

UPDATED ANNEX TO TSB CIRCULAR 16

ANNEX A

PRACTICAL INFORMATION

(Please see an updated version of this practical information on the [workshop webpage](#))

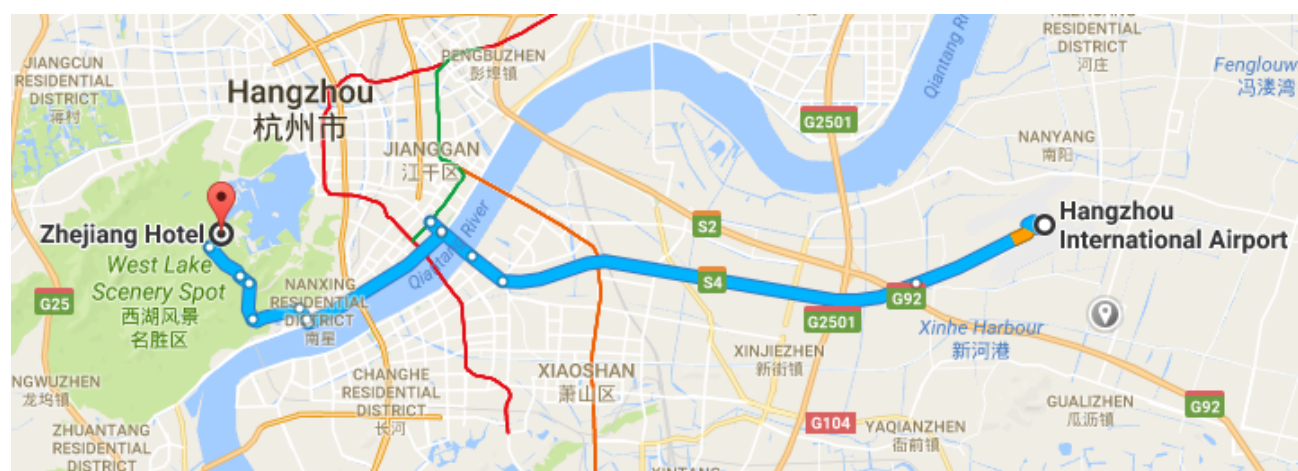
1. Meeting Venue

Zhejiang Hotel

Hotel Reservations: +86-571-87180808

Address: No. 278 Santaishan Road, Hangzhou, Zhejiang, China

<http://www.zhejianghotel.com/en/reservation.html>



For the delegates who wish to book the same hotel as the venue (Zhejiang Hotel), when booking a room, please take the following steps:

- Go to the hotel homepage: <http://www.zhejianghotel.com/en/reservation.html>
- In [Online Reservation] field, select the check-in time, check-out time, number of rooms and occupancy. Then, click “Search”
- In the new page, enter the reservation code: “itusg9” to benefit from the preferential prices. Then, click “Search”, go to the new page, then select room type and click “Book” and go to the “Order” page.
- Fill in the information in [Check info] and [Contact info] fields. Check “Accept booking note”, click “submit”. The booking is complete. Then go to “Booking result” page to see your booking details. The hotel will then send two messages by email:
 - a) “Zhejiang Hotel: Reservation Confirmation”
 - b) “Zhejiang Hotel: Password for querying your reservation”.

2. Transportation and site information

35 km to Xiao Shan International Airport; 10 km to the railway station; 20 km to the south railway station; 0 km to the West Lake.

3. Passports and Visas

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

For an invitation letter, please see **Annex B**.

4. Climate (end of May in Hangzhou)

Monthly average values for temperature and precipitation in Hangzhou are given in the table below:

	May
Average max temperature	25°C / 77°F
Average minimum temperature	17°C / 63°F
Average precipitation	157 mm

5. Hotels

In addition to the hotel venue, Zhejiang Hotel (see item 1 above), other close hotels are:

