|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 27 April 2018 |
| Ref: | **TSB Circular 87**TSB Events/TK | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
| Contact: | **Tatiana KURAKOVA** |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbevents@itu.int  | **Copy to:**- The Chairmen and Vice-Chairmen of ITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| Subject: | **Third annual ITU IMT-2020/5G Workshop and Demo Day – 2018 (Geneva, Switzerland, 18 July 2018)** |

Dear Sir/Madam,

1 I would like to inform you that the **Third annual ITU IMT-2020/5G Workshop and Demo
Day – 2018** will take place at ITU headquarters, Geneva, on 18 July 2018.

The workshop will take place during the next ITU-T Study Group 13 meeting to be held from
16-27 July 2018 and the ITU-T Study Group 11 meeting to be held from 18-27 July 2018, in the same venue. This will be the third event of such nature.

More details about the ITU-T SG13 meeting are available at: <http://itu.int/go/tsg13>.
More details about the ITU-T SG11 meeting are available at: <http://itu.int/go/tsg11>.

Participant registration for the workshop will begin at 0830 hours at the Montbrillant entrance on the day of the event. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters.

2 This workshop will be held in English only. Webcasting will be offered for this workshop.

3 Participation in the workshop is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. Participation in the workshop is free of charge but no fellowships will be granted for the workshop. Participants who will also attend ITU-T Study Group 11 and/or ITU-T Study Group 13 and fulfil the eligibility criteria can apply for a fellowship for SG11 and SG13.

4 This workshop will provide a platform to continue the discussions on IMT-2020 wireline aspects, which started during the workshop held on 11 July 2017 at ITU Headquarters on "IMT-2020/5G Workshop and Demo Day ". Accordingly, the workshop aims to:

* Give an overview of SG13 standardization work and future plan on IMT-2020 wireline as well as the work and future plan of other ITU-T study groups on this topic;
* Present the major current and future activities of other groups working on IMT-2020 standards, including SDOs, consortia and forums;
* Present the achievements and current activities of the industry (operators, vendors, …) related to IMT-2020 infrastructure, applications and services;
* Demonstrate the IMT-2020 related prototype through a Demo show session.

​This one-day technical event is open to experts participating in the IMT-2020 work of ITU and all other parties interested in networking technologies shaping future 5G systems.

5 Information relating to the workshop, including the draft programme, will be available on the event’s website at the following address: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201807/Pages/default.aspx>. This website will be updated regularly as new or modified information becomes available. Participants are requested to check periodically for new updates.

6 Wireless LAN facilities are available for use by delegates in the main ITU conference room areas. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

7 A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

8 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the online form: [ITU Members](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00004748) I [Non-Members](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00004750) as soon as possible, but **no later than 16 July 2018.** **Please note that pre-registration of participants for workshops is mandatory and carried out exclusively *online*. This workshop is free of charge and open to all.**

9 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the workshop** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa, but only within the period mentioned of **four** weeks. Any such request should be made by checking the corresponding box on the registration form no later than four weeks before the event. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

Yours faithfully,

*(signed)*

Chaesub Lee
Director of the Telecommunication
Standardization Bureau