



The Secretary-General

Geneva, 28 January 2020

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Ref: Circular Letter/CL-20/09

- Administrations of ITU Member States
- Permanent Missions in Geneva

Subject: ITU Telecom World 2021

Dear Sir/Madam,

I am pleased to contact all Member States to inform that the bidding process to host the **ITU Telecom** event in **2021** - announced in [CL-18/54](#) - has been extended to allow more time for the preparation of proposals.

Member States are invited to inform ITU of their interest to bid as soon as possible and to submit a detailed proposal by no later than **31 May 2020**.

ITU Telecom events provide an important global platform for governments, corporates and tech SMEs to accelerate ICT innovation for economic growth and social good. The Union encourages all Member States to take full advantage of the platform and we look forward to seeing you at this year's edition in Ha Noi, Viet Nam, from 6 to 9 September.

Yours faithfully,

[Original signed]

Houlin Zhao

Annex 1: Hosting ITU Telecom World Events



Annex 1
(January 2020)

HOSTING ITU TELECOM WORLD EVENTS

1 EVENT BACKGROUND

Staged in accordance with [Resolution 11](#) (Rev. Dubai, 2018), ITU Telecom World provides a global platform of international services connecting governments, corporates and tech-small and medium enterprises (SMEs), taking place on a yearly basis in the third quarter of the year.

The event combines an exhibition of digital solutions, a forum for sharing knowledge, an awards programme recognizing innovative ICT initiatives and a networking hub to highlight partnership and investment opportunities. A complete overview of the event – including full details on its format, core components and targeted audience – can be found by visiting the [event website](#) and downloading the [post event reports](#) of recent editions.

Member States are invited to submit their candidature and proposals to host the event in 2021.

2 HOST COUNTRY OBLIGATIONS

The [Model Host Country Agreement](#) for ITU Telecom World events (rev. Council 2016) sets out the framework of the host country obligations. Main elements include:

- a) **Lump-sum payment to ITU:** consisting of a direct financial contribution to share ITU Telecom's core expenses related to the preparation, planning and implementation of the event and to contribute towards fellowship and youth programmes organized by ITU.
- b) **Payment of the expenses involved by reason of the event being held outside of ITU headquarters:** including ITU Officials' pre-event and event missions, and freighting ITU equipment to/from the venue.
- c) **Provision of a venue for the event and all expenses for associated services.** Minimum venue requirements include: 10'000 m² raw exhibition space; ceremony/banquet room (1'000 pax), 6 conference rooms (with capacities ranging from 100 to 300 pax); private lunch room (200 pax); media centre with TV studio; VIP lounge; registration area; offices for ITU staff and Elected Officials.
- d) **Organizational support:** including establishment of a Host Country Coordination Committee, and provisions for media outreach, event promotion, protocol, transport and accommodation booking, visas facilitation, safety and security, local event staff, tax exemption and custom duties.

Further details can be found in the Model Agreement and upon request from the [ITU Telecom Secretariat](#).



3 HOST COUNTRY BENEFITS

Host Countries receive a number of direct and indirect social and economic benefits. Key elements include:

- a) **Prime space in the exhibition:** offering a centre stage to showcase national ICT solutions and innovations and promote local R&D efforts, software developers, hardware companies, IT consultancies and tech-SMEs in areas such as business, simulation, mobility, healthcare and safety.
- b) **National tech-SME support:** as well as bringing to its Host the smartest ideas and entrepreneurial spirit of digital start-ups and tech-SMEs from around the globe, ITU Telecom World provides national tech-SMEs, innovators and incubators with unique opportunities to connect with a curated audience of international buyers and investors, leading experts and business mentors, government policy makers and industry decision takers.
An active role can also be offered to national tech-SMEs in Forum debates, through sessions with an SME focus, or in special initiatives enabling discussions between SMEs and key stakeholders.
- c) **Forum sessions with a host country focus:** bringing issues directly relevant to the ICT agenda of the Host to the debates. The Host can also contribute host country case studies to workshops and panels, gain expert insight and share knowledge on emerging technologies, models, policies and trends shaping the wider ICT industry, and keep the conversation open and develop follow up sessions at the next ITU Telecom World event.
- d) **Special programmes and local initiatives:** to foster skills and facilitate national ICT industry growth, tech-SME success and socio-economic development. Initiatives may include capacity building workshops and masterclasses, special activities for students and young business professionals, legacy programmes and Host Country calls for action.
- e) **Host country communication and visibility:** drawing attention worldwide to the national ICT industry, talents, expertise, partnership and investment opportunities.

4 DEADLINES FOR PROPOSALS

Bids and notifications of interest must be submitted directly by the Government of a Member State, or through an official representative acting on behalf of the Government, as follows:

- a) **Notification of intention to bid** ideally before 1 March 2020.
- b) **Detailed bids** should be received by ITU by no later than **31 May 2020** and include a comprehensive proposal addressing all aspects of Host Country obligations as well as estimation of support from the national ICT industry.



Any questions about the event(s) or the bidding process should be referred to the ITU Telecom Secretariat as follows:

Ms Jane FORTY

ITU Telecom Manager
International Telecommunication Union
Place des Nations
CH-1211 Geneva, Switzerland
Tel: +41 22 730 6064
jane.forty@itu.int

Notifications of interest and final bids should be addressed to:

Mr. Houlin ZHAO

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International Telecommunication Union
Place des Nations
CH-1211 Geneva, Switzerland
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SGO@itu.int

5 LINKS/REFERENCES

- [Resolution 11](#) (Rev. Dubai, 2018) ("ITU Telecom Events", P.17 to 21 of the Final Acts).
- [Model Host Country Agreement \(Rev. Council 2016\)](#).
- [ITU Telecom website](#)