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| itu_logo | | **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 January 2015 | |
| Ref: | **TSB Circular 138**  TSB Workshops/CB | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia | |
| Contact: | Cristina Bueti | |
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| E-mail: | [cristina.bueti@itu.int](mailto:cristina.bueti@itu.int) | | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| Subject: | **Forum on “Smart sustainable cities: a rising priority for decision-makers”  Reading, United Kingdom, 3 March 2015** | | | |

Dear Sir/Madam,

1 I would like to inform you that a forum on “*Smart sustainable cities: a rising priority for decision-makers*” will take place in Reading, United Kingdom, on 3 March 2015. The forum will be preceded by the fifth meeting of the Focus Group on Smart Water Management (FG-SWM) on 2 March 2015 and it will be followed by the seventh meeting of the Focus Group on Smart Sustainable Cities (FG SSC) on 4-6 March 2015. These events will be kindly hosted by Symantec.

The forum will open at 0930 hours. Participant registration will begin at 0830 hours.

2 Discussions 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 which 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. The forum is free of charge but no fellowships will be granted.

4 A draft programme of the forum is available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/201503/Programme.aspx>.

5 Information relating to the forum, including practical information for participants, is available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/201503/forum-ssc.aspx>.

6 To enable TSB to make the necessary arrangements concerning the organization of the forum, I would be grateful if you would register via the on-line form <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000737>, as soon as possible, but **not later than** *26 February 2015*. **Please note that pre-registration of participants to workshops is carried out exclusively *online*.**

7 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United Kingdom. **The visa must be requested at least four (4) weeks before the date of beginning of the forum** and obtained from the office (embassy or consulate) representing the United Kingdom in your country or, if there is no such office in your country, from the one that is closest to the country of departure (Annex 1).

Participants who need an invitation letter and/or a visa supporting letter for entering United Kingdom are advised to get in touch with the contact person in United Kingdom:

**Michelle Broadbridge**Sr. Executive Briefing Centre Coordinator  
Symantec Corporation   
Office: 0118 9436605  
Mobile: 07809 198631  
Email: [michelle\_broadbridge@symantec.com](mailto:michelle_broadbridge@symantec.com)

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1  
(to TSB Circular 138)

VISA REQUEST LETTER

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

British Embassy,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

Symantec is the global leader in information security providing a broad range of software, appliances and services designed to help individual’s small and mid-sized business and large enterprises secure and manage their IT infrastructure. Symantec Norton brand of products is the worldwide leader in consumer security and problem solving solutions. Headquartered in Mountain View, California. Symantec has operations in more than 35 countries.

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is a (job title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (company name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, plans to visit us in (Month/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attend a Executive Briefing. (He/She) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be here in Reading from (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until (date) at our European Headquarters, 350 Brook Drive, Green Park, Reading, Berkshire RG2 6UH.

We would appreciate if you can provide (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the necessary business visa to enable (his/her) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to visit our offices in Reading.

If you have any questions or require any clarifications, please do not hesitate to contact me on +44 118 9436662.

Yours Sincerely,

For Symantec Corporation

David Histon  
Executive Briefing Centre Manager