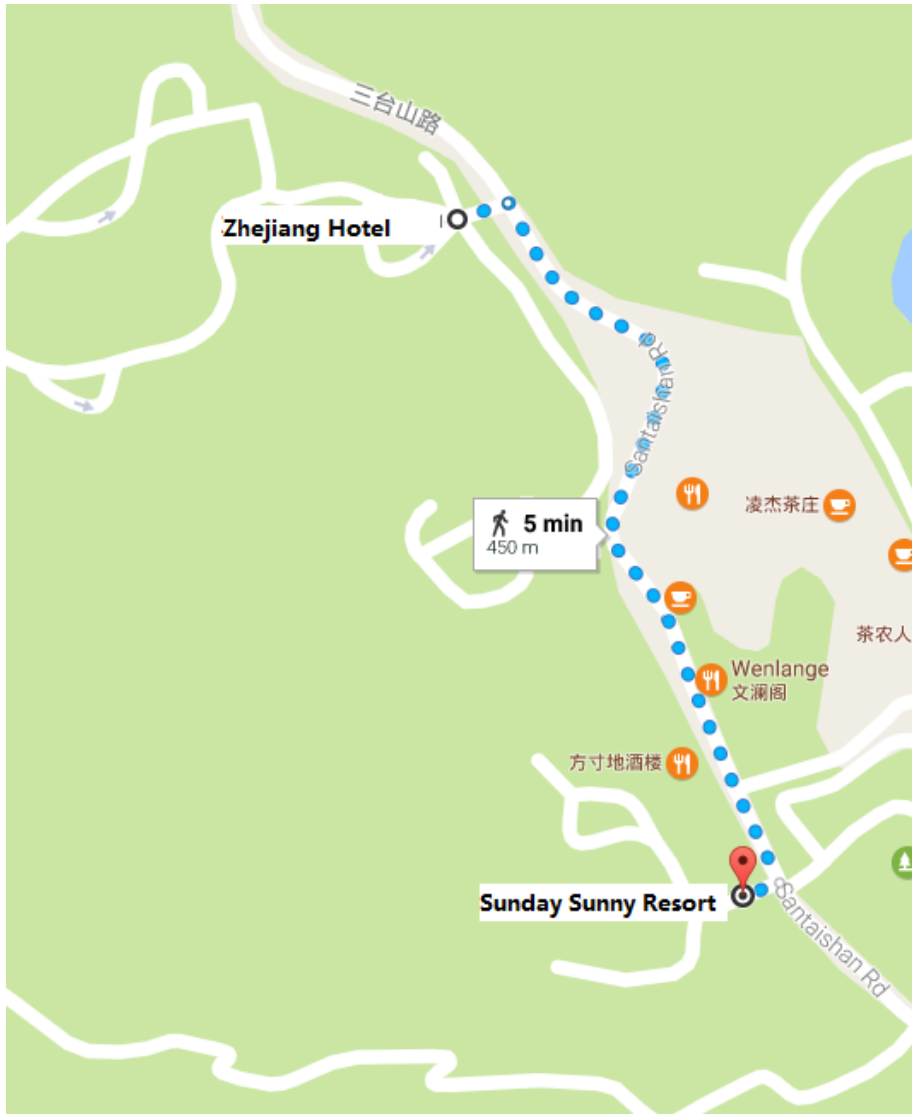
5.1 Hangzhou Sunday Sunny Resort

<http://www.hzstsz-hotel.com>

Hotel Reservations: +86-571-87975888

Address: No. 200 Santaishan Road, Hangzhou, Zhejiang, China

The distance from Hangzhou Sunday Sunny Resort to the meeting venue is approximately 0.5 km.



