# Meeting Announcement – Fourth Meeting FG SmartCable

***Cambridge, United Kingdom, 22-23 April 2013***

1. The fourth physical meeting of the FG SmartCable will take place on 22-23April 2013, Cambridge, United Kingdom, at the kind invitation of University of Cambridge.

2. FG SmartCable was established by SG 9 *“Television and sound transmission and integrated broadband cable networks”* on 4 May 2012.

3. The outputs and all contributions of the previous FG SmartCable meetings can be accessed at the FG SmartCable document repository (IFA server): <http://ifa.itu.int/t/fg/smartcable/docs>.

Please note, for accessing the documents it is necessary to have a TIES or a GUEST account. Please find more information at:

<http://www.itu.int/en/ITU-T/focusgroups/smartcable/Pages/subscribe.aspx>

4. The draft agenda for the meeting, as well as all contributions will be available at: <http://ifa.itu.int/t/fg/smartcable/docs/201304/in>

5. According to the Recommendation ITU-T A7, the FG SmartCable is open to any individual from a country which is a member of ITU who is willing to contribute to the work; this includes individuals who are also members of international, regional and national organizations. A list of participants will be maintained for reference purposes. **Please note that there is no fee to register and participate in the FG SmartCable meetings**.

6. The participant [registration](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000515) will begin at 0830. The FG SmartCable meeting will open at 0930. Please find detailed information concerning the meeting venue along with the list of hotels, logistics, and practical information in [ANNEX 1](#_ANNEX_1).

7. Participants shall submit input documents in electronic format to the FG SmartCable Secretariat via email attachment at tsbfgsmartcable@itu.int. A document [template](http://www.itu.int/en/ITU-T/focusgroups/smartcable/Documents/FG-SmartCable-Template.doc) is made available from the FG SmartCable [homepage](http://www.itu.int/en/ITU-T/focusgroups/smartcable/Pages/default.aspx). With a view to settling any questions that might arise concerning contributions, please indicate the source of the input documents as well as the name, telephone number and e-mail address of the contact person.

The deadline to submit input documents is **15 April 2013**. Please note that this is a paperless meeting.

8. The discussions will be held in English only.

9. To enable the host to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the [on-line form](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000515), as soon as possible, but not later than **22 March 2013.** Please note that pre-registration of participants to the meeting is carried out exclusively online **at the following address:** <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000515>. To easily provide you with any updates concerning the meeting planning, please fill in the registration form with your valid e-mail address.

10. **Remote Participation**: You can participate remotely at the FG SmartCable meeting. If you wish to participate as a remote delegate, you need to indicate it when you [register online](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000515) by checking the appropriate check-box.

11. Wireless LAN facilities will be available for use by delegates at the venue. Detailed information is available in [ANNEX 1](#_ANNEX_1).

12. To enter the United Kingdom for the meeting indicated above, you may need a letter of invitation from the host (University of Cambridge), which you will need to present to the United Kingdom Embassy/Consulate in your area in order to obtain your visa **(see** [**ANNEX 2**](#_ANNEX_2) **for the Invitation letter)**. The visa must be requested and obtained from the office (embassy or consulate) representing United Kingdom in your country or, if there is no such office in your country, from the one that is closest to the country of departure. It is also possible to apply for a visa online at the UKBA website <http://www.ukba.homeoffice.gov.uk/>. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

13. All other information, including results of previous FG SmartCable meetings, is available at the FG SmartCable web page at: <http://www.itu.int/en/ITU-T/focusgroups/smartcable/>

**Attachments:**

Annex 1: Practical information

Annex 2: Invitation letter

Annex 3: Map of Trinity Hall location

# ANNEX 1

# PRACTICAL INFORMATION

1. **Meeting Venue**

Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ

Tel.: +44 1223 332500
fax: +44 1223 462116
Website: <http://www.trinhall.cam.ac.uk/>

1. **Transportation and site information**

Two airports are available to reach the venue from abroad:

* **Stansted** for delegates flying from Europe, which is connected to Cambridge through bus and train.
* **Heathrow** for overseas delegates, which is connected to Cambridge by bus.
* **Luton** which is connected to Cambridge through bus but with less frequent service than Stansted or Heathrow.

If you wish to book in advance your travel by bus from Heathrow airport to Cambridge, you might use the following website: <http://www.nationalexpress.com/home.aspx>.

A taxi will be more expensive and will be available directly at the airport, no need to book in advance.

As some of the participants might need to join the SG9 Rapporteur group meetings in Geneva, immediately after the FG SmartCable meeting, it might be useful to know that there are [EasyJet](http://www.easyjet.com/en) flights from **Stansted** to Geneva everyday at 07:05 and 13:05. The flight takes about 2 hours to Geneva. Stansted airport is only thirty minutes from Cambridge and very well connected via train, bus or taxi.

Generic information on transports in Cambridge can be seen at:
<https://www.cambridge.gov.uk/parking-and-transport-schemes>

For the map of the site, please see [Annex 3](#_ANNEX_3).

1. **Passports and Visas**

All foreign visitors entering the United Kingdom (UK) must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time, and well in advance of travel, apply for a visa at a UK Embassy or consulate.** The following provides information relating to entry into the UK.

* 1. *UK entry for non-immigrants*

UKBA website <http://www.ukba.homeoffice.gov.uk/visas-immigration/>

* 1. *For assistance with your visa, visit the following websites:*

UKBA website <http://www.ukba.homeoffice.gov.uk/>

For an invitation letter, please see [Annex 2](#_ANNEX_2).

