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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 2 December 2019 |
| Ref: | TSB Circular 215TSB Events/SC | **To:**- Administrations of Member States ofthe 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 ofITU-T Study Groups;- The Director of the Radiocommunication Bureau;- The Director of the Telecommunication Development Bureau;- The Director of the ITU regional office for the Americas |
| Subject: | **8th ITU/WHO Workshop and Focus Group on AI for Health meeting Brasilia, Brazil, 21-24 January 2020** |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the Pan American Health Organization (PAHO), and in collaboration with the ITU Regional Office for the Americas, the 8th ITU and WHO workshop on **“AI for Health”** will be held in Brasilia, Brazil, followed by meeting H 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 21 to 24 January, 2020. 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 free of charge and it 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.

4 Information relating to the workshop, in particular the partitioning between workshop and FG meeting days and the draft workshop programme, will be available on the event website <https://itu.int/en/ITU-T/Workshops-and-Seminars/ai4h/202001>. 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 shortly 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 would 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 7 January 2020. Please note that pre-registration of participants is carried out exclusively *online*.** Pre-registration is required for both **physically present and remote participants**.

8 When preparing input documents to the FG-AI4H meeting, participants are invited to take into consideration the agreed FG-AI4H structure and existing working groups and 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-Doc-template.docx) found on the FG-AI4H webpage in editable format (i.e. DOCX; not PDF). To permit participants to prepare for the meeting, the deadline for document submission is **14 January 2020** at 2359 hours CET.

9 If required, visas must be requested as soon as possible from the embassy or consulate representing Brazil 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), but at the latest on 17 December 2019.

10 A limited number of travel grants are available to [qualifying experts](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/funding.pdf) to attend the upcoming FG-AI4H meeting (subject to availability of funds from the donors' grant received by ITU), requesting deadline is 17 December 2019. More information is available on the [FG-AI4H collaboration site](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/SitePages/Home.aspx).

NOTE: All travel grant requests should be received at least five weeks prior to the meeting, after registration (see §7). Subsequent applications will *not* be considered.

**Key deadlines:**

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| 17 December 2019 | - Submit requests for visa support letters (see §9 above) |
| 17 December 2019 | - Submit application for travel grant programme (see §10 above) |
| 7 January 2020 | - Pre-registration (<https://itu.int/go/fgai4h/reg>)  |
| 14 January 2020 | - 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/FGAI4H-Doc-template.docx) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | Latest meeting information |