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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 10 October 2018 | |
| Ref: | **TSB Circular 123**  TSB Events/SC | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| Contact: | **Simao Campos** | |
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| 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: | **2nd ITU/WHO Workshop and Focus Group on AI for Health meeting  New York City, United States, 14-16 November 2018** | | | |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the Columbia University, the 2nd ITU and WHO workshop on **“AI for Health”** will be held on 14 November 2018 at Columbia University in New York City, United States, followed by the 2nd meeting of the ITU-T [Focus Group on artificial intelligence for health](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Pages/default.aspx) (FG-AI4H) at the same venue from 15-16 November 2018. The workshop is jointly organized by ITU and WHO.

2 The workshop and meeting will be held in English only.

3 Participation in the workshop and Focus Group meeting 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 and focus group is free of charge but no fellowships will be granted.

4 Information relating to the workshop, including the draft programme, will be available on the event website: <https://itu.int/en/ITU-T/Workshops-and-Seminars/20181114>. Participants are requested to check periodically for updates.

5 Wireless LAN facilities are available for use by delegates. Please note that these are paperless events.

6 Practical information including accommodation, transport and visas will be available on the focus group and workshop webpages.

7 To enable the ITU Secretariat to make the necessary arrangements concerning the organization of the focus group meeting and the workshop, I should be grateful if you would register via the online form at <https://itu.int/go/fgai4h/reg> as soon as possible, but **no later than   
5 November 2018.** **Please note that pre-registration of participants is carried out exclusively *online*.**

8 When preparing input documents to the FG-AI4H meeting, participants are invited to take into consideration the agreed FG-AI4H structure, as found on the FG-AI4H webpage at <https://itu.int/go/fgai4h>.

Input documents are to be e-mailed to the secretariat at tsbfgai4h@itu.int using the [document template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FG-AI4H-Doc-template.docx) found in the FG-AI4H webpage. In order to permit participants to prepare for the meeting, the deadline for document submission is **7 November 2018** at 2359 hours CET.

9 Citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States. **The visa should be requested at least four (4) weeks before the date of beginning of the workshop/meeting** and obtained from the office (embassy or consulate) representing the United States in your country or, if there is no such office in your country, from the one that is closest to the country of departure. For more information or assistance on visa matters please contact the host focal point, Brendan Feifer, at [bf2272@columbia.edu](mailto:bf2272@columbia.edu). Please note that requests for visa support letters can be considered only after you have registered on the event website.

**Key deadlines:**

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| 16 October 2018 | - Submit requests for visa support letters (see §9 above) |
| 5 November 2018 | - Pre-registration (<https://itu.int/go/fgai4h/reg>) |
| 7 November 2018 | - Submit written contributions (by e-mail to [tsbfgai4h@itu.int](mailto:tsbfgai4h@itu.int)) using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FG-AI4H-Doc-template.docx) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,    *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | Latest meeting information |