INTERNATIONAL TELECOMMUNICATION UNION

FOCUS GROUP ON MACHINE-TO-MACHINE SERVICE LAYER

TELECOMMUNICATION STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

Riyadh, Saudi Arabia, 27-30 April 2013

MEETING ANNOUNCEMENT

Source:	TSB
Title:	Seventh meeting of FG M2M, Riyadh, Saudi Arabia, 27-30 April 2013

1   The seventh meeting of ITU-T Focus Group on Machine-to-Machine Service Layer (FG M2M) is scheduled to take place from 27-30 April 2013 inclusive at AlMashreq Boutique Hotel in Riyadh, Saudi Arabia, at the kind invitation of STC.

2   The results from the last face-to-face meeting of FG M2M are available at http://ifa.itu.int/t/fg/m2m/docs/1301-Santander/out/. Please note that a TIES or Guest account is required to access these documents. If you do not have a TIES account, a Guest account can be obtained at http://www.itu.int/ITU-T/edh/faqs-guest.html.

3   Participation in FG M2M is open to ITU-T Member States, Sector Members and Associates. 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.

4   The items for discussion at the meeting will be made available on the Focus Group web page: http://www.itu.int/en/ITU-T/focusgroups/m2m/. Information related to the meeting and contributions received will be made available on the Focus Group web page.

The meeting will **open at 0930 hours on 27 April 2013 at AlMashreq Boutique Hotel, Riyadh**. Participant check-in will begin at 0830 hours. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

5   To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the on-line form at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000512 as soon as possible, but **not later than 21 April 2013**. 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.

6   The documents will be made publicly available for this meeting. 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 TSB (tsbfgm2m@itu.int).

Contact:	TSB	Email: tsbfgm2m@itu.int

In agreement with the Focus Group management, the deadline for document submission for this meeting is **21 April 2013**.

Documents will be processed by TSB and moved to the relevant read only folder http://ifa.itu.int/t/fg/m2m/docs/1304-Riyadh/in/.

Meeting documents can also be quickly and easily viewed and downloaded by clicking on the respective link on the FG M2M website.

7   Wireless LAN facilities are available for use by delegates at the venue. Detailed information is available on site.

8   For practical information, please refer to the **Annex 1** of this document.

9   **Remote Participation:** You can participate remotely at the FG M2M meeting. As a remote delegate you will be able to hear 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 in advance at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000512. Remote participation instructions will be made available to registered participants.

10   We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Saudi Arabia. The visa must be requested and obtained from the office (embassy or consulate) representing Saudi Arabia 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.

In case you need an invitation letter from STC to support your visa application, **please register for the meeting** as described above, and then kindly provide your full name, affiliation, nationality and passport number to Dr Ali Amer (aliamer@stc.com.sa) and copy tsbfgm2m@itu.int.

ANNEX 1

Practical information

Riyadh

1 Location and Access

Situated in the center of the Arabian Peninsula on a large plateau, Riyadh lies in the central corridor of Saudi Arabia. Once a small walled city, Riyadh has developed into a dynamic metropolis over the years. The first major changes began during the oil boom of the 1950s. Today, it is one of the fastest growing and most prosperous cities in the world. The capital and largest city of the Kingdom, Riyadh is divided into 17 municipalities.

1.1 King Khaled International Airport (RUH or KKIA)

Riyadh is served by the King Khaled International Airport, which is located about 35 km north of the city.

Flights to Riyadh King Khalid International Airport come in from all over the world, including cities in Europe, Asia and the Middle East. Regular service is available from Frankfurt, Munich, Paris, London, Hong Kong, Dubai, Abu Dhabi, Mumbai, Islamabad, Casablanca, Doha, Singapore and Istanbul.

King Khalid International Airport has three main passenger terminals. Terminal 1 is for international flights, Terminal 2 is also international, but serves Air France, Saudi Arabian Airlines and NAS Air only, while Terminal 3 is for domestic flights.

