



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/67

6 March 2017

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 5
and ITU Academia**

Subject: **Twenty-seventh meeting of Working Party 5D on IMT systems**

1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of the Administration of Canada, the 27th meeting of ITU-R Working Party 5D will take place in Niagara Falls, Canada, from 13 to 21 June 2017. The opening session will commence on 13 June 2017 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	13-21 June 2017	6 June 2017	Tuesday, 13 June 2017 at 0930 hours

2 Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The status of texts assigned to the Working Party can be found on: <https://www.itu.int/md/R15-SG05-C-0001/en>.

The Working Party will conduct its work in English.

3 Venue

The meeting will take place at:

Marriott on the Falls
6755 Fallsview Blvd.
Niagara Falls, ON L2G 3W7

For further information see Annex 2.

4 Contributions

Contributions in response to the work of Working Party 5D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to: rsg5@itu.int. A copy of each contribution should also be sent to the Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://itu.int/go/rsg5/ch>

<http://itu.int/go/rwp5d/ch>

5 Documents

Contributions will be posted "as received" within one working day on the Working Party 5D webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R15-WP5D-C/en> within 3 working days.

All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of Internet network.

Wireless LAN facilities will be available in all the meeting rooms and an Internet cafe facility will also be provided.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting because this will be a completely paperless meeting.

6 Remote participation

Audio webcast of Plenary sessions of Working Party 5D and remote participation will not be available for this meeting.

7 Participation/Visa requirement

Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered for an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, etc. can be found at:

www.itu.int/en/ITU-R/information/events

* Where translation is required, contributions should be received at least three months prior to the meeting.

Specific information on deadlines to obtain visa and immigration documents are indicated in Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.



François Rancy
Director

Annexes: 2

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Group 5
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 27th meeting of Working Party 5D

(Niagara Falls, Canada, 13-21 June 2017)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 26th meeting of Working Party 5D (Doc. [5D/530](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D

ANNEX 2

Additional information for the 27th meeting of Working Party 5D

1 Introduction

The Administration of Canada is pleased to welcome the participants to the 27th meeting of ITU-R Working Party 5D on IMT Systems (13-21 June 2017). This Annex provides both information on the meeting and guidance to the delegates for their stay in Niagara Falls, Canada. Niagara Falls is located in Quebec, Canada.

2 Meeting venue

The meeting will be held at:

Marriott on the Falls
6755 Fallsview Blvd.
Niagara Falls, ON L2G 3W7
<https://www.marriottonthefalls.com/>

3 Registration

Registration will commence at 0830 hours on Tuesday 13 June 2017 in the Oakes Foyer. The Plenary meeting will open at 0930 hours. For participants wishing to register before the opening of the meeting, registration services are available on 12 June from 1500-1800 hours in the Maple room. Registration service will resume at the Maple room from 13th June afternoon.

4 Access to the meeting venue

4.1 Flights to Toronto Pearson International Airport (airport code: YYZ)

The Toronto Pearson International Airport is situated approximately 125 km from Niagara Falls (1.5-2 hours' drive). Pearson International is served by all of the major North American and European air carriers. There are car rental facilities at the airport and shuttles that run to the Niagara area (see 4.2.).

More information on flights to and from Toronto is provided at the following link:

<https://www.torontopearson.com/en/flights/airlines-destinations/#>

For more detailed information about Toronto Pearson International Airport, please see the following website:

<https://www.torontopearson.com/index.aspx#>

4.2 Transportation from Toronto Pearson International Airport to Niagara Falls, ON – Niagara Airbus

The most convenient transportation is by Niagara Airbus. It takes about 1.5-2 hours from Toronto Pearson International Airport to the Marriott on the Falls and other area hotels. Booking in advance is required. Reservations may be made online at www.niagaraairbus.com or by calling **+1 905 374 8111**. Please be sure to use the conference code **429** for discounted rates.