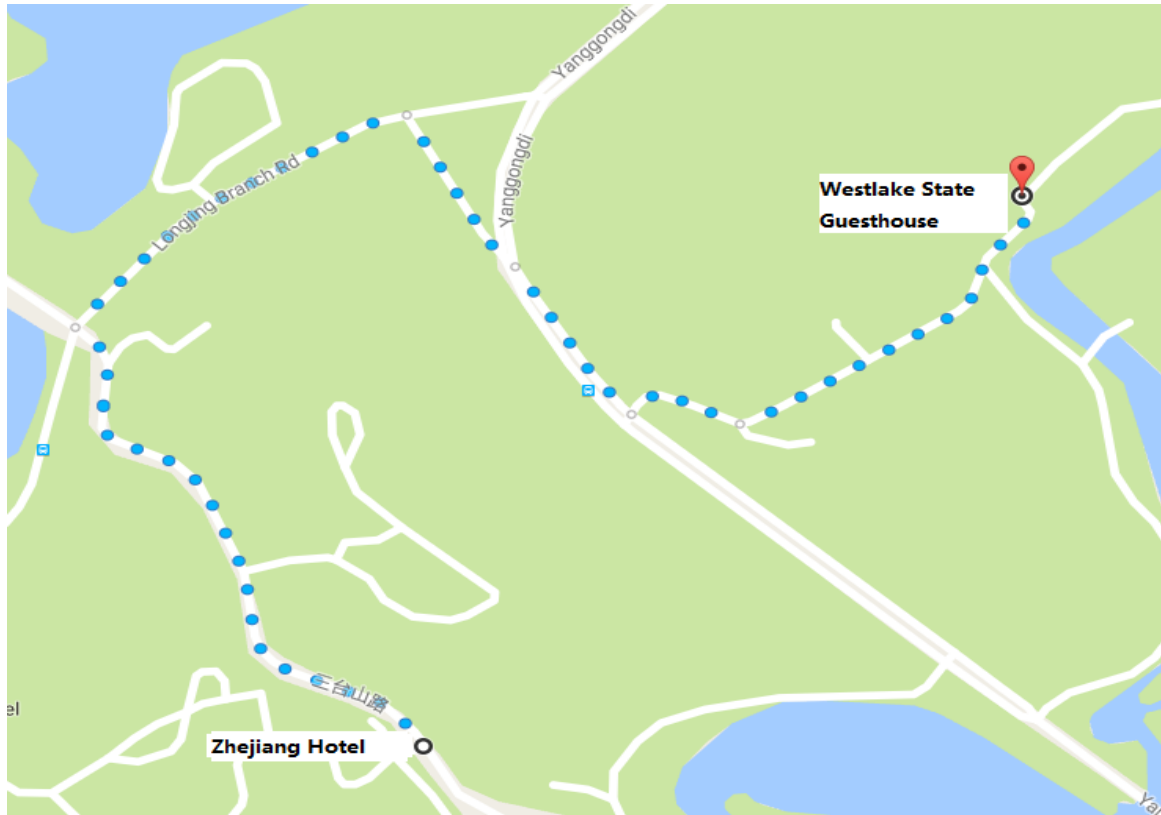
5.2 West Lake State Guest Hotel

<http://www.xihusgh.com>

Hotel Reservations: +86-571-87979889

Address: 18 Yanggongti Road, Hangzhou, Zhejiang, China

The distance from West Lake State Guest Hotel to the meeting venue is approximately 2 km.



6. Internet access and wireless coverage at the venue

All meeting rooms will have a wireless network with access to the Internet. Every guest room offers high-speed Internet access free of charge. Internet access will be provided using the LAN technologies listed below:

Wireless via Wi-Fi: IEEE 802.11a/n on 5.2 GHz and 802.11g/n on 2.4 GHz.

7. Technical assistance

In case you have any technical problem at the venue (e.g., connecting to Internet, finding meeting rooms, etc.) please contact for help:

Mr Luo Xinqi: +86 13588774554 luoxq@wasu.com.

8. Electricity

The electricity in China is generally 220V, 50 Hz. Please make sure you have the proper adapter.



Chinese standard

Such sockets are common in China, Australia, New Zealand and many other countries.

9. Currency exchange

The currency in China is the **RMB Yuan (¥)**, the exchange rate of US\$ and RMB is around 6.878. Please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>

10. Additional information

10.1 Mobile phone: GSM and CDMA, WCDMA, TD-SCDMA, TD-LTE services provided by China Mobile, China Unicom and China Telecom.

10.2 Tipping: Tipping is not necessary.

10.3 Time zone: GMT+8:00.

10.4 Emergency number: In case of emergency, please dial 110.

10.5 Sightseeing: For more information see <http://en.gotohz.com/>

11. Contact person

Mr OUYANG Feng: +86 13511029034 (ouyangfeng@abs.ac.cn).

ANNEX B

INVITATION LETTER REQUEST FORM

All foreign visitors entering China must have a valid passport. Visitors from countries **whose citizens require a visa should apply for a visa at a Chinese Embassy or Consulate as early as possible and well in advance of travel.** You may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. The visa must be requested as soon as possible and at least one month before the start date of the meeting and obtained from the office (Embassy or Consulate) representing China in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain an invitation letter, please:

- a) Register to the workshop at ([ITU Workshop Registration](#))
- b) Provide an electronic copy of your passport (name, date of birth, nationality, passport number, expiration date of passport, etc., must be seen clearly).
- c) Provide an electronic copy of any previous Chinese visas and records.
- d) Send the information in a), b) and c) as email attachments to gebing@abs.ac.cn and ouyangfeng@abs.ac.cn; please mark as reference in the subject **“Invitation letter request for ITU Workshop on TV and content delivery on Integrated Broadband Cable Networks Hangzhou, China, 26 May 2017”**.

(It is recommended to scan your passport so that it is discernible and can be used).

Company			
Applicant Information	[Click and Type in your full name]	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs
	[Nationality]	Date of birth : [Year] [Month] [Day]	
	[Passport No.]	Place of Issue: "[Place of Issue]"	
	Date of Issue: [Year] [Month] [Day]	Date of Expiry: [Year] [Month] [Day]	
	Marital Status: "[Marital Status]"	[Job Title]	
	If the country in which you will obtain your visa is different from your nationality, please indicate it here: [Country to obtain your visa]		
Address	[Click and Type in your address and ZIP code] Telephone Number: [Click and Type in phone number] Fax Number: [Click and Type in fax number] E-mail: [Click and Type in email]		
Note			
Date of arrival in China		Date of departure from China	

(Please do not forget to attach a copy of your passport photograph page before sending.)

In order to receive an invitation letter, your request should reach the host before 24 April 2017.

ANNEX C
EXHIBITORS' APPLICATION FORM

**ITU Workshop on TV and content delivery on Integrated Broadband Cable Networks
(Hangzhou, China, 26 May 2017)**

*Note: Please complete and return to ouyangfeng@abs.ac.cn (cc: tsbsq9@itu.int) by **15 April 2017** to reserve a booth. Considering the limited space and options, all participants should provide their own computers and storage, and please keep them to a minimum.*

Company name	Contact person including contact details	E-mail address

Type of equip. to be displayed	
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Item(s) required	Description	Quantity
Tables		
Chairs		
Flat screens		
Network switch		
Power supply		
Space required		
Panels		
Power consumption expected for equipment:		
Dimension, weight of equipment		
Additional notes (if any)		
