**VQEG and ITU-T SG12 Q13, 14, 17 Meeting Invitation, March 2019, Berlin**

Dear Colleagues (Delegates),

Deutsche Telekom AG, Strategy & Technology Innovation(S&TI) has the pleasure of inviting you to the Video Quality Expert Group (VQEG) meeting and the ITU-T Study Group 12, Question 13, 14 and 17 meeting in Berlin.

The two meetings will take place, at:

Deutsche Telekom AG („Telekom Innovation Arena“)

Winterfeldtstraße 21

D-10781 Berlin

The VQEG meeting starts on Monday 4th March 2019, 9:00 hours and ends Friday 8th March 2019, 14:00 hours.

The ITU-T SG12 Q13, Q14, Q17 meeting starts on Tuesday (5th March 2019, 9:00) and ends on Thursday (7th March 2019, 18:00 hours).

Meeting location and general information will be provided in the following pages.

We look forward to seeing you in Berlin.

Sincerely,

Dr. Bernhard Feiten

VTI, S&TI-NAB, Senior Expert

Meeting Registration

The registration for the VQEG meeting is at the Web site of VQEG.

Delegates, only attending the ITU-T meeting, should announce their participation via E-mail.

Meeting Venue

Deutsche Telekom AG, Winterfeldtstraße 21, Berlin, 7th floor, room 7074

* Wireless LAN will be provided.
* Time Zone, CEST
* Voltage, 230 V, be sure you have the correct adapter.

For any questions about the meeting please contact:

* Bernhard Feiten, bernhard.feiten@telekom.de, +491715635834
* Sandra Knauth, sandra.knauth@telekom.de



Transportation

How to reach Deutsche Telekom, S&TI at Winterfeldtstr. 21 in Berlin ?

* For public transport look at <https://fahrinfo.bvg.de/>.

Example for coming via Airport Tegel:

Public Transport: Bus X9, Direction „Zoologischer Garten“, leave „Ernst-Reuterplatz“ ->

 Underground U2 – Direction “Pankow”, leave at “Nollendorfplatz”, (ca. 40 min., 2,80€)

Taxi: 24 minutes, 32 €

Example for coming from Airport Schoenefeld:

 Public Transport: Bus X7 or 171, Direction “U Rudow”, leave at “U Rudow”

 U-Bahn U7, Direction “Rathaus Spandau”, leave at “Kleistpark”, change to

 Bus 187 Direction “U Turmstraße”, leave at “Goebenstraße", (ca. 60 min., 3,10€ )

Taxi: 32 minutes, 40 €

Accommodation

Deutsche Telekom, S&TI is not responsible for Hotel reservation. Please contact the hotel directly to make your reservation and any changes. We advise to book your hotel as soon as possible.

Find below a list with hotels and their distance to Winterfeldtstr. 21

* [www.hotel-potsdamerinn.com](http://www.hotel-potsdamerinn.com), 0,2 km,
* [www.hotel-michele.de](http://www.hotel-michele.de), 0,26 km
* <https://www.novum-hotels.de/hotel-aldea-berlin>, 0,3 km
* <https://www.novum-hotels.de/hotel-cityb-berlin>, 0,4 km
* <https://lindemannhotels.de/hotel-berlin/lindemanns/>, 0,4 km
* <http://hotel-sachsenhof-berlin.de>, 0,7 km
* [www.ambiente-berlin.com](http://www.ambiente-berlin.com), 0,7 km
* <http://residenz-begaswinkel.de/>, 0,8 km
* <http://www.hotel-berlin.de/de/>, 0,9 km
* <http://quentindesign.com/>, 0,95 km
* <https://www.accorhotels.com/de/hotel-9068-mercure-hotel-berlin-zentrum/index.shtml> , 1,0 km
* <http://www.goldentulipberlin.de/de>, 1,1 km
* <http://www.sylterhof-berlin.de/>, 1,1 km
* [https://lindemannhotels.de/hotel-berlin/fjord-hotel-berlin](https://lindemannhotels.de/hotel-berlin/fjord-hotel-berlin/), 1,1 km
* <http://www.altberlin-hotel.de/>, 1,2 km
* <http://www.riu.com>, 1,2 km
* [http://www.esplanade.de](http://www.esplanade.de/) , 1,3 km
* https://www.accorhotels.com/de/hotel-4988-mercure-hotel-berlin-mitte/index.shtml 1,6 km

Visa Information

**PLEASE NOTE: LETTERS MAY TAKE SOME DAYS TO BE PROCESSED.**

**LET US KNOW, IF HARD COPIES OF THE LETTERS WOULD BE REQUIRED.**

**OTHERWISE, WE WILL SENT THE LETTERS VIA EMAIL ONLY.**

Please contact Sandra Knauth (email: sandra.knauth@telekom.de) or Bernhard Feiten
(E-mail: bernhard.feiten@telekom.de) with reference to VQEG/ITU-SG12Q44 meeting if you require a personal letter of invitation for a visa application.

Your email must include the following information (and any other information you need in the letter) in order for it to be processed:

* Family name (last name):
* Forename (first name):
* Birth date (month/date/year):
* Passport number, date and place of issue, expiry date:
* Gender:
* Company name:
* Postal Code:
* Country:

**PLEASE VERIFY THAT ALL INFORMATION IS ACCURATE AND WILL BE VALID AT THE TIME OF THE MEETING.**