

**TO: The Joint Video Team (JVT) of
the ITU-T Q.6/16 Video Coding Experts Group (VCEG) and
the ISO/IEC JTC1/SC29/WG11 Moving Picture Experts Group (MPEG)**

**SUBJECT: Invitation to the Second JVT Meeting
Geneva, Switzerland, Jan. 29 – Feb. 1 , 2002**

**FROM: Gary J. Sullivan, Thomas Wiegand, and Ajay Luthra
(Rapporteurs | Chairs of the JVT)**

VERSION: Jan. 24, 2002

The purpose of this document is to provide information for the second meeting of the Joint Video Team (JVT) of the ITU-T Q.6/16 Video Coding Experts Group (VCEG) and the ISO/IEC JTC1/SC29/WG11 Moving Picture Experts Group (MPEG) to be held at the ITU headquarters complex, Geneva, Switzerland, January 29 to February 1, 2002. (The meeting is expected to run from approximately 09:30 on Tuesday January 29 to 18:00 on Friday February 1, although evenings may be used if necessary to complete the agenda.)

The meeting is hosted under the auspices of the International Telecommunication Union. Information regarding hotel booking at preferential rates is available at http://www.itu.int/itudoc/itu-t/circ/01-04_1/028.html. Note: The closest business-class hotel to the ITU buildings is the Intercontinental, and a more popular strategy is to obtain hotel accommodations near the Cornavin train & bus station (which is more centrally located than the ITU or the Intercontinental), from which buses run frequently to the vicinity of the ITU (see local information at the end of this letter). Do not expect to find a Geneva hotel with high-speed internet access.

The preliminary agenda items for this meeting consist of progressing the work on the JVT codec standardization project (also known as H.26L and as MPEG-4 part 10), considering in particular

- The work areas assigned to ad-hoc groups at the first meeting in Pattaya, including:
 - JVT codec development project management (Chair: Gary Sullivan)
 - Working Draft and Joint Model editing and Software Development (Chair: Thomas Wiegand, co-chair: Karsten Sühning)
 - Profiles and Applications (Chair: David Lindbergh)
 - Transform and Quantization (Chair: Louis Kerofsky)
 - Generalized ERPS Incorporation (Chair: Thomas Wiegand)
 - Interlaced Video Coding (Chair: Peter Borgwardt, co-chairs: Limin Wang, Lowell Winger)
 - Loop Filter Analysis (Chair: Peter List)
 - Complexity Minimization Efforts (Chair: Michael Horowitz)
 - Buffering (Chair: Eric Viscito)
 - Transform size (Chair: Ulrich Benzler)
 - CABAC (Chair: Detlev Marpe)
 - Transport (Co-Chairs: Young-Kwon Lim, Miska Hannuksela, Dave Singer)
 - GOP Syntax (Chair: Teruhiko Suzuki)
 - Adaptive Motion Interpolation (Chair: Tom-Ivar Johansen, co-chair: Thomas Wedi)
- The work areas that are the identified subjects of core experiments, including:
 - Foreground/background slices (reference: VCEG-O57)
 - Interlaced video coding (reference: VCEG-O59)
 - Macroblock prediction modes (reference: VCEG-O61)

The meeting will also consider needs for the conduct of communication and coordination activities with other organizations in regard to the JVT project.

The meeting will be open to all ITU-T members (i.e., to all representatives of ITU-T Member States, Sector Members, and Associates) and to all delegates qualified for MPEG participation (i.e., as National Body or Liaison representatives). Additional experts may also participate if invited by the rapporteurs | chairs as allowed by ITU-T or ISO/IEC policy. The rapporteurs | chairs of the JVT do not wish to exclude anyone who could be a valuable contributor to the work, and thus expect to be liberal in granting requests for invitation. Electronic mail sent to the rapporteurs | chairs (garysull@microsoft.com, wiegand@hhi.de and ALuthra@gi.com) is the suggested method of contact for obtaining such an invitation (be sure to include return contact affiliation, phone, fax, address and email information).

For ITU security reasons, it is important that we have advance notice of all persons planning to attend the meeting by **January 17**. This will allow the ITU to prepare identification badges for use on ITU premises. This notice should be provided as an email message in the form below:

To: garysull@microsoft.com, wiegand@hhi.de, aluthra@gi.com
Subject: JVT Geneva Attendance Registration

Person: [Your Full Name]
Affiliation: [Your Organization]
Address: [...]
Country: [...]
Qualification: [ITU-T Sector Member/MPEG delegate/Both]
Phone: [...]
Fax: [...]
Email: [...]
Special Needs: [...]
Comments: [...]