Our discounted rate for a shared shuttle is **\$88 CAD** round trip and **\$64 CAD** one-way. This does not include a 13% tax.

4.3 Flights to Buffalo Niagara International Airport (airport code: BUF)

For American residents going directly to Niagara Falls, it is generally much easier to come via Buffalo Niagara International Airport on the U.S. side of the border. It offers fewer direct flights than Pearson and fewer carriers (although United, U.S. Airways, Southwest, JetBlue and others fly to Buffalo) but is far closer to Niagara Falls itself. The airfield is a little more than a half hour outside the city; you can either rent a car or take a cab or shuttle service (see 4.4. below).

More information on flights to and from Buffalo is provided at the following link:

<http://www.buffaloairport.com/Flight/>

4.4 Transportation from Buffalo Niagara International Airport to Niagara Falls, ON

There are a number of transportation services available at the Buffalo Niagara Airport. Some shuttle, taxi or bus services require advance booking. For further information, please consult the following link: <http://www.buffaloairport.com/Canadian/ToNiagaraFallsCA.aspx>.

Niagara Airbus also provides transportation from Buffalo Niagara International Airport. Reservations may be made online www.niagaraairbus.com or by calling +1 905 374 8111. Please be sure to use the conference code **429** for discounted rates.

Our discounted rate for a shared shuttle is **\$97 CAD** round trip and **\$69 CAD** one-way. This does not include a 13% tax.

NOTE – Those delegates wishing to fly into United States and make their way to Niagara Falls, Ontario, are requested to apply for a US VISA directly to United States authorities. The meeting organizers are not in a position to assist delegates on this matter.

5 Hotel accommodation

Guest rooms have been reserved at a discounted rate at the meeting venue, Marriott on the Falls as well as the Embassy Suites Fallsview, which is located next to the Marriott. Reservations must be made before the cut-off date of **May 5, 2017** in order to receive the group rate. **Group rate is based on availability and the group block will sell out at both hotels. Please be sure to book your room as soon as possible.**

Please find the Hotel Reservation information below:

Marriott on the Falls

6755 Fallsview Blvd.
Niagara Falls, ON L2G 3W7
Tel.: +1 905 374 1077

Check in – 3 pm

Check out – 12 pm

Cancellation – 72 hours prior to arrival.

Early Departure Fee – A fee of one night's room and tax will be charged for guests checking out prior to their scheduled departure date.

Marriott Reservations Link:

<https://www.marriottonthefalls.com/company/telecom-meeting>

Group Code: Please be sure to tell the reservations agent that you will be attending the “Telecom Meeting”.

Marriott on the Falls Room Rates:

Room Type	Single*	Double*	Triple*	Quad*
Standard Room	\$ 239 CAD	\$239 CAD	\$264 CAD	\$289 CAD

- * A hot buffet breakfast for one and WiFi in all hotel common areas are included in the room rate. Marriott Rewards members receive complimentary internet in the sleeping rooms. Please be sure to sign up for your Marriott Rewards membership at www.marriott.com.

Rates do not include a 5.9% Promotion Fee and a 13% harmonized sales tax.

Embassy Suites by Hilton Niagara Falls – Fallsview

6700 Fallsview Blvd.

Niagara Falls, ON L2G 3W6

Tel.: +1 905 356 3600

Check in – 4 pm

Check out – 11 am

Cancellation – 72 hours prior to arrival.

Embassy Suites Reservations Link:

http://embassysuites.hilton.com/en/es/groups/personalized/I/IAGESES-BEL-20170611/index.jhtml?WT.mc_id=POG

Embassy Suites by Hilton Niagara Falls – Fallsview Room Rates:

Room Type	Single*	Double*	Triple*	Quad*
Standard Room	\$ 245 CAD	\$245 CAD	\$270 CAD	\$295 CAD

- * A hot buffet breakfast, evening reception and WiFi are included in the room rate.

Rates do not include a 10% Tourism Improvement Fee and a 13% harmonized sales tax.

