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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 14 December 2023 |
| **Ref:** | **TSB Circular 167****FG-MV/CB** | **To:**- Administrations of Member States of the Union- ITU-T Sector Members- ITU-T Associates- ITU Academia |
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| **E-mail:** | tsbfgmv@itu.int  | **Copy to:**- The Chairs and Vice-Chairs ofITU Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| **Subject:** | **Fifth meeting of the ITU Focus Group on metaverse (FG-MV) and Fourth ITU Forum on Shaping the CitiVerse: People centred cities & virtual worlds (Queretaro, Mexico, 4-8 March 2024)** |

Dear Sir/Madam,

1 It is my pleasure to invite you to attend the fifth meeting of the **ITU Focus Group on metaverse (FG‑MV)**, scheduled to take place in Queretaro, Mexico, from 5 to 8 March 2024, respectively. The meeting will be preceded by the **Fourth ITU Forum on “Shaping the CitiVerse: People centred cities & virtual worlds”** that will take place on 4 March 2024, at the same venue. The FG-MV meeting and forum are kindly hosted by Aston Group and the Municipality of Queretaro, Mexico.

2 **Fifth meeting of the ITU Focus Group on metaverse (FG-MV)**

The meeting will be held from 5 to 8 March 2024, at the Hotel Grand Fiesta Americana, in Queretaro, Mexico.

The objectives of the fifth meeting include:

* discussion and presentation of written contributions including incoming use-cases;
* progress on the development of ongoing deliverables;
* agreement on FG-MV future meeting plans.

FG-MV Working Group meetings will take place during the FG-MV meeting.

Written contributions are pertinent for the eventual success of the Focus Group and are strongly encouragedto address the objectives highlighted above to foster an initial development plan of deliverables. Written contributions should be submitted to the TSB Secretariat (tsbfgmv@itu.int) in electronic format using the templates available from the [FG-MV homepage](http://www.itu.int/go/fgmv). **The contribution deadline for the meeting is 21 February 2024.**

The meeting agenda, documents and other practical information will be available via the [FG-MV homepage](http://www.itu.int/go/fgmv) in advance of the meeting. The discussions will be held in English only. Information on remote participation will be made available on the Focus Group webpage ([www.itu.int/go/fgmv](http://www.itu.int/go/fgmv)).

3 **Fourth ITU Forum on “Shaping the CitiVerse: People centred cities & virtual worlds”**

The **Fourth ITU Forum on “Shaping the CitiVerse: People centred cities & virtual worlds”** will take place on **4 March 2024**. This Forum will explore the intersection of metaverse and smart cities, serving as a platform for open dialogue about ensuring smart cities and the metaverse prioritize people and integrate them seamlessly into their virtual worlds. The Forum will also look at the unique challenges and opportunities of the Latin American region to maximize the benefits of its vibrant tech sector. More information can be found at: <https://www.itu.int/metaverse/4th-forum-metaverse/>

4 Participation in the meeting and forum is free of charge and open to individual experts and organizations from all sectors and relevant disciplines. Anyone interested in following or participating in the work of FG-MV is invited to subscribe to a dedicated mailing-list; details on how to subscribe can be found at <https://itu.int/go/fgmv/join>.

5 To enable ITU to make the necessary arrangements, participants are invited to register online via the [FG-MV homepage](http://www.itu.int/go/fgmv) as soon as possible. Places are limited and registration will be handled on a first‑come, first-served basis. Registration is required for remote participation as well as on-site participation. Please note that pre-registration of participants for the events is carried out exclusively online.

6 I would remind you that citizens of some countries are required to obtain a visa to enter and spend time in Mexico. If required, visas must be requested before the date of arrival from the embassy or consulate representing Mexico in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

Additional details and documentation needed for visa processing, if any, will be provided in the logistics document for the meeting and forum that will be made available on the [FG-MV homepage](http://www.itu.int/go/fgmv).

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| 1 February 2024 | * Submit requests for visa support letters (Additional details and documentation needed for visa processing, if any, will be provided in the logistics document for the meeting and forum that will be made available on the [FG-MV homepage](http://www.itu.int/go/fgmv))
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| 21 February 2024 | * Submit written contributions (by e-mail to tsbfgmv@itu.int)
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| 28 February 2024 | * Pre-registration (online via the [FG-MV homepage](http://www.itu.int/go/fgmv))
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I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | A qr code on a white background  Description automatically generated FG-MV meeting information |