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| --- | --- | --- |
|  | **国 际 电 信 联 盟****电信标准化局** |  |

 2018年5月16日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号： | **电信标准化局第4/16号集体函**SG16/SC | 致：* 国际电联各成员国主管部门；
* ITU-T部门成员；
* ITU-T第16研究组部门准成员；
* 国际电联学术成员
 |
| 电话： | +41 22 730 6805 |
| 传真： | +41 22 730 5853 |
| 电子邮件： | tsbsg16@itu.int |
| 网址： | <http://itu.int/go/tsg16> |  |

|  |  |
| --- | --- |
| 事由： | **第16研究组的会议；2018年7月9日 – 20日，卢布尔雅那** |

尊敬的先生/女士：

我高兴地通知您，第16研究组（多媒体编码、系统和应用）将于2018年7月9日至20日（含）在斯洛文尼亚卢布尔雅那召开会议。

在此期间，若干其他会议也将在同一地点举行，具体有视频编码联合协作团队（JCT-VC）和视频联合专家组（JVET）、ISO/IEC JTC1 SC29/WG11（MPEG）以及关于电子服务多媒体方面的联合协调活动（JCA-MMeS）。第16研究组管理班子正在考虑组织一个讲习班；更新信息将在第16研究组网站（<https://itu.int/go/tsg16>）上提供。请注意，上述各项活动均需与第16研究组的会议分开、单独注册。

例外的是，由于新系统存在技术问题，会议注册将不使用电信标准化局第68号通函所述的联系人批准，而是采用之前的程序，详情见附件A。

我谨通知您，第一天的会议将于11时15分开始。与会者的注册工作将自8时30分起在会议入口处开始。有关会议厅安排的具体信息将通过第16研究组的电子邮件通讯录散发，并由主办方在现场公布。有关该会议的更多信息见**附件A**，主办方提供的实用信息见**附件D**。除此附件中的信息外，主办方已设置网站，帮助代表为此会议进行准备；请参见<https://www.kcmweb.de/conferences/itu_sg16/>。

会议**议程**草案和**时间表**草案经第16研究组主席罗忠先生（中华人民共和国）及其管理班子同意制定，分别见**附件B**和**C**。

（会前）重要截止日期

|  |  |  |
| --- | --- | --- |
| 两个月前 | 2018年5月9日 | – 提交实时字幕和/或手语翻译要求– [提交需要翻译的ITU-T成员文稿](http://itu.int/net/ITU-T/ddp/) |
| 六个星期前 | 2018年5月28日 | – 提交与会补贴申请（通过附件中的注册表进行） |
| 一个月前 | 2018年6月9日 | – 预注册（通过[研究组主页](http://itu.int/go/tsg16)提供的注册表进行）– 提交签证协办函请求（详情见附件D） |
| 12个日历日前 | 2018年6月26日 | – （通过[文件直传](http://www.itu.int/net/ITU-T/ddp/)系统）[提交ITU-T成员文稿](http://www.itu.int/net/ITU-T/ddp/) |

祝您与会顺利且富有成效！

|  |  |
| --- | --- |
| 顺致敬意！（原件已签）电信标准化局主任李在摄 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16ITU-T SG16 |
| 最新会议信息 |

**附件：4件**

**附件A****会议实用信息**

工作方法与设施

**提交和获取文件：**会议将为无纸化会议。成员文稿应通过[文件直传](http://itu.int/net/ITU-T/ddp/)系统提交；临时文件草案应使用[适当模板](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)通过电子邮件提交给研究组秘书处。通过研究组主页可获取会议文件，但仅限于ITU-T成员/[TIES账户持有者](http://www.itu.int/TIES/)。

**口译服务：**根据与ITU-T第16研究组达成的一致意见，此类在日内瓦以外举行的会议仅以英文进行。

会场将提供**无线局域网**设施，供代表使用。详尽信息见本地。

**无障碍获取服务设施：**可应要求在讨论有关无障碍获取事宜（第24/16和26/16号课题）时，向需要实时字幕和/或手语翻译的人员提供此类服务，条件是可以找到此类译员且资金允许。有关无障碍获取服务的申请**必须至少在会议召开日的两个月前**通过勾选注册表中的相应方框提出。

**预注册、新代表、与会补贴和协助办理签证**

**预注册：**请ITU-T会议的与会者**在会议开始至少一个月前**通过研究组主页进行在线预注册。请成员尽可能吸收女代表加入代表团。

为便于主办方做出必要安排，请您通过信函、传真（(+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式**在2018年6月9日之前**将代表贵主管部门、部门成员、部门准成员、学术机构、区域性组织和/或国际组织或其他实体出席会议的人员名单发至我处。请各主管部门注明其代表团团长的姓名（如果有副团长，亦盼一并注明）。

