

Meeting Announcement – Third Meeting FG SmartCable

Shanghai, China, 6-7 December 2012

1. The third physical meeting of the FG SmartCable will take place on 6-7 December 2012, Shanghai, China, at the kind invitation of MIIT/SARFT.
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/201212/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 and the list of participants is to be maintained for reference purposes. Please note that there is not fee to register and participate in the FG SmartCable meetings.
6. The participant registration 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.
7. Participants shall submit input documents in electronic format to the FG SmartCable Secretariat via email attachment at tsbfgsmartcable@itu.int. A document [template](#) is made available from the FG SmartCable [webpage](#). 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 **29 November 2012**. 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](#), as soon as possible, but not later than 6 November 2012. 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 the registration form 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](#).
11. Wireless LAN facilities will be available for use by delegates at the venue. Detailed information is available in ANNEX 1.
12. To enter China for the meetings indicated above, you may need a letter of invitation from the host (SARFT), which you will need to present to the China Embassy/Consulate in your area

in order to obtain your visa (**see ANNEX 2 for the Invitation letter**). 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.

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/>.

Attachment:

Annex 1: Practical information

Annex 2: Invitation letter

ANNEX 1
PRACTICAL INFORMATION

1. Meeting Venue

Rainbow Hotel, No. 2000 Yan'An (w) Road
Shanghai, 200051
China

2. Transportation and site information:

About 7km/4.3miles from Hongqiao Airport, Shanghai, Taxi about 20rmb.
About 55km/34miles from Pudong International Airport, Shanghai, Taxi about 200rmb.
Rainbow Hotel maintains a guest service counter at Pudong and Hongqiao Airport arrival halls.

3. Passports and Visas

All foreign visitors entering China 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 Chinese Embassy or consulate.** The following provides information relating to entry into China.

3.1 China entry for non immigrants

<http://www.china-embassy.org/eng/hzqz/>

3.2 For assistance with your visa, visit the following websites:

www.abs.ac.cn (English version temporarily unavailable for maintenance)

For an invitation letter, please see Annex 2.

4. Climate – during December

Place	High °F	High °C	Low °F	Low °C
Shanghai	54	12	37	3

<http://www.weather.com.cn/en/weather/101020100.shtml>

5. Hotels

Rainbow Hotel, No. 2000 Yan'An (w) Road

http://rainbow.jinjianghotels.com/en_index.asp

Sheraton Shanghai Hongqiao Hotel, No.5 Zunyi(s) Road, Approx. 0.45km

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=1056>

Renaissance Yangtze Shanghai Hotel, No.2099 Yan'An(w) Road, Approx. 0.4km

<http://www.marriott.com/hotels/travel/shabr-renaissance-yangtze-shanghai-hotel/>

Shanghai JadeLink Hotel, No.448 Zunyi Road, Approx. 0.9km

<http://jadelinkhotel.com/>

6. Internet access and wireless coverage

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

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

7. Technical assistance

Assistance will be available, onsite.

8. Receptions and coffee breaks

There is a coffee/break room just outside the rooms that are being used for the meeting.

9. Electricity

Throughout the Chinese electrical appliances operate from 220V, 50Hz. power supplies with 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.



10. Useful information

- Contact of the health service at the venue
- Police: 110
- Ambulance: 120
- Fire: 119
- Nearest hospital: Huashan Hospital, No.12 Urumchi(m) Road, Shanghai, 021-52889999 (Approx. 4km)

10.1 Pharmacies:

Most medicines are readily available at pharmacies.

Nearest Pharmacy: Shanghai Pharmacy, B1 No.100 Zunyi Road.

10.2 Currency exchange

The currency in China is Yuan Renminbi; 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/>

11. Additional information

<http://www.shanghai.gov.cn/shanghai/node27118/index.html>

12. Contact person

Cui Jingfei
Academy of Broadcasting Science
P.R.China

Tel: +86-10-86091270

Fax: +86-10-96091343

Email: cuijingfei@abs.ac.cn

ANNEX 2

INVITATION LETTER REQUEST FORM

All foreign visitors entering China 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 Chinese Embassy or consulate.** 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 at least four (4) weeks before the date of beginning 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 the invitation letter, please:

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

Cui Jingfei
Academy of Broadcasting Science
P.R.China
Tel: +86-10-86091270
Fax: +86-10-96091343
Email: cuijingfei@abs.ac.cn
bjry@vip.sina.com

Mr. Ouyang
Academy of Broadcasting Science
P.R.China
Email: ouyangfeng@abs.ac.cn

(It is recommended to scan your passport page and email it to us so that it is discernible and can be used. It could also be faxed on the above number).

Company			
Applicant Information	[Click and Type in your full name]	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
	[Nationality]	[Passport No.]	
	Date of birth :	[Job Title]	
	Is this your first visit to China?	___ Yes ___ No	
	If the country in which you'll obtain your visa is different from your nationality, please indicate it here: [Country to obtain your visa]		
Address			
Places to visit after entry			
Date of arrival to 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, as far as possible your information should be provided to the host before **6 November 2012.***
