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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnAudiovisual Media Accessibility** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2013-2016 |  |
| **English only****Original: English** |
| **WG(s):** | ALL | Geneva, 24 October 2013 |
| **DOCUMENT** |
| **Source:** | TSB |
| **Title:** | Meeting announcement - Ninth meeting of the Focus Group on Audio visual Media Accessibility, 24 October 2013, Geneva, Switzerland |

This document provides information on the ninth and final meeting of the Focus Group on Audiovisual Media Accessibility (FG AVA).

1 As proposed at its seventh meeting in Geneva, the ninth meeting of the FG AVA is scheduled to take place at the ITU headquarters, Geneva 24 October 2013.

2 The FG AVA is open to ITU Member States, Sector Members, Associates and Academia. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of SDOs as well as other interested stakeholders.

3 The items for discussion at the meeting and any contributions received will be made available on the Focus Group web page at [**http://itu.int/en/ITU-T/focusgroups/ava**](http://itu.int/en/ITU-T/focusgroups/ava). Additional information related to the meeting will also be made available on the ITU-T FG AVA web page.

4 The results from the past meetings of FG AVA are available at: <http://ifa.itu.int/t/fg/ava/docs/>

5 The meeting will open at 0930 hours on 24 October 2013. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters. No registration fee is required for participating in this meeting.

6 The discussions will be held in English only.

7 Updated information relating to this event, including remote participation arrangements, will be made available on the ITU-T FG AVA web page.

8 To enable the organizers and TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please pre-register via the [online Registration](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000582) at the Focus Group web page as soon as possible but **before 24 September 2013**.
**Please note that pre-registration of participants to the meeting is carried out exclusively online.** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

9 Kindly note that remote participation will be available at the meeting and real time captioning will be available during main sessions. You can participate remotely to the FG AVA meeting. If you wish to do so, please indicate it when you register online by checking the appropriate check-box.

10 The deadline for document submission for this meeting is **17 October 2013**. Please note that this is a paperless meeting.

The documents will be made publicly available for this meeting and accessible via web browser from the ITU-T FG web page. If you intend to submit a document please send it to the FG AVA secretariat at tsbfgava@itu.int. Documents will be processed by TSB and moved to the read-only folder for the meeting: <http://ifa.itu.int/t/fg/ava/docs/1301-geneva/in/>.

11 For any queries regarding FG AVA activities, please contact the TSB Focus Group secretariat at tsbfgava@itu.int.

12 Wireless LAN facilities are available for use by delegates in the main conference-room areas of ITU and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information in this regard is available at <http://itu.int/ITU-T/edh/faqs-support.html>.

13 For your convenience, a hotel reservation form is included in **Annex 1** hereto. The list of hotels is posted at <http://itu.int/travel/>.

14 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. In such cases, the visa **must be requested as soon as possible** from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa, but only within the above-mentioned four-week period. Any such request must specify:

− the name, functions and date of birth of each individual for whom a visa is requested;

− the number, date of issue and date of expiry of each individual’s passport,

and must be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question. It must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), bearing the words “**Visa request**”.

 **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

**Annex A**

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| *This confirmation form should* ***be sent direct to the hotel*** *of your choice* |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*Focus Group AVA from ------------------------- to -----------------------*

*Confirmation of the reservation made on (date) ------------------------ with (hotel) ---------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date)----------------------------- at (time) ------------- departing on (date)--------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------

*First name*  ---------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------*

*----------------------------------------------------------------------------------------- Fax: ---------------------*

*----------------------------------------------------------------------------------------- E-mail:* -------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -------------------------*

*No.* -------------------------------------------------------- *valid until* --------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------