1.1 Taxis

Taxis (limousines) are a significant form of transportation in Riyadh. Taxis abound and can be hailed on any major road. Prices are determined by meter, or by negotiating with the driver before boarding the taxi. Always check the meter is activated as you enter the limo: the price starts at SR5. The price from King Khaled International Airport to Riyadh downtown is approximately SR50-70.

2 Venue

The meeting will be held at **AlMashreq Boutique Hotel, Riyadh.** Its address is:

Urubah and Prince Turki Road intersection,

P.O. Box 33554 Riyadh 11458, KINGDOM OF SAUDI ARABIA.

Tel: +966 1 28 34777 |Direct: +966 1 283 4770 |Fax: +966 1 28 34744 |Mobile: +966 563232366

Figure below shows the plain map of the Urubah and Prince Turki Road intersection, highlighting the location of the Al Mashreq Boutique Hotel:
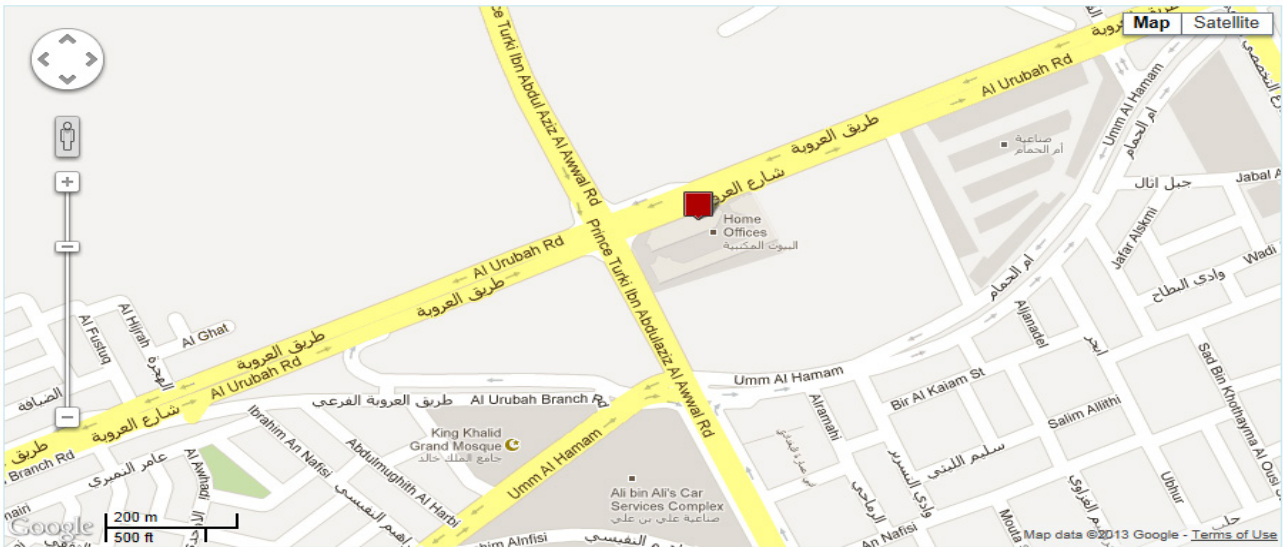
Figure 1 Map of AlMashreq Boutique Hotel

Figure 2 AlMashreq Boutique Hotel Premises

3 Hotels

The following list indicates hotels situated nearby the meeting venue, as provided by STC. **Please consult your travel agent for other options.**

3.1 AlMashreq Boutique Hotel (*****) – FG M2M Meeting venue

Address: Urubah and Prince Turki Road intersection, Riyadh 11458. Tel.: +966-1-2834777

Web page: http://www.almashreqboutiquehotel.com/

Located in the heart of Riyadh, it is a 10 minutes' drive from Kingdom Tower and Al Mamlaka Mall. The hotel has an indoor swimming pool, a fitness centre, and a spa.

