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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 24 October 2018 | |
| Ref: | **TSB Circular 126**  TSB Events/SC | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| Contact: | **Simao Campos** | |
| Tel: | +41 22 730 6805 | |
| 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: | **3rd ITU/WHO Workshop and Focus Group on AI for Health meeting  Lausanne, Switzerland, 22-25 January 2019** | | | |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the École Polytechnique Fédérale de Lausanne (EPFL), the 3rd ITU and WHO workshop on **“AI for Health”** will be held on   
22 January 2019 at the SwissTech Convention Center in Lausanne, Switzerland (Quartier Nord de l'EPFL, Route Louis-Favre 2, CH 1014 Ecublens), followed by the 3rd 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 23-25 January 2019. 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 the 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 the Focus Group meeting 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/ai4h/20190122>. 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 and transport 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/regc> as soon as possible, but **no later than 11 January 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](mailto:tsbfgai4h@itu.int) using the [document template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FG-AI4H-Doc-template.docx) found on the FG-AI4H webpage. To permit participants to prepare for the meeting, the deadline for document submission is **15 January 2019** at 2359 hours CET.

9 If required, visas must be requested before the date of arrival in Switzerland from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

If problems are encountered by ITU Members, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Requests should be made by checking the corresponding box on the registration form **no later than six weeks before the meeting**. Enquiries should be sent to the ITU Travel Section ([travel@itu.int](mailto:travel@itu.int)), bearing the words “**visa support**”.

**Key deadlines:**

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| 10 December 2018 | - Submit requests for visa support letters (see §9 above) |
| 11 January 2019 | - Pre-registration (<https://itu.int/go/fgai4h/regc>) |
| 15 January 2019 | - 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 |