|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 12 June 2019 |
| Ref: | **TSB Circular 176**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: | **6th ITU/WHO Workshop and Focus Group on AI for Health meeting Zanzibar, Tanzania, 2-5 September 2019** |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the Universal Communications Service Access Fund of Tanzania, and in collaboration with the ITU Regional Office for Africa, the 6th ITU and WHO workshop on **“AI for Health”** will be held on 2 September 2019 in Zanzibar, Tanzania followed by the 6th 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 September 2019. The workshop is jointly organized by International Telecommunication Union (ITU) and World Health Organization (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.

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/201909>. Participants are requested to check the official webpage 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/reg> as soon as possible, but **no later than 19 August 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 existing topic groups, 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/FGAI4H-E-template.docx) found on the FG-AI4H webpage. To permit participants to prepare for the meeting, the deadline for document submission is **26 August 2019** at 2359 hours CEST.

9 If required, visas must be requested as soon as possible from the embassy or consulate representing Tanzania in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Additional details and documentation needed for visa processing, if any, will be provided in the logistics document for the meeting, as found in the FG‑AI4H website. Please note that requests for visa support letters can be considered only after you have registered on the event website (see §7).

**Key deadlines:**

|  |  |
| --- | --- |
| 22 July 2019 | - Submit requests for visa support letters (see §9 above) |
| 19 August 2019 | - Pre-registration (<https://itu.int/go/fgai4h/reg>)  |
| 26 August 2019 | - Submit written contributions (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.

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