1. **Climate – during April**

Spring is generally a calm, cool and dry season in the UK however, temperatures can rise relatively high, but often tend to drop off again at night. [Thunderstorms](http://en.wikipedia.org/wiki/Thunderstorm) and heavy showers can develop occasionally particularly towards the end of the season. Snow showers can occur infrequently until mid-April.

The southern half of England experiences the warmest spring temperatures of between 8.8 and 10.3 °C (47.8 and 50.5 °F).

1. **Hotels**

The following reproduces a Host-recommended list of hotels:

* **Best Western The Gonville Hotel**, Gonville Pl, Cambridge, CB1 1LY, 01223 366611 ‎ [www.bestwestern.co.uk](http://www.bestwestern.co.uk)
* **De Vere University Arms Hotel**, Regent St, Cambridge, CB2 1AD 0871 222 4689 ‎ [www.devere.co.uk](http://www.devere.co.uk)
* **Regent Hotel**, 41 Regent St, Cambridge, CB2 1AB 01223 351470 [www.regenthotel.co.uk](http://www.regenthotel.co.uk)
* **Du Vin Hotel**, 15-19 Trumpington St, Cambridge CB2 1QA 01223 227330 [www.hotelduvin.com](http://www.hotelduvin.com)

In addition, you can find information and book your hotel at either of

<http://goo.gl/maps/T15xE>

<http://www.visitcambridge.org/accommodation/hotels>

1. **Internet access and wireless coverage**

Internet access will be available by wireless coverage in the meeting rooms at Trinity Hall. The service provider is Lapwing and delegates will be issued with tickets that will enable them to connect for both days of the meeting. If any delegates attending the conference are Cambridge University Members they will be able to use their CRS ID’s to log onto Lapwing.

1. **Technical assistance**

If technical assistance is required during your meeting at Trinity Hall a member of the conference office will be available between 9am-5pm. They are able to be contacted through the Porters Lodge (main reception area).

1. **Receptions and coffee breaks**

Arrival refreshments each morning of your meeting will be served in the Graham Storey room which is your main meeting space. Coffee breaks during your sessions will also be served in this room. Your lunch is to be served in the Bridgetower room. There will be signage around college showing delegates where each room is.

1. **Electricity**

Throughout the UK electrical appliances operate from 230V with a frequency of 50Hz. The power outlets have the plugs as shown below. It is suggested guests bring their own power converters and wall plug adapters to allow use of international appliances. Hotels typically provide irons, ironing boards and hair dryers in the hotel rooms, so there is no need to bring these items with you.



1. **Useful information**

# For emergency calls, dial 999 or 112 to summon assistance from the three main emergency services, the [police](http://en.wikipedia.org/wiki/Law_enforcement_in_the_United_Kingdom), [fire brigade](http://en.wikipedia.org/wiki/Fire_services_in_the_United_Kingdom) and [ambulance](http://en.wikipedia.org/wiki/Emergency_medical_services_in_the_United_Kingdom). Calls to these numbers are free of charge.

# Contact of the health service at the venue: NHS 24-hour helpline: 0845 46 47

# Nearest hospital: Cambridge University Hospitals (<http://www.cuh.org.uk/cms/>) Telephone: +44 (0)1223 245 151

* 1. *Pharmacies*

Most medicines are readily available at pharmacies. If you need assistance on site to find an open pharmacy, feel free to ask to FG SmartCable vice-chairman, Mr Pradipta Biswas (pb400@hermes.cam.ac.uk).

* 1. *Currency exchange*

The currency in UK is pounds sterling (£); please check the currency exchange rate in the local bank system or you can have as a reference the following link: <http://www.xe.com>.

* 1. *Time-zone*

The Standard time zone in Cambridge is no UTC/GMT offset. The current time in Cambridge can be found at: <http://www.timeanddate.com/worldclock/city.html?n=1234>.

1. **Additional information**

General information about Trinity Hall can be found at: <http://www.trinhall.cam.ac.uk/>

General information about Cambridge can be found at: <http://www.visitcambridge.org/>

1. **Contact person**

Dr Pradipta Biswas
Tel: 0044-7769349437
Email: pb400@cam.ac.uk

# ANNEX 2

# INVITATION LETTER REQUEST FORM

All foreign visitors entering the United Kingdom (UK) must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a UK Embassy or consulate.** You may need a letter of invitation from the UK host, which you will need to present to the UK Embassy/Consulate in your area in order to obtain your visa. The visa must be requested at least four (4) weeks before the date of beginning of the meeting and obtained from the office (embassy or consulate) representing the United Kingdom 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 the invitation letter, please:

1. Fill out the form below
2. reference **“Invitation letter request for ITU-T FG SmartCable meeting”** as the subject):
3. Send it to (please

Dr Pradipta Biswas

Email: pb400@cam.ac.uk

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

|  |  |
| --- | --- |
| **Company** |  |
| Applicant Information |  |  **❒Mr ❒Ms ❒Mrs**  |
|  |  |
| **Date of birth :**  |  |
| **Is this your first visit to UK?** | **\_\_ Yes \_\_\_ No** |
| **If the country in which you'll obtain your visa is different from your nationality, please indicate it here:** |
| **Address** |  |
| **Places to visit after entry** |  |
| **Date of arrival in UK** |  | **Date of departure from UK** |  |

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

***In order to receive an invitation letter, your information should be provided to the host before 22 March 2013.***

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# ANNEX 3

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