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| INTERNATIONAL TELECOMMUNICATION UNION | | **Focus Group on IMT-2020** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2013-2016 | |  |
| **English only**  **Original: English** |
|  |  | Beijing, 17-20 May 2016 |
| **MEETING ANNOUNCEMENT** | | |
| **Source:** | ITU | |
| **Title:** | Sixth meeting of FG IMT-2020, Beijing, China, 17-20 May 2016 | |

1 The sixth meeting of the ITU-T Focus Group on IMT-2020 (FG IMT-2020) is scheduled to take place **from 17 to 20 May 2016 in Beijing, China**, kindly hosted by **Datang Telecom** and **China Mobile**.

2 Participation in FG IMT-2020 is open to ITU Member States, Sector Member, 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 interested standards development organizations.

3 The meeting will open at **09:30** on **17 May 2016** at **V-Continent Beijing Parkview Wuzhou Hotel**.

Participants check-in will begin at 08:30 hours. No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the online form at <http://itu.int/reg/tmisc/3000862> as soon as possible, but **not later than 10 May 2016**. Please note that registration of participants to the meeting is carried out exclusively online*.*To easily provide you with any updates concerning the meeting planning, please provide a valid e-mail address.

5 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page: <http://itu.int/en/ITU-T/focusgroups/imt-2020/>. Please note that a TIES or Guest account is required to access some of the documents. A Guest account can be obtained at <https://www.itu.int/net/iwm/public/frmUserRegistration.aspx>.

6 In preparing documents, please use the basic template for the FG documents available from the Focus Group web page.

Participants shall submit input documents in electronic format to ITU ([tsbfgimt-2020@itu.int](mailto:tsbfgimt-2020@itu.int)).

In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **12 May 2016**. Please note that this is a paperless meeting.

7 For logistical information please refer to Annex A of this document. A hotel reservation form is contained in Annex B.

8 **Remote Participation:** As a remote delegate you will be able to hear plenary session discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register at <http://itu.int/reg/tmisc/3000862> as soon as possible, but **not later than 10 May 2016**. Detailed instructions will be made available to registered participants.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in China. The visa must be requested 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. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

Should you require a personal letter of invitation for your business visa application, please see **Annex C**. Your complete request should be sent out before **8 April 2016**. For Chinese Embassy or Consulate information, please visit website <http://www.fmprc.gov.cn/eng/>.

ANNEX A

**Sixth meeting of FG IMT-2020**

Beijing, China, 17-20 May 2016

***Practical information for participants***

# 1 Event venue

**V-Continent Beijing Parkview Wuzhou Hotel**, No.8 North Si Huan Zhong Road, Chaoyang District, Beijing, 100101 P. R. China

# 2 Hotels

Please keep in mind that the period of the meeting is very high season in the city and availability is not guaranteed, so please book as soon as possible only till the **11 April 2016**.

**V-continent Beijing Parkview Wuzhou Hotel**

* Address: No.8 North Si Huan Zhong Road, Chaoyang District, Beijing, 100101 P. R. China
* Web: <http://www.v-continent.com/>
* Tel: +86 10 84982288
* E-mail: [xuhui@catt.cn](mailto:xuhui@catt.cn), [houyunjing@catt.cn](mailto:houyunjing@catt.cn)
* **RMB 780** per night, including breakfast, WIFI and VAT 10% included.
* Please see **Appendix B** for more information regarding booking a room
* Check in after 02:00 PM. Check out before 12:00 PM.

# 3 Arrival and transportation

Information about the connection from **Beijing Capital International Airport** (BCIA) and the city centre can be found at <http://en.bcia.com.cn/>.

# 4 Visa – Formalities for entering China

Generally, a citizen of a foreign country who wishes to enter China for temporary business stay must first obtain a visa. An invitation letter request form is available in Annex C.

# 5 Currency and exchange

The official currency of China is RMB.

The approximate exchange rate is:

1 USD = RMB 6.20 (may vary)

# 6 Language

National language is Chinese. The official working language of the meeting is English.

# 7 Climate

The climate in Beijing is Continental. The average day time temperature in May is about 13-26 ⁰C.

# 8 Local time

Standard Time Zone: UTC/GMT +8 Hours

# 9 Telecommunications

The area code for Beijing is +86 010.

