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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 13 December 2018 | |
| **Ref:** | **TSB Circular 136**  TSB Events/DA | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| **Tel:** | +41 22 730 5780 | |
| **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:** | **ITU Workshop on “Benchmarking of emerging technologies and applications. Internet related performance measurements” (Geneva, Switzerland, 11 March 2019)** | | | |

Dear Sir/Madam,

1 It is my pleasure to invite you to the **ITU Workshop on “Benchmarking of emerging technologies and applications. Internet related performance measurements”**,taking place on the 11 March 2019 at ITU Headquarters, Rue de Varembé 2, Geneva, Switzerland.

The Workshop will take place during the ITU-T Study Group 11 meeting from 6-15 March 2019 at the same venue. More information is available in TSB Collective letter [6/11](https://www.itu.int/md/T17-SG11-COL-0006/en).

2 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, however seats are limited and no fellowships will be granted. The workshop will be held in English only.

3 This workshop will be dedicated to sharing experiences and highlighting the approaches on benchmarking and Internet-related performance measurements of different stakeholders, including telecom operators, regulators, SDOs, customers and any active player. The Workshop will focus on:

* Benchmarking concept and key terminology;
* ITU and other SDOs activities on benchmarking and Internet related performance measurements;
* Benchmarking of equipment/systems/applications;
* Performance evaluating systems for signalling networks and applications;
* Key challenges faced by operators and regulators on using existing approaches on Internet-related performance measurements;
* Technical approaches/solutions to be used for Internet-related performance measurements.

4 Information relating to the workshop will be available on the event website at:  
<https://www.itu.int/en/ITU-T/Workshops-and-Seminars/20190311/Pages/default.aspx>

This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

5 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>).

6 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/>.

7 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-00005577) I [ITU Non-Members](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005578) as soon as possible, but **no later than 4 March 2019**. 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.

8 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](mailto:travel@itu.int)), bearing the words “**visa support**”.

Yours faithfully,

*(signed)*

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau