

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

English only

Original: English

Troy, Michigan, United States, 23 October 2014

MEETING ANNOUNCEMENT

Source: ITU/TSB**Title:** Meeting of the Collaboration on ITS Communication Standards

1 The twelfth meeting of the Collaboration on ITS Communication Standards will take place on **23 October 2014** in **Troy, Michigan, United States**, at the kind invitation of **SAE International**.

2 The meeting will be held in conjunction with [SAE Convergence Conference & Exhibition](#), 21-22 October 2014, Detroit.

3 The intent of the Collaboration is to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of Intelligent Transportation Systems (ITS) communication standards of the highest quality in the most expeditious manner possible to enable the rapid deployment of fully interoperable ITS communication-related products and services in the global marketplace.

4 The results of previous Collaboration meetings are available at <http://itu.int/en/ITU-T/extcoop/cits/Pages/meeting-documents.aspx>.

5 Participation is open to: (1) Representatives of ITU Member States, Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work; and (2) Any individual from a national, regional or international SDO who wishes to contribute to the work.

6 The work items of the Collaboration are reproduced on the Collaboration webpage: <http://itu.int/en/ITU-T/extcoop/cits/>. A draft agenda prepared by the Collaboration management and any contributions received will be made available on the webpage. Participants shall submit input documents in electronic format to ITU/TSB (tsbcits@itu.int).

7 The meeting will open at **0900 hours on 23 October 2014**. Participant registration will begin at 0830 hours in the meeting room.

No registration fee is required for participating in this meeting, but no fellowships will be granted. The discussions will be held in English only. Wireless LAN facilities are available for use by delegates at the venue.

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8 For your convenience, practical information about the meeting venue and how to reach it is reproduced as **Annex 1**.

9 To enable ITU/TSB and the host to make the necessary arrangements concerning the organization of the meeting, please register via the online form at: <http://itu.int/en/ITU-T/extcoop/cits/>, as soon as possible, but **not later than 10 October 2014**. **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 your valid e-mail address on your registration form.

10 **Remote Participation** is available for this 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://itu.int/en/ITU-T/extcoop/cits/>. Remote participation instructions will be made available to registered participants.

11 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States. **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 States 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 case you need an invitation letter from SAE to support your visa application, please register for the meeting as described above, and kindly provide, **before 5 September 2014**, the confirmation, your full name, affiliation, nationality and passport number to Ms Roxanne Loeffler (rloeffler@sae.org) **and copy** tsbcits@itu.int.

Practical Information

1. Contact person at SAE Automotive

Name: Ms Roxanne Loeffler, SAE International

E-Mail: rloeffler@sae.org

Tel: +1 248 273 2457

Fax: +1 248 273 2494

2. Directions to SAE Automotive Headquarters

755 W. Big Beaver, Suite 1600, Troy MI 48084

Telephone number: 248/273-2455

Fax number: 248/273-2494.

[Map of Troy, Michigan](#)

From North

Take I-75 South to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

From the Detroit Metro Airport

From the Detroit Metro Airport, take I-94 East to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

From East

Take I-696 West to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

From West

Take I-696 East to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

Transportation to and from airport

Click on the link below and then click on "ground transportation" for car rental, metro car service, and metro cab service: <http://www.metroairport.com/>

3. SAE International Corporate Rates

HOTEL	LOCATION	PHONE #	
Drury Inn	575 W. Big Beaver Troy, MI 48084 (approximately ¼ mile from SAE)	1-248/528-3330 Fax: 1-248/528-3330	SAE Corporate Rate 2014 \$96 Double; \$106 King (comp hot breakfast; comp appetizers and three free cocktails each day; comp internet) NOTE: Must use 1-800-DRURYINN (378-7946) and request the SAE International Corporate ID #305431 rate.
Embassy Suites	850 Tower Drive Troy, MI 48098 (approximately 3.4 miles from SAE)	1-248-879-7500	SAE Corporate Rate 2013 \$134 King Suite (comp internet; comp cooked to order breakfast; comp manager's reception) Online reservations: http://www.detroitroy.embassysuites.com and enter corporate ID #0560029381