Group Code: Please be sure to tell the reservations agent that you will be attending the “Telecom Meeting”.

6 Visa and immigration information

Participants who require a visa should apply for a visa at a Canadian consulate or diplomatic mission in their respective country and should do so well in advance of their departure. For more accurate processing times, applicants should consult the website for the visa office responsible for processing your application.

Participants who require a Letter of Invitation for obtaining a visa and entering Canada **must fill out all items in Application Form in Attachment 1**, and then email the form **as soon as possible** to the following contact:

Chantale Neapole

Canadian Wireless Telecommunications Association

+1 613 233 4888 ext. 204

cneapole@cwta.ca

For more information, please visit the website of the Ministry of Citizenship and Immigration Canada at: <http://www.cic.gc.ca/english/visit/business.asp>.

7 Network

WLAN service will be provided in the meeting room. Internet is available free of charge in guest rooms and common areas of the Marriott on the Falls.

8 Practical information

8.1 About Niagara Falls, Ontario

The city is dominated by the Niagara Falls, a world-famous set of three large waterfalls on the Niagara River. The American and Horseshoe falls can be best seen from the Canadian side of the river, so the city has one of the world's major tourist attractions. The natural spectacle attracts millions of tourists yearly. The city has a population of 83 000.

8.2 Language

English and French are the official languages in Canada. English is spoken in all hotels, restaurants, department stores and other organizations and tourist locations.

8.3 Climate

Niagara Falls has a humid continental climate. In June temperature can range from 13°C to 25°C. It can be damp and chilly near the Falls. Average rainfall in June is about 80 mm.

8.4 Local time

GMT – 5 hours. Daylight saving time is used.

8.5 Banks & currency

The Canadian currency unit is the Canadian Dollar (CAD). There are five kinds of bills (\$5, \$10, \$20, \$50 and \$100) and 5 types of coins (5 cent, 10 cent, 25 cent, 1 dollar (loonie), 2 dollar (toonie)) used. Major foreign currencies may be exchanged to Canadian dollars at foreign exchange counters of banks at the International Airports. Canadian banks are usually open Monday to Friday from 0900 to 1800. Major credit cards can be accepted in most hotels, restaurants, department stores.

For current exchange rates please consult the following website: <http://www.xe.com/>

8.6 Tipping

Tipping is customary in Canada for taxis and dining at a rate of 15%.

8.7 Electricity

The standard power supply in Canada is 100 volts. The type of power outlet/connector used in Canada is both a two-parallel-pronged and three-pronged plugs.



9 Emergency phones

The nationwide emergency phone numbers are:

Police: 911

Ambulance/Fire: 911

10 Local contact point

If you have any questions about the meeting arrangements, please contact:

Chantale Neapole
+1 613 233 4888 ext. 204
cneapole@cwta.ca

Serge Bertuzzo
+1 416 428 2838
serge.bertuzzo@bell.ca

Please direct any questions regarding the logistical arrangements of this meeting to the Meeting Coordinators:

The SK Group, Inc.

Ms. Suzanne SCHLANGER
Tel.: +1 310 839 9747
Fax: +1 310 839 9741
E-mail: suzanne@theskgroup.com

Ms. Shannon BLUMENREICH
Tel.: +1 845 259 9991
Fax: +1 805 926 3519
E-mail: shannon@theskgroup.com

ATTACHMENT 1

Application form for Visa supporting documents

Delegate information:

☐ Mr. ☐ Ms.

Family name

Middle name

Given name

Occupation

Company/Organization

Address

Address

Country

Travel – Arrival and departure:

Date of arrival in Canada _____ (dd-mmm-yy)

Date of departure from Canada _____ (dd-mmm-yy)

Please remit this form no later than **May 1, 2017** (should this not be asap after the invitation letter is issued by the ITU) by email to:

Chantale Neapole
CWTA
cneapole@cwta.ca
