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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 13 April 2023 |
| **Ref:** | **TSB Circular 93**TSB Events/SC | **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 Radiocommunication Bureau;- The Director of the Telecommunication Development Bureau. |
| **Subject:** | **ITU/WHO Focus Group on AI for Health Meeting "S" and workshop;Geneva, Switzerland, 3-5 July 2023** |

Dear Sir/Madam,

1 I would like to inform you that ITU, in collaboration with WHO, will hold the 19th meeting (Meeting "S") of the [Focus Group on Artificial Intelligence for Health](https://itu.int/go/fgai4h) (FG-AI4H) at the ITU headquarters in Geneva, Switzerland, 3-4 July 2023, with a workshop organized on the subsequent day. The meeting will take place in the same week as the [AI for Good week](https://aiforgood.itu.int/event/programme/) (week #27); see §6 below concerning registration.

2 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 part of international, regional and national organizations. The workshop will be part of the AI for Good Day 0 Machine Learning workshops. Seating at workshops is limited, therefore access will be on a first-come-first-served basis; online participation is always available.

3 Detailed information on the meeting and workshop programmes, in particular the partitioning between workshop and FG meeting days, is available on both the [Focus Group website](https://itu.int/go/fgai4h) and the [webpage of the workshop](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/ai4h/20230705). Participants are encouraged to check there periodically for updates.

4 The event will be paperless and held in English. Wireless LAN facilities are available for use by delegates.

5 Information including accommodation and transport will be available in the [practical information document](https://docs.google.com/document/d/e/2PACX-1vQ0hg5FZiUJg3I3oQskh9emn9ppqMW0fJytgkGrhS1xSzim33eOrx9t4S3oEjd31-MbhJ-l69wpEddk/pub) from the Focus Group and workshop webpages.

6 To help the Secretariat 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 19 June 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).

Participants also attending the **AI for Good Global Summit** on 6-7 July 2023 should note that a **separate registration** is needed at <https://www.itu.int/net/CRM/js/sr/C-00012225/> (registration is free but mandatory; only a limited number of seats is available). The AI for Good registration does not require an ITU account.

7 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 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 Mon **26 June 2023** at 2359 hours (Geneva time).

8 If required, visas must be requested before the date of arrival in Switzerland from the 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. 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 29 May 2023.

If problems are encountered by ITU Members, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Requests should be made by checking the corresponding box on the registration form **no later than six weeks before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

9 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). The deadline to apply is 29 May 2023. More information is available on the [FG-AI4H collaboration site](https://extranet.itu.int/sites/itu-t/focusgroups/ai4h/SitePages/Home.aspx).

NOTE: Prior to submitting a travel grant request, participants must register by the afore-mentioned deadline (see §6). Subsequent applications will *not* be considered.

**Key deadlines:**

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| 29 May 2023 | - Submit requests for visa support letters (see §9 above) |
| 29 May 2023 | - Submit application for travel grant programme (see §10 above) |
| 19 June 2023 | - Pre-registration (<https://www.itu.int/go/fgai4h/reg>)  |
| 26 June 2023 | - Submit written contributions in editable format (by e-mail to 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.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | ITU/WHO FG-AI4H |
| Latest meeting information |