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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 10 September 2019 |
| **Ref:** | **TSB Circular 194** | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
| **Contact:** | Cristina BUETI |
| **Tel:** | +41 22 730 6301 |
| **Fax:** | +41 22 730 5853 |
| **E-mail:** | tsbevents@itu.int | **Copy to:**- The Chairmen and Vice-Chairmen of Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| **Subject:** | **Fifth ITU Workshop on “Data Processing and Management for IoT and Smart Cities & Communities” (Geneva, Switzerland, 25 November 2019)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) is organizing the **Fifth ITU Workshop on “Data Processing and Management for IoT and Smart Cities & Communities”**, which will take place from 14h00 to 16h00 on 25 November 2019 at ITU Headquarters, Geneva, Switzerland.

The workshop will be collocated with the upcoming [ITU-T Study Group 20](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx): Internet of things (IoT) and smart cities and communities (SC&C) meeting taking place from 25 November to 6 December 2019.

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.

3 The objectives of the workshop are to provide an overview of FG-DPM activities on data processing and management to support IoT and Smart Cities & Communities and highlight the deliverables which were developed and agreed by the FG-DPM during its lifecycle.

4 Information relating to the workshop will be available on the event website at: <http://www.itu.int/en/ITU-T/climatechange/dpm/05/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 will be available at the venue of the event.

6 Registration is mandatory for all participants planning to attend the workshop. You are invited to complete the online registration form available at: <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00006932>

Please note that delegates may not join the Workshop unless they are registered. The registration will be open up to the end of the event. Remote Participation and webcast facilities will be made available for this event.

7 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), bearing the words “**visa support**”.

Yours faithfully,

*(signed)*

Chaesub Lee
Director of the Telecommunication
Standardization Bureau