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|  | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 18 November 2019 |
| Ref:Contact:  | **TSB Circular 211**TSB Events/HO**Hiroshi Ota** | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
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| 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:** | **Joint IEEE 802 and ITU-T Study Group 15 Workshop 25 January 2020, Geneva, Switzerland** |

Dear Sir/Madam,

1 I would like to inform you that the **joint IEEE 802 and ITU-T Study Group 15 workshop** will take place at ITU headquarters, Geneva, on **25 January 2020.** This workshop will be held in conjunction with the IEEE 802.1 and IEEE 802.3 interim meetings (20-24 January 2020), and the
[ITU-T Study Group 15](https://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Pages/default.aspx) meeting (27 January – 7 February 2020) at ITU headquarters, Geneva.

2 This workshop will be held in English only.

3 Participation 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 but no fellowships will be granted.

4 The workshop intends to offer a platform for all involved stakeholders and aims to focus on topics of common interest such as optical interfaces, mobile fronthaul, 5G mobile transport, passive optical network (PON), management and YANG modeling.

5 Information relating to the workshop, including the draft programme, will be available on the event website at the following address: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/202001/Pages/default.aspx>. This website will be updated regularly as new or modified information becomes available. Participants are requested to check periodically for new updates.

6 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>).

7 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/>.

8 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 for <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00007178> as soon as possible, but **no later than 17 January 2020.** **Please note that pre-registration of participants for workshops is carried out exclusively *online*.**

9 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 Members, such as ITU** [**Member States**](http://www.itu.int/online/mm/scripts/gensel8)**,** [**Sector Members**](https://www.itu.int/online/mm/scripts/gensel11)**,** [**Associates**](https://www.itu.int/online/mm/scripts/gensel11?_memb=A) **or** [**Academic Institutions**](https://www.itu.int/online/mm/scripts/gensel11?_memb=U), 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 online 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