Price: 215 USD (Discounted price for STC guests)

3.2 Four Seasons Hotel (*****) – 3km away from AlMashreq Boutique Hotel

Address: Kingdom Centre, P.O. Box 231000, Riyadh 11321. Tel.: +966-1-2115000

Web page: http://www.fourseasons.com/riyadh/

Occupying the 30th to 50th floors of the Kingdom Centre, Four Seasons Hotel Riyadh at Kingdom Centre has 274 spacious guest rooms to choose from, including 36 luxury suites.

3.3 Al Faisaliah Hotel (*****) – 4km away from AlMashreq Boutique Hotel

Address: King Fahad Road, Olaya, Riyadh 11491. Tel.: + 966-1-2732000

Web page: http://www.rosewoodhotels.com/en/alfaisaliahhotel/

Price: 360 USD (Discounted price for STC guests)

3.4 Sheraton Riyadh Hotel & Towers (*****) – 4km away from AlMashreq Boutique Hotel

Address: King Fahad Road, Olaya, Riyadh 11623. Tel.: +966-1-4543300

Web Page: http://www.sheratonriyadh.com/

A warm welcome awaits at the Sheraton Riyadh Hotel & Towers strategically located in the heart of the city centre. Its central location also makes it ideal to reach the Riyadh Exhibition Centre, the Diplomatic Quarter areas and many nearby shopping malls. This 5-star hotel offers an indoor swimming pool and a well-equipped gym.

Price: 310 USD (Discounted price for STC guests)

3.5 Riyadh Intercontinental Hotel (*****) – 10km away from AlMashreq Boutique Hotel

Address: Al Maather Street, Riyadh 11481. Tel.: +966-1-4655000

Web Page: http://www.ichotelsgroup.com/intercontinental/hotels/gb/en/riyadh/ruhha/hoteldetail

An oasis in Riyadh, this hotel is surrounded by 100 acres of mature gardens and features a 9-hole golf course, floodlit tennis courts and an outdoor swimming pool. Conveniently located, this luxury hotel is just five minutes from Riyadh's business districts and 30 minutes from King Khaled International Airport.

Price: 320 USD (Discounted price for STC guests)

3.6 Holiday Inn Riyadh Izdihar (****) – 12km away from AlMashreq Boutique Hotel

Address: 2907 Sh. Abdulwahab Bin Abdullah St Unit One ‗Riyadh, 8022-12488. Tel.: +966-1-4505054

Web Page: http://www.holidayinn.com/hotels/us/en/riyadh/ruhap/hoteldetail

Enjoy a unique location at the modern Holiday Inn Riyadh Izdihar hotel, midway between King Khaled International Airport and Riyadh city centre.

Price: 210 USD (Discounted price for STC guests)

3.7 Ritz-Carlton Hotel (*****) – 10km away from AlMashreq Boutique Hotel

Address: AlHada Area, Mekkah Road, Riyadh. Tel.: +966-1-8028020

Web Page: http://www.ritzcarlton.com/en/Properties/Riyadh/Default.htm

4   Visa application process

In case you need an invitation letter from STC to support your visa application, **please register first for the meeting** at

http://itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000512. Once you have received a confirmation kindly provide your full name, affiliation, nationality and passport number to Dr Ali Amer (aliamer@stc.com.sa) **and copy tsbfgm2m@itu.int**.

More information about visas is available at https://visa.mofa.gov.sa/visaServices/OtherPersonsServices. The visa application form is available at https://enjazit.com.sa/VisaPerson.

Fill in the form requesting 90 days for the duration of your visit. Upon completion of your visa application, you will receive a **code** that will allow you to track your visa application online and that you will use when you visit the Saudi Embassy in your country to submit your passport and required papers to obtain your final visa stamp.

5   Additional information

5.1 Currency

Saudi Riyal (SR). The SR is always fixed to the US dollar ($); $1 equals to 3.75 SR.

5.2 Climate

The daily mean temperature in April is 26.9 °C (average high is 34.0 °C).

5.3 Electricity

110/220V, plug types A, C, D, G all used.

5.4 Time zone

GMT +3 hours

5.5 Other information

Please consult your travel agent or see, for instance, http://en.wikivoyage.org/wiki/Riyadh.

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