Note: Attendees are responsible for making their own hotel room reservations. Sending an email message as shown above does not reserve a hotel room.

The following relevant documents are or will soon be available on the JVT ftp site (location to be announced) in the subdirectory **0201_Geneva**

1. A detailed agenda with document allocation (**JVT-B-TD01.doc**)
2. A list of registered contributions (**JVT-B000rX.doc**)
3. A document template file (**JVT-Bxxx.dot**)
4. A copy of this meeting announcement (**JVT-B-TD00r1.doc**)

Participants are encouraged to monitor this ftp site in the upcoming weeks for electronic copies of the various contributions and are encouraged to use the MS Word template available on the ftp site (**JVT-Bxxx.dot**) when preparing contributions.

Contributions for the meeting will be numbered "**JVT-Yxxx**", where **Y** is a single letter indicating the meeting number, (for this meeting, "**B**"), and **xxx** will be the assigned document number. For file uploads, the format is **JVT-Bxxx.zzz**, where **zzz** will be the file type (.doc, .pdf, .txt etc.), and MS Word format with a .doc extension is preferred. Numbers for the documents will be assigned directly by the JVT rapporteur | chair <garysull@microsoft.com>. When registering a document, please provide the following information: title, source (please provide author, affiliation, email address, affiliation web site URL, and country information), and purpose (information, proposal, proposed draft text, draft text for output document, or liaison).

It is requested that all documents be uploaded to the ftp site dropbox (location to be announced) well in advance of the meeting (further detail below). In the event of any problems in document uploading, a copy of the document should be emailed to the Rapporteur (garysull@microsoft.com) and Associated Rapporteurs (Wiegand@hhi.de and ALuthra@gi.com).

Documents should be uploaded or emailed at least 10 working days before the meeting, followed by an email message to the group email reflector (jvt-experts@mail.imtc.org) to notify the experts group of the availability of the document.

All documents *must* be uploaded to the ftp site by **midnight on Wednesday 23 January in Geneva local time**). Late, unannounced documents hand-carried to the meeting will be accepted only with the consensus of the meeting participants.

Contributors of documents should note that our only planned means of document distribution is electronic. We do not expect paper copying facilities to be available at the meeting. It is important that documents be uploaded to the ftp site on time to allow others to download documents and study them prior to the meeting. **Bring your laptop and 802.11b card for on-site LAN use** (wired LAN access is also available, however not in the meeting room).

Those planning a videotape demonstration of real time codecs, simulation results, etc., should contact the rapporteur | chair Gary Sullivan (garysull@microsoft.com), the associate rapporteurs | co-chairs Thomas Wiegand and Ajay Luthra (wiegand@hhi.de and aluthra@qi.com) to ensure that the required facilities are available. A D-1 VTR is not expected to be available at this meeting.

The ITU tower building is a highly-visible landmark on the Avenue Giuseppe Motta near the United Nations complex. A receptionist at the building entrance (and video monitors mounted in the building lobby and elsewhere) can help you find your way. The meeting room is expected to be "Room C-2".

The primary language of Geneva is French, although as the headquarters of many international organizations including the United Nations, Geneva is a very international city. English, German, Italian, and Romansh are other commonly-spoken languages.

The national currency of Switzerland is the Swiss Franc (CHF), which has a value of approximately 0.67 Euros or 0.60 \$US (according to <http://www.xe.com/ucc/convert.cgi>). A bank-operated money exchange service operates at the exit of the international section of the Geneva Cointrin (GVA) airport. An automated money machine can be found in the CICG building next to the ITU tower.

Taxi is the recommended means of transport from the Geneva Cointrin (GVA) international airport to your hotel.

Bus transportation (see <http://www.tpg.ch/Welcome.En.html>) to the ITU from the Cornavin bus and train station runs about every 5-10 minutes on routes 5 and 8. Route 8 (see http://www.tpg.ch/Cartographie/Schemas_lignes/l8.html) has a "UIT" stop at the ITU tower building. Route 5 has a "Vermont" stop nearby (see http://www.tpg.ch/Cartographie/Schemas_lignes/l5.html). A "Cart@Bus" discount card, which can be purchased at local tobacconist shops and is available in denominations such as 20 CHF, is a convenient way to use the bus system.

The "internet café" area in the basement of the ITU tower can provide network access and web browsing services. Those of you who represent ITU member states or sector member organizations (see <http://www.itu.int/members/index.html>) may find a TIES account (see <http://www.itu.int/TIES/>) particularly useful during your stay in Geneva, as the TIES system provides dial-up internet access for use during your stay in Geneva.

We are looking forward to a productive meeting with you.

Sincerely yours,

/s/ Gary Sullivan, Thomas Wiegand, Ajay Luthra

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