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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 27 January 2023 | |
| **Ref:** | **TSB Circular 73** TSB Events/SC | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| **Tel:** | +41 22 730 6805 | |
| **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:** | **ITU/WHO Focus Group on AI for Health Meeting "R" and workshop; Cambridge, USA, 21-24 March 2023** | | | |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the Institute for Technology & Global Health, the International Telecommunication Union (ITU) and the World Health Organization (WHO) will organize the 18th meeting (Meeting "R") of the [Focus Group on Artificial Intelligence for Health](https://itu.int/go/fgai4h) (FG-AI4H), with a workshop organized on the first day. The meeting, and its associated workshop, will take place from 21 to 24 March 2023 in Cambridge, MA, USA at the MIT Media Lab and Harvard Kennedy School.

2 The workshop and meeting will be held in English.

3 Participation in the event is free of charge and 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, is available on both the [webpage of the workshop](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/ai4h/20230321/Pages/default.aspx) and the [Focus Group website](https://itu.int/go/fgai4h). Participants are encouraged to check there periodically for updates.

5 Wireless LAN facilities are available for use by delegates.

6 Information including accommodation and transport are available in the [practical information document](https://tiny.cc/ai4h-mit-harvard) from 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 March 2023.** Please note that registration is mandatory and carried out exclusively *online*for **both physically present and remote participants**. A free ITU account is required for registration and to access the FG-AI4H documentation and can be easily created following the [instructions in the FG-AI4H website](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Pages/reg2.aspx).

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>. Newcomers are invited to read the [onboarding document](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/ITU_WHO_AI4H_Onboarding.pdf).

Input documents are to be e-mailed to the secretariat at [tsbfgai4h@itu.int](mailto:tsbfgai4h@itu.int) using the [document template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FGAI4H-Doc-template.zip) 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 March 2023** at 2359 hours (Geneva time).

9 If required, visas must be requested as soon as possible from the embassy or consulate representing the United States 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 on [United States visa information](https://travel.state.gov/content/travel/en/us-visas/business.html) are available from [FG‑AI4H website](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Pages/default.aspx). 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 14 February 2023.

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 14 February 2023. More information is available on the [FG-AI4H collaboration site](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/SitePages/Home.aspx).

NOTE: Travel grant requests should be received after registration (see §7) by the before mentioned deadline. Subsequent applications will *not* be considered.

**Key deadlines:**

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| 14 February 2023 | - Submit requests for visa support letters (see §9 above) |
| 14 February 2023 | - Submit application for travel grant programme (see §10 above) |
| 7 March 2023 | - Pre-registration (<https://www.itu.int/go/fgai4h/reg>) |
| 14 March 2023 | - Submit written contributions in editable format (by e-mail to [tsbfgai4h@itu.int](mailto:tsbfgai4h@itu.int)) using the document [template](https://www.itu.int/en/ITU-T/focusgroups/ai4h/Documents/FGAI4H-Doc-template.docx) |

I wish you a productive and enjoyable meeting.

Yours faithfully,



Seizo Onoe  
Director of the Telecommunication  
Standardization Bureau