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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 21 January 2019 |
| Ref: | TSB Circular 135TSB 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;- Director of the ITU Regional Office for Asia and the Pacific |
| Subject: | **4th ITU/WHO Workshop and Focus Group on AI for Health meeting(Shanghai, China, 2-5 April 2019)** |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of China Academy of Information and Communications Technology (CAICT), the 4th ITU and WHO workshop on **“AI for Health”** will be held on 2 April 2019 at the West Bund Art Centre in Shanghai, China followed by the 4th 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
3-5 April 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 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/20190402>. 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 visa 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/regd> as soon as possible, but **no later than 1 March 2019.** **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 and the most recent version of the call for proposals document, as found in the FG-AI4H website 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 on the FG-AI4H website. Please submit documents in editable format, e.g. WinWord, instead of PDF. In order to permit participants to prepare for the meeting, the deadline for document submission is **25 March 2019** at 2359 hours CET.

For best results, contribution submitters are urged to join the meeting to present their proposals, reply to questions and participate in the debates.

9 Visas must be requested before the date of arrival in China, obtained from the office (embassy or consulate) representing the People's Republic of China in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Apart from the documents required by the Chinese Embassy, it is necessary to provide a certificate issued by MIIT, China, to the Embassy. **The certificate should be requested before 1 March 2019**. For more information or assistance on visa matters please follow the instructions detailed in the logistics document found in the FG-AI4H website and contact the host focal point, **Mr Ziyi Yang** (yangziyi@caict.ac.cn). Please note that requests for visa support letters can be considered only after you have registered on the event website (see §7).

**Key deadlines:**

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| 1 March 2019 | - Submit requests for visa support letters (see §9 above)- Pre-registration (<https://itu.int/go/fgai4h/regd>) |
| 25 March 2019 | - Submit written contributions in editable format (by e-mail to 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)**(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | Latest meeting information |