**与会补贴：**视可用资金情况，可能会向每个[最不发达国家或低收入国家](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf)主管部门提供两份非全额与会补贴，以促进相关国家代表的与会。请进一步注意，若申请两（2）份非全额与会补贴，至少一份必须是经济舱机票。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用**表1**）必须在**2018年5月28日**之前交回国际电联。请注意，决定发放与会补贴的标准包括：电信标准化局的可用预算、申请者向会议提交的文稿、不同国家和区域间的公平分配以及性别平衡。申请者必须进行会议预注册。

**签证协办：**由于此会议在瑞士以外的地方举行，签证协办请求应直接提交给会议主办方。相关说明见**附件D**第3段“护照和签证”以及第16研究组网页。

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |
| --- | --- | --- |
|  | **Fellowship request form****Meeting of ITU-T Study Group 16(Ljubljana, Slovenia, 9-20 July 2018)**Request for one partial fellowship (submission deadline: **28 May 2018**) |  |
| Please return completed form, preferably by email, to:ITU Fellowships, Geneva (Switzerland) | E-mail: fellowships@itu.intTel: +41 22 730 5227Fax: +41 22 730 5778 |
| **Applications from women are encouraged** |
| Registration number (required):(Pre-registration is [online only](http://itu.int/go/tsg16)) |  |
| Title(s) of contributions submitted/planned: |  |
| Country ([list of eligible countries](https://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf)): |  |
| Name of the Administration/Organization: |  |
| Professional role/title: |  |
| Mr/Mrs/Ms: |  |
| Applicant’s family name: |  |
| Applicant’s given name: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Passport number: |  |
| Date and place of issue: |  |
| Passport valid until (date): |  |
| Nationality: |  |
| Date of birth: |  |
| Please select your preferred fellowship type (one only),which ITU will do its best to accommodate:[ ]  **Economy class air ticket (duty station -> event venue -> duty station)**[ ]  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** |
| **Signature of applicant:**  | **Date:**  |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. |
| **Signature and stampof certifying official:**  | **Date:**  |

ANNEX B
Draft agenda

|  |  |
| --- | --- |
|  | Opening of meeting, meeting agenda and documentation |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Approval of previous SG16 meeting report (SG16-R5 to R9) |
|  | Feedback and status reports on interim activities and collaboration matters (*inter alia* ITU-T SG9, ITU-T SG12, ITU-R, ITU-D, IETF, IEC TC100, ISO/IEC JTC1/SC 29/WGs 1 & 11, CITS) |
|  | Promotion activities and workshops |
|  | Objectives for this meeting |
|  | Guidelines for the meeting of Working Parties and of Plenary Question |
|  | IPR Roll call |
|  | Review and approval of meeting results, including update of SG16 work programme |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C**

**Draft time plan of SG16 meeting (Ljubljana, Slovenia, 9-20 July 2018)**

**

**Notes:**

|  |  |
| --- | --- |
|  | "P" stands for plenary. |
|  | Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting. |
|  | The Joint Collaborative Team on Video Coding (JCT-VC) and the Joint Video Experts Team (JVET) plan to also meet during the weekend. See <http://itu.int/go/jctvc> and <http://itu.int/go/jvet> for final dates and other details. |

*For schedule updates, please see:* <http://itu.int/go/tsg16>.

**ANNEX D**

**Practical information**

(Please see an updated version of this practical information on the [SG16 website](http://itu.int/go/tsg16).)

## MEETING VENUE

**Venue:** Ljubljana Exhibition and Convention Centre

**Address:** Dunajska cesta 18

 1000 Ljubljana

 Slovenia

**Tel.:** +386 (0) 1 300 26 11

**Website:** [www.ljubljanafair.com](http://www.ljubljanafair.com/)

The GR – Ljubljana Exhibition and Convention Centre is the leading event centre in Slovenia, located only a few minutes from the Ljubljana Old Town and the main station.

It offers 20 multifunctional halls with over 12 000 m², which are complemented by over 8 000 m² external exhibition space.

The function rooms, providing a high degree of versatility, can be arranged to welcome any kind of meeting from 15 to 4 000 delegates.

The entire GR premises are fitted with state-of-the-art technical equipment and high-speed Wi-Fi.

