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| **Telecommunication Standardization Bureau** |  |
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Geneva, 4 April 2014

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| Ref:  Tel:  Fax: | **TSB Circular 92**  TSB Workshops/CB.  +41 22 730 6301 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia; |
| E-mail: | [cristina.bueti@itu.int](mailto:cristina.bueti@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau;  - To the Permanent Mission of Italy in Switzerland |

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| Subject: | **ITU Events on Smart Sustainable Cities (Genoa, Italy, 17-20 June 2014)** |

Dear Sir/Madam,

1 At the kind invitation of the Municipality of Genoa, the International Telecommunication Union (ITU) is supporting and organizing a series of events dedicated to the theme of “Smart Sustainable Cities” from 17 to 20 June 2014 in Genoa, Italy.

The series of events will be structured as follows:

* 17-18 June 2014 (morning): Event "TRANSFORM" – organized by the municipality of Genoa;
* 18 June 2014 (afternoon): Forum on "The city we want: smart and sustainable" – jointly organized by ITU, the European Commission (EC) and the Municipality of Genoa;
* 19-20 June 2014: Fifth meeting of the Focus Group on Smart Sustainable Cities (FG-SSC) – organized by ITU.

2 Discussions will be held in English only.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions, as well as to anyone who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The events are free of charge.

4 These events intend to bring together leading specialists in the field, from top policy-makers to engineers, designers, planners, government officials, regulators, academia, standards experts and others to raise awareness on the role of ICT to build the cities we want.

5 The draft programmes of the events will be made available on the events’ website at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/2014/IT-2014.aspx>. Please do not hesitate to contact Cristina Bueti ([cristina.bueti@itu.int](mailto:cristina.bueti@itu.int)), should you need additional information on the programmes.

6 **Accommodation:** Detailed information on hotel accommodation, transportation, visa and health requirements will be available on the events’ website. This website will be updated as new or modified information become available.

7 **Fellowships:** Unfortunately, ITU will not be able to provide fellowships due to budget restrictions.

8 **Registration**: To enable TSB to make the necessary arrangements concerning the organization of the workshops, please register for these events via the on-line form available on the events’ webpage as soon as possible, **but not later than 13 June 2014**. **Please note that pre-registration of participants to the events is carried out exclusively *online***. Participants will be able to register onsite after 17 June 2014.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Italy. The visa must be requested and obtained from the Italian Embassy in your country, or if there is no such office in your country, from the one that is closest to the country of departure. Please see the events’ webpage for additional information on visa requirements.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau