

To: Experts of ITU-T SG16 Questions 2, 3, 5, and 21/16

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(weikai@catr.cn)
Mr S Xu, Meeting Host (xsz.uestc@gmail.com)

Subject: Preliminary Notice of Joint Rapporteur Meeting in Chengdu, China

Date: 15th April 2015

Dear Experts of 2, 3, 5, 21/16,

The subject meeting of ITU-T SG16 experts will be held at University of Electronic Science and Technology of China (UESTC), Chengdu, China. The meeting is kindly being hosted by the University. Details of the proposed meeting are contained herein.

1 Date

8 (Monday) - 12 (Friday) June 2015

Rapporteur Meeting will start at 9:30 on the first day and close around 18:00 on the last day.

2 Venue

Shahe Campus of University of Electronic Science and Technology of China in Chengdu, China.

The exact meeting rooms will be notified to participants closer to the meeting date.

3 Topics (tentative)

3.1 Review of the relevant group activities

3.2 Q2/16 - Packet-based conversational multimedia systems and functions

The objectives for this meeting are:

- Coordinate with other SDOs, Questions, or Study Groups
- Review items proposed for the H.323-Series Implementors' Guide

- Progress work on H.323, H.225.0, H.245, H.323 Annex on Assets, H.ASSET, H.325/AMS, H.sup-web-apps, H.EMQ, and H.460.natbind, and H.235.DTLS
- Discuss miscellaneous and new work items

3.3 Q3/16 - Multimedia gateway control architectures and protocols

The objectives for this meeting are:

- Coordinate with other SDOs, Questions, or Study Groups
- Progress work on H.248.41 (Rev.), H.248.50 (Rev.), H.248.66 (ex H.248.RTSP), H.248.74 (ex H.248.MRCP), H.248.WEBRTC, H.248.RTPMUX, H.248.SCTP, H.248.CLOUD, H.248.SHAPER, H.248.PAURES, H.248.SIPREC, H.248.CodecSDPprofile, H.248 Sub Series IG, H Series Sup. 2, H Series Sup. 13 Release 2, H Series Sup.Openflow, H Series Sup.ALTC
- Consider new material

3.4 Q5/16 - Telepresence systems

The objectives for this meeting are:

- Coordinate with other Questions
- Progress topics related to H.TPS-AV and H.TPS-SIG
- Consider new material

3.5 Q21/16 - Multimedia framework, applications and services

The objectives for this meeting are:

- Coordinate with other Questions
- Progress work on H.VHN, H.VSMprot, H.P2PVSArch, H.IQAS, F.CCNMMS, F.PDRDReqs, F.VSTPIW, F.MAFFReqs, F.CSVSReqs, F.VSSIReqs, F.VCDNReqs, H.VCDNArch, H.IVSArch
- Consider new material

4 Documents



Registration of documents: by 23:59 UTC, 29 May 2015

Distribution of documents: by 23:59 UTC, 1 June 2015

Use the FTP site (or e-mail) for distribution

4.1 Document registration

Documents must be registered by the deadline specified above.

The preferred means of registering documents is electronically. You can register your document by visiting <http://www.packetizer.com/standards/itu-sg16/wp1/register.html>.

Alternatively, submit your requests to Mr Paul E. Jones (paulej@packetizer.com), Document Manager for this meeting.

Early indication of your submission plan is welcome and encouraged.

Once registered, a document number AVD-*nnnn* will be allocated.

To see the list of registered documents, see http://ftp3.itu.int/av-arch/avc-site/2013-2016/1506_Che/1506_Che.html.

Note – Prefix “AVD” comes from Audio, Video and Data.

4.2 Document template

You are advised to use the document template available from http://ftp3.itu.int/av-arch/avc-site/2013-2016/1506_Che/LS_template-1506_Che.dotx.

4.3 File formats

Use of Word, PDF, ASCII or HTML is recommended. Contributions containing PowerPoint or Excel attachments are permitted, but should only serve to augment the text of the contribution.

4.4 Document distribution

All the contributors are requested to distribute their documents as early as possible, at least 7 calendar days in advance of the meeting (see the deadline at the top of this section) by posting them at either of the following:

- Uploading via FTP
 - Site: ftp3.itu.int
 - Login: avguest
 - Password: Avguest201007 (Note the uppercase 'A')
 - Directory: av-arch/avc-site/Incoming
- E-mail reflector
 - E-mail address: sg16-avd@lists.packetizer.com
 - To subscribe: sg16-avd-join@lists.packetizer.com
- E-mail to the Document Manager
 - Paul E. Jones (paulej@packetizer.com)

Please avoid the use of the mailing list when your document is voluminous.

4.5 Retrieving contributions

Contributions can be retrieved via HTTP or FTP once the Document Manager has an opportunity to put them into place.

The documents will be available through the following URLs:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1506_Che/ftp://ftp3.itu.int/avc-site/2013-2016/1506_Che/

Login: avguest

Password: Avguest201007 (Note the uppercase 'A')

4.6 Document distribution and presentation

The document distribution/presentation at the meeting will be all electronic. Participants must bring along a laptop to access documents via the wireless LAN.

Wireless Internet access will be available in the meeting rooms.

Note – Make sure you have the right power adapter for China. See the “[Chengdu General Information](#)” document regarding power and adapter requirements.

5 Logistic information

The meeting will be hosted at the University of Electronic Science and Technology of China in Chengdu, China. More detailed logistic information is provided in a separate "[Chengdu General Information](#)" document.

Details of the exact location of the meeting rooms will be provided closer to the meeting date.

6 Registration and visa information

To register your meeting attendance, please visit:

<http://www.itu.int/net/itu-t/forms/rgm/default.aspx?Id=967&Group=16>

Please note which Questions you are interested in attending in the comments section of the form.

As a result an email will be sent to the Meeting Organizer, Mr Christian Groves (Christian.Groves@nteczone.com), with your registration details.

Early registration of your attendance is welcome and encouraged, but preferably before 11 May 2015. People needing visa support letters should register as soon as possible.

Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in the People's Republic of China. Information regarding visa applications and invitation letters is contained in the "[Chengdu General Information](#)" document.

7 Hotel Room Reservation

The suggested nearby hotel is the Tianfu Sunshine Hotel. More information is listed in the separate "[Chengdu General Information](#)" document.

We are looking forward to meeting with you in Chengdu!

Sincerely yours,

Paul JONES (Document Manager)

Christian GROVES (Meeting Organizer)

Stephen BOTZKO

Noah LUO

Kai WEI

Shizhong Xu (Meeting Host)
