

Practical Information

	International Telecommunication Union (ITU) Quality of Service Development Group (QSDG) workshop on "Performance, Quality of Service (QoS), and Quality of Experience (QoE)" (4-5 th December, 2025) Bhubaneswar, India	
PARTICIPANT INFORMATION		

Brief Objective of the Event

The QSDG (Quality of Service Development Group) workshops focus on improving network quality and user experience, particularly in the context of telecommunications and internet access. These workshops aim to encourage collaboration, knowledge sharing, and problem-solving among researchers, network operators, and industry professionals. The ITU Quality of Service Development Group (QSDG) is planning a workshop on "*Performance, Quality of Service (QoS), and Quality of Experience (QoE)*". This workshop will delve into the concepts of performance, QoS, and QoE, which are crucial for ensuring quality ICT services, according to the ITU manual. The QSDG plays a vital role in improving the quality of ICT services. This workshop will explore the technical and regulatory aspects of QoS regulation, including traffic management, network neutrality, and consumer protection. The workshop aims to advance QoS regulation in the evolving digital landscape, ensuring that both individual and business consumers benefit from quality ICT services.

In International Telecommunication Union, ITU-T Study Group-12 is responsible for the development of international standards (ITU-T Recommendations) on performance, quality of service (QoS) and quality of experience (QoE). This work spans the full spectrum of terminals, networks and services, ranging from speech over circuit-switched networks to multimedia applications over mobile and packet-based networks.

Logistics:- This workshop will be organized by Telecom Regulatory Authority of India in coordination with International Telecommunication Union.

Event Venue

Mayfair Lagoon & Mayfair Convention Centre
Mayfair Hotels & Resorts Limited,
8-B, Jaydev Vihar,
Bhubaneswar 751013, India
Tel: +91-674- 6660101

Hotel Accommodation

Hotel **Mayfair Lagoon & Mayfair Convention Centre** is located at the heart of the capital and the largest city of the Indian state of Odisha. It has easy access to all parts of the city, through road. For details of the hotel please visit <https://www.mayfairhotels.com/>.

The participants will have to book their accommodation directly with the hotels quoting the name of the event as '**ITU-TRAI event**' for their stay. The names of the recommended hotels along with discounted prices are given below:

S.No.	Name of the Hotel	Category	Single Occupancy	Double Occupancy
1	Hotel Mayfair Lagoon Mayfair Hotels & Resorts Limited, 8-B, Jaydev Vihar, Bhubaneswar 751013, India Contact Person : Mr. Punyanand Thakur, Deputy General Manager- Sales + 9268569004 (Mob.) Email : ron@mayfairhotels.com Mr. Anish Kumar Jha, Assistant Manager of Sales + 9268569009 (Mob.) Email : sales.ron@mayfairhotels.com	Club Room + ECG+ECL (With Dinner)	INR 11,000 Plus 18% Taxes	INR 13,000 plus 18% Taxes
		Club Room + ECG+ECL (Without Dinner)	INR 10,000 plus 18% taxes	INR 11,500 plus 18% taxes
2.	Hotel Mayfair Convention Mayfair Hotels & Resorts Limited, 8-B, Jaydev Vihar, Bhubaneswar 751013, India Contact Person : Mr. Punyanand Thakur, Deputy General Manager- Sales + 9268569004 (Mob.) Email : ron@mayfairhotels.com Mr. Anish Kumar Jha, Assistant Manager of Sales + 9268569009 (Mob.) Email : sales.ron@mayfairhotels.com	Deluxe Room (With Dinner)	INR 6,500 plus 12% taxes	INR 7,500 plus 12% taxes
		Deluxe Room (Without Dinner)	INR 5,500 plus 12% taxes	INR 6,500 plus 12% taxes

Settlement of Hotel Accounts

Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

Passport and Visa Requirements

Participants are strongly advised to check all entry and visa requirements to travel to India on the websites of Indian Embassies and High Commissions in their respective countries. Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable). Delegates who require this assistance and on-arrival visa support, should submit the following information at least 2 (two) month prior to the event to Mr. Vikas Nigam, Senior Research Officer at irdivision@traigov.in

Invitation letter request form for visa is available as Annexure 1

Guidelines for incoming international passengers.

Useful information for all the incoming international passengers at Bhubaneswar International airport is given at the link <https://www.aai.aero/en/airports/bhubaneswar>.

Health Requirements

ITU requests all participants to ensure medical and travel insurance covering the whole period of the event during their stay in Bhubaneswar, India. Neither ITU nor the host TRAI will be able to meet any expenses relating to injury, accident or medical treatment of the participant.

Other Useful Information

India: A Brief Country Profile

India is one of the oldest civilizations in the world with a kaleidoscopic variety and rich cultural heritage. It has achieved all-round socio-economic progress since its Independence. India has become self-sufficient in agricultural production and is now one of the top industrialized countries in the world and one of the few nations to have gone into outer space to conquer nature for the benefit of the people. It covers an area of 32,87,263 sq. km (1,269,346 sq mi), extending from the snow-covered Himalayan heights to the tropical rain forests of the south. As the 7th largest country in the world, India stands apart from the rest of Asia, marked off as it is by mountains and the sea, which give the country a distinct geographical identity.