## HOTELS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hotel** | **Distance to the conference venue** | **Min. by foot** | **Min. by bus** | **Bus stop** | **Indicative price** |
| [Austria Trend Hotel](https://www.austria-trend.at/en/hotels/ljubljana) | 2.3 km | 30 min | 10 min | Smelt | 95 EUR |
| [Grand Hotel Union](https://www.union-hotels.eu/en/grand-hotel-union/) | 1.2 km | 15 min | 5 min | Tourist | 126 EUR |
| [Best Western Premier Slon](https://www.bestwestern.at/hotels/Ljubljana/BEST-WESTERN-PREMIER-Hotel-Slon?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:89400) | 1.1 km | 15 min | 12 min | Ajdovscina | 129 EUR |
| [Central Hotel](https://www.union-hotels.eu/en/central-hotel/) | 950m | 12 min | 6 min | Bavarian Court | From 110 EUR |
| [Hotel Park](https://www.hotelpark.si/en/) | 1.7 km | 20 min | 8 min | Ilirska | 100 EUR |

For more hotels in Ljubljana, please see the following site: "[Hotels in Ljubljana](https://www.visitljubljana.com/en/visitors/places-to-stay/?category=24)".

## PASSPORTS AND VISAS

 **3.1** **Visa Information**

A national of another EEA Member State (EEA citizens are nationals of the EU Member States, Norway, Iceland and Liechtenstein) or Switzerland may enter the Republic of Slovenia with a valid personal identity card or passport, and does not require an entry permit (visa) or residence permit.

Visit <http://www.mzz.gov.si/en/entry_and_residence/for_visa_applicants/> to find out whether you need a visa or not.

**3.2** **Invitation letter**

Delegates needing an invitation letter for visa purposes should register first online on the ITU‑T SG16 website, then fill out the form found at the following URL:
<http://www.kcmweb.de/conferences/uploads/conferences/Visum%20MPEG%20123%20ITU%20SG16.doc>. After that please contact the meeting organizer at office@kcmweb.de providing a copy of the registration confirmation e-mail and the filled-in form. The meeting organizer will then process the duly filled-in returned document.

Delegates are urged to register early, in order to allow ample time to process the application.

## TRANSPORTATION AND SITE INFORMATION

**From the Airport to the Conference Centre**

• By taxi, approximate cost: 35 EUR; distance: 25 km

• The airport is connected to Ljubljana by a city bus service departing every hour from Stand 28 of the bus station (50-min. journey) and costs around 4 EUR. The airport is also connected to the city by shuttle buses, one departing every hour.

For more information, please visit: [www.fraport-slovenija.si/en/passengers-and-visitors/getting-here/](http://www.fraport-slovenija.si/en/passengers-and-visitors/getting-here/)

### 4.1 Flight Connection: Ljubljana Airport

The Ljubljana Jože Pučnik Airport is located 25 km northwest of the city of Ljubljana. It is the largest and the most important airport of Slovenia. In 2016, the Ljubljana airport transported around 1.4 million passengers.

It serves as the home base for Adria Airways, the largest airline in Slovenia.

Airlines that fly to Ljubljana:

• Czech Airlines (from Prague)

• Air Serbia (from Belgrade)

• Régional (from Paris-Charles de Gaulle airport)

• Turkish Airlines (from Istanbul-Atatürk airport)

• Finnair (from Helsinki)

• Adria Airways (from Munich, Copenhagen, Vienna, Zurich)

### 4.2 Public Transport

The centre of Ljubljana is small enough to cover by foot. You can pick up a city map at a tourist information centre or in the train station.

**Bus**

The public bus service (LPP, <http://www.lpp.si/en>) has 26 bus lines which run every 5-10 minutes (every 15-30 minutes during the weekend).

If you like to travel by city buses, you should purchase the Urbana public transport card. It is available from LPP ticket offices, tourist information centres, most of the city kiosks and post offices. The card is priced at 2 EUR and can store up to 50 EUR of credit to be spent on city bus fares.

A single journey fare is 1.20 EUR. It covers one journey up to 90 min. regardless of the number of buses needed to be changed to reach the destination.

The bus stop in front of the conference venue is called **Raztavišče**.

## 5. LOCAL INFORMATION

### 5.1 Currency exchange

 In Slovenia the valid currency is the Euro (EUR). Currency can be changed at exchange offices, hotel receptions, tourist agencies, petrol stations and major shopping centres.

 Please check the currency exchange rate in the local bank system or use the following link as a reference: <https://themoneyconverter.com/EUR/USD.aspx>.

