333032 Phone: +263 242 333151  
Mobile: +263 773 004 495 Mobile: +263 712 871 341

I wish you a productive and enjoyable meeting.

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| --- | --- |
| Yours faithfully,    Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg13 ITU-T SG13 |
| Latest meeting information |

**ANNEX A**

**Special Accommodation Rates (USD) for ITU-T Study Group 13 Meeting,   
4-14 March 2019, Victoria Falls, Zimbabwe**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel** | **Room Type** | **Single BB** | **Double/Twin BB**  ***Per Person Sharing*** | **Dinner and**  **Beverage** |
| **Rainbow Victoria Falls Hotel** | Standard  Deluxe | US$190.00  US$220.00 | US$135.00  US$190.00 | US$30 |
| **A’ Zambezi River Lodge** | Standard  Luxury Suite | US$270.00  US$380.00 | US$170.00  US$215.00 | US$35 |

**Terms and Conditions**

* Rates are inclusive of VAT
* Rates are net, that is exclusive of commission
* Rates are inclusive of breakfast
* Child policy is as follows:

Infants refer to guests under the age of 2 years

Children refer to guests under the age of 12 years

* 50% of the total amount quoted is required within 72 hours of making an enquiry to

guarantee your booking.

* Full payment is required 2 weeks before the function date.
* Rates are subject to change without notice

**Cancellation Policy**

Accommodation and conference rooms booked are subject to the following policy.

|  |  |
| --- | --- |
| 15 - 29 Days | 50% refund is made |
| 8 - 14 Days | 25% refund is made |
| 0 - 7 Days | No refund |

**No Shows**

Guests with a valid room reservation who do not arrive on the day of the reservation will

be considered no – shows and the applicable room rate equal to one night stay will be

charged.

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