Bounded by the Great Himalayas in the north, it stretches southwards and at the Tropic of Cancer, tapers off into the Indian Ocean between the Bay of Bengal on the east and the Arabian Sea on the west. Lying entirely in the northern hemisphere, the mainland extends between latitudes 8° 4' and 37° 6' north, longitudes 68° 7' and 97° 25' east and measures about 3,214 km from north to south between the extreme latitudes and about 2,933 km from east to west between the extreme longitudes. It has a land frontier of about 15,200 km. The total length of the coastline of the mainland, Lakshadweep Islands and Andaman & Nicobar Islands is 7,516.6 km.

Some Useful Information About Bhubaneswar And Weather

The largest city and capital of the Indian state of Odisha is Bhubaneswar. It is situated on the Kuakhai River, a component stream of the Mahanandi River delta, in the eastern region of the state's Khordha District. It is located along the Eastern Ghats mountain axis in the eastern coastal lowlands. The city is 45 meters (148 feet) above sea level on average.

Bhubaneswar also known as the "Temple City of India" due to its numerous ancient temples and rich cultural heritage with stunning architecture. Bhubaneswar's temple architecture features towering spires, intricately carved sculptures, and sacred shrines dedicated to various deities. Additionally, the city is home to the Nandankanan Zoological Park, a popular attraction for wildlife lovers.

Bhubaneswar has a wide variety of culinary options, from street cuisine to fine dining establishments, to suit a wide range of budgets and tastes. In the city, roadside eateries, food trucks, and restaurants are very well-liked.

The tourism information guide may be seen at the link <https://magazines.odisha.gov.in/orissaannualreference/2014/pdf/273-274.pdf>.

Local Transportation:

Taxi and City Transport are the popular and cheap mode of public transport in Bhubaneswar which connects to all corners of the city and is very economical. There are many app-based taxis such as Uber & Ola which are other cheap modes of transport. The taxis available at the hotel may be expensive.

Weather

The weather in December is pleasant, with temperatures ranging from **15°C to 28°C**, making it an ideal time to explore the city without worrying about the heat. Rains are not expected during this time of the year in Bhubaneswar.

Language

Hindi, English and Odia are widely spoken in Bhubaneswar.

Time Zone

GMT/UTC + 5.30 hours

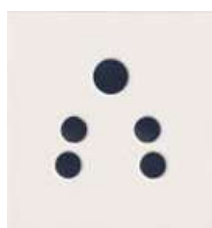
Banks & Currency

The unit of currency is Indian Rupees which comes in denominations of 10, 20, 50, 100, 200 and 500. Please use only the authorized money changers and banks to convert currency. They will issue a certificate of exchange which is required at the time of re-conversion of any unused currency. The currency may be exchanged at the airport on arrival. Foreign Exchange Rate is approximately Rs. 86/- to US\$ 1.

Most bank ATMs honor Visa, Visa Electron, Master & Maestro cards and you may use these ATMs also to withdraw money. Most hotels, shops & other establishments accept all major international credit cards.

ELECTRICITY

230Volts AC 50Hz Electric sockets of Type D. It is advisable to come along with Global adaptors.



Transportation During Arrival and Departure

The Biju Patnaik International Airport is around 30-40 minutes away from the Hotel. Delegates who have made stay arrangements in Hotel **Mayfair Lagoon & Mayfair Convention Centre will get pickup/drop facilities from hotel.** Others may avail the facility of pre-paid taxi booths and local taxi operators that are available at the arrival terminal of Bhubaneswar airport.

Contact Point

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

<u>ITU coordinator:</u> Mr Martin Adolph Study Group Advisor Email: martin.adolph@itu.int	<u>TRAI Lead coordinator:</u> Mr. Manish Negi, Deputy Advisor, International Relations, Telecom Regulatory Authority of India Email: irdivision@traigov.in Mob : +91-9818191320 (W/A) Tel : +91-11- 26769614 (To liaise with the ITU focal point through email/phone to ensure proper coordination.) Mr. Vikas Nigam Senior Research Officer International Relations Telecom Regulatory Authority of India Email: irdivision@traigov.in Mob : +91-9412739314 (W/A) Tel : +91-11- 26769632 (For attendance, participation, visa support letter etc)
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Annex 1 : Invitation letter request form for visa

Before requesting the letter of invitation, delegates should ensure that they are registered for the FG CD meeting. After completing registration, kindly:

- Fill in the form below (please fill in electronically)
- Provide an scanned copy of your passport (full name, date of birth, nationality, passport number, valid date of passport, etc. must be seen clearly)
- Send as email attachments to Mr. Vikas Nigam: irdivision@traigov.in **latest by 10th October 2025 for obtaining necessary government clearances.**

Given name (First name)	
Family name (Last name)	
Gender (Male/Female)	
Date of Birth (dd/mm/yy)	

Place of Birth		
Nationality		
Passport number		
Passport Issuing Country		
Issuing Date (dd/mm/yy)		
Expiry Date (dd/mm/yy)		
Visa application office: Please specify whether Embassy of India or Consulate General/Consulate/Office?		
If you choose Embassy, in which country will you apply for a visa?		
If you choose Consulate General/Consulate/Office, in which city will you apply for a visa?		
Occupation and Job title		
Name of Company/Organization		
Company/Organization mailing address	Address	
	Postal Code	
	Country	
Telephone number		
Fax number		
E-mail address		
Your stay in India	Date of arrival (dd/mm/yy)	
	Date of departure (dd/mm/yy)	
	Days of Stay	
Hotel Booking		
Funding		

Please attach a scanned copy of your passport when sending the Form.