### 5.2 Climate

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Maximum temperature** | **Minimum temperature** | **Rain days** |
| January | 1.4°C | −4.7°C | 9 |
| February | 4.9°C | −3.8°C | 8 |
| March | 10.2°C | 0°C | 8 |
| April | 15.6°C | 4.3°C | 10 |
| May | 20.2°C | 8.8°C | 12 |
| June | 24°C | 12.2°C | 11 |
| *July* | *26.4°C* | *13.7°C* | *10* |
| August | 25.7°C | 13.2°C | 9 |
| September | 21.8°C | 10.3°C | 8 |
| October | 15°C | 5.8°C | 10 |
| November | 7.7°C | 2°C | 11 |
| December | 3.1°C | −2°C | 10 |

**5.3** **Time Zone:** Central European Summer Time (CEST) GMT+2

**5.4** **Electricity**

 The standard voltage in Slovenia is 220 volts, 50 Hz AC with a round two-pin plug (European standard).



**5.5** **Emergency Numbers:** In case the worst should happen, here are the most important telephone numbers in Ljubljana:

Fire brigade: 122

Police: 133

Mountain rescue: 140

Doctors: 141

Rescue/ambulance: 144

### 5.6 Pharmacies

**The Lekarna pri Polikliniki duty pharmacy** is open 24 hours a day, seven days a week.

Njegoševa cesta 6k

Tel.: +386 (0)1 230 61 00

E-mail: lekarna.poliklinika@lekarna-lj.si

**EMERGENCY DENTIST**

**Daytime hours:**

• Mon-Sat: 0700-1900 hours (all Ljubljana Community Health Centres)

• Sunday and public holidays: 0800-1600 hours

Central Ljubljana Community Health Centre, Metelkova ulica 9.

**Late-night hours:**

**EMERGENCY HEALTH CENTRE**

Central Ljubljana Community Health Centre

Metelkova ulica 9

+386 (0)1 472 37 18)

Working hours: 2100 – 0400 hours daily

### 5.7 Business Hours

 Banks

 Mon-Fri: 0900-1700 hours.
Some banks close their offices at noon for one hour.

 ATMs – You can withdraw cash 24 hours a day from most of the ATMs around Ljubljana using MasterCard, Visa, Maestro, Cirrus and Visa Electron Plus cards. There is an exceptionally high number of ATMs in Slovenia. In addition to cash withdrawals, many of them offer other types of services.

 Changing money – Currency can be changed at exchange offices, hotel receptions, tourist agencies, petrol stations and major shopping centres.

 Post Offices

 Mon-Fri: 0800-1800 hours
Sat: 0800-1200 hours

 Museums and Galleries

 Tue-Sun: 0900 /1000 – 1700 / 1800 hours
Mon: closed

 Find the contact details for the museum you want to visit, e.g. <http://www.ljubljana.info/museums/>.

### 5.8 Restaurants

**Tipping:** In many service areas, such as restaurants, taxis, hairdressers etc., a tip is traditionally given and very much welcomed. Normally, it is from 5 to 10 percent, with the exact amount depending on the level of satisfaction with the service provided.

### The Verace 2.0 is located at the Dunajska cesta 20, right next to the conference venue. This restaurant offers authentic Neapolitan Pizza.

Opening hours:
Mon-Wed 1100 – 2000 hours

Thu-Fri: 1100 – 2200 hours

Sat: 1200 – 2200 hours

Sun: closed

* The **Paviljon** is located at the conference venue. It is a Pub, Pizzeria and a Lounge-Bar at the same time. It offers Italian Pizza and American meat dishes. In addition, the Paviljon offers a large selection of international beers.

Opening hours:
Mon–Sat: 1100 – 2200 hours
Sun: closed

Other restaurants nearby; see [here](http://www.kcmweb.de/conferences/ITU_SG16alias/restaurants-shopping-6.html).

### 5.9 Shopping

The Ljubljana shopping malls and plenty of small stores in the city of Ljubljana have a large variety of products and brands known worldwide.

The largest shopping malls are located in the suburbs.

A visit to the centre of the old town is the perfect opportunity to buy local products, art and handmade goods at the market.

**Shops**

Mon-Fri: 0700 / 0900 – 1900 / 2100 hours
Sat: 0700 / 0900 – 1300 / 1500 hours
Sun: 0900 – 1300 hours (only major shopping centres)

The opening hours of shops are not strictly defined. There are 24-hour grocery stores in major cities. Certain essentials are available 24 hours a day at major petrol stations as well.

### 5.10 Meeting organizer

**Kenzler Conference Management**

**Ms Silke Kenzler**

Karla-Schmidt-Str.14

D-30655 Hannover

Germany

Tel.: +49 (0) 511 655 81 86 0
Fax: +49 (0) 511 655 81 86 1
E-mail: office@kcmweb.de

Conference Website: <https://www.kcmweb.de/conferences/itu_sg16/>

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