# 10 Voltage

The electricity in China is **220V**. Please be sure you have the correct adapter. Voltage converters will **not** be provided at the meeting.



*Image of the sockets*

# 11 Health

There are no vaccination requirements for visitors to China.

# 12 Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

# 13 Contact

For any further questions, please contact:

**Ms. HUI XU**

**DaTang Telecommunication Technology & Industry Holding Co. Ltd.**

E-mail: [xuhui@catt.cn](mailto:xuhui@catt.cn)

Tel: [see information on SharePoint]

Fax: [see information on SharePoint]

ANNEX B

**Sixth meeting of FG IMT-2020**

Beijing, China, 17-20 May 2016

***Hotel Reservation Form – V-Continent Beijing Parkview Wuzhou Hotel***

|  |  |
| --- | --- |
| Title: | Ms. Mr. Miss. |
| Family Name: |  |
| Fore name: |  |
| Company: |  |
| Mailing address: |  |
| Guest Address |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |
| Accompanied by: |  |
| Reservation: | Room Types:  Superior Single Bed Room  Superior Twin Bed Room  Smoking  Non-Smoking  Number of person:  Single  Two people  *Notes:*  *RMB 780 per night inclusive of one breakfast for Superior Single Bed Room*  *RMB 780 per night inclusive of two breakfasts for Superior Twin Bed Room*  *The room rate includes tax, service charge, breakfast, and free internet.* |
| Date and time of arrival: |  |
| Date and time of departure: |  |
| Any special arrangements: |  |

***Billing information to be used as a guarantee***

|  |  |
| --- | --- |
| Credit Card Type: | AMEX DINERS MASTER VISA others（ ） |
| Number of Credit Card: |  |
| Expiry date: |  |
| **Cardholder’s Name:** |  |

*End of form*

**Note: Please sign your signature name in the box *“Cardholder’s Name”.***

Please ensure the filled Hotel Registration Form above is e-mailed to the hotel reservation contacts:

**Ms. HUI XU**

**DaTang Telecommunication Technology & Industry Holding Co. Ltd.**

E-mail: [xuhui@catt.cn](mailto:xuhui@catt.cn)

Tel: [see information on SharePoint]

Fax: [see information on SharePoint]

**Ms. YUNJING HOU**E-mail: [houyunjing@catt.cn](mailto:houyunjing@catt.cn)  
Tel: [see information on SharePoint]  
Fax: [see information on SharePoint]

**Some important remarks:**

1. The Hotel check in time is 14:00 and check-out time is 12:00 noon. Early arrival or late departure, the confirmation is subject to the hotel rooms’ availability.
2. You will receive the booking confirmation within 48 hours upon making the reservation. Credit Card guarantee is required upon reservation made.
3. The special rate offer for ITU-T is valid for the booking made **on or before 11 April, 2016**.
4. Any cancellation, amendment made **after 30 April, 2016 or No-show**, the first night of room rental will be charged to your credit card.
5. Free Wi-Fi Internet access in room.

ANNEX C

**Sixth meeting of FG IMT-2020**

Beijing, China, 17-20 May 2016

***Invitation letter request form***

***Please do not forget to attach a copy of your passport photograph page before sending. Please send your application form in WORD file.***

To enter China for the meetings indicated above, 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. In order to obtain the invitation letter, please:

1. fill out the form below
2. provide a scanned copy of your passport (the name, date of birth, nationality, passport number, passport validity date, etc. must be seen clearly; to ensure readability; a scanned photograph page is preferred)
3. provide a scanned copy of the latest Chinese visa (one or two records) if your entry is not the first time
4. send all of the above via email to [xuhui@catt.cn](mailto:xuhui@catt.cn) and [houyunjing@catt.cn](mailto:houyunjing@catt.cn) before **8 April 2016.**

|  |  |
| --- | --- |
| Family name |  |
| Fore name |  |
| Gender |  |
| Birth date (dd/mm/yyyy) |  |
| Passport number |  |
| Passport expiry date |  |
| Nationality |  |
| Occupation/Position |  |
| Company/Employer |  |
| Company/Employer’s Address |  |
| Postal Code |  |
| Entry date |  |
| Duration of staying |  |
| Telephone number |  |
| E-mail address |  |
| Name of Meeting | 6th meeting of ITU-T Focus Group IMT-2020 |
| Where will you apply for the visa? (Country) |  |

*End of form*