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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 20 April 2016 |
| Ref: | **TSB Circular 218**TSB Workshops/MA | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Contact: | **Martin Adolph** |
| Tel: | +41 22 730 6828 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbworkshops@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: | **ITU Workshop on Standards for Safe Listening Geneva, Switzerland, 6 June 2016** |

Dear Sir/Madam,

1 The International Telecommunication Union is organizing a workshop on "**Standards for Safe Listening**".This one-day eventwill take place at the ITU Headquarters, Geneva, Switzerland, on 6 June 2016.

2 The workshop will take place between the meetings of (i) ITU-T Study Group 16 from 23 May to 3 June 2016 and of (ii) ITU-T Study Group 12 from 7 to 16 June 2016.

3 The workshop will start at 0900 hours. Participants’ registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

4 Discussions will be held in English only.

5 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 workshop is free of charge.

6 About 1.1 billion teenagers and young adults are at risk of developing hearing loss due to the unsafe use of personal audio devices and exposure to damaging levels of sound in noisy entertainment venues. This hearing loss develops silently and it is not difficult to avoid.

 The workshop is a follow-up activity of [WHO-ITU Consultations on Safe Listening Devices](http://www.who.int/pbd/deafness/activities/en/) held in October 2015 and discussions in ITU-T Study Group 16 to create an integrative international standard providing guidelines for safe listening devices.

 This workshop will review the state of technical standardization for safe listening when using personal music players (and associated listening devices, such as earphones/headphones). It will review where standardization work is being done and how it has been adopted; discuss technical approaches being taken; exchange ideas on how groups can better collaborate and exchange information; identify gaps, if any; and discuss a way forward.

 The target audience for this event are experts participating in the work on safe listening of WHO, ITU-T SG12, ITU-T SG16, IEC TC108, CENELEC TC108X and all other interested parties.

7 A draft programme including information relating to the workshop will be made available on the ITU-T [website](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/safelistening/Pages/default.aspx). This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

8 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

9 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see list of hotels [here](http://www.itu.int/net4/travel/hotels.aspx?lang=en&stars=&type=&ctry)).

10 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the [online form](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/safelistening/Pages/default.aspx) as soon as possible, but **not later than 30 May 2016.****Please note that pre-registration of participants to workshops is carried out exclusively *online*. Remote participation will be offered. Details will be made available on the event website.**

11 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the workshop** and obtained from the office (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.

 If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request should be made by official letter from the administration or entity you represent. This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academic Institutions.**

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

ANNEX 1
(to TSB Circular 218)

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| *This confirmation form should* ***be sent directly to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

**ITU Workshop on “Standards for Safe Listening” – Geneva, Switzerland, 6 June 2016**

Confirmation of the reservation made on (date) \_\_\_\_\_\_\_\_\_\_\_\_ with (hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**at the ITU preferential tariff:**  \_\_\_\_\_\_\_\_\_\_\_ single/double room(s)

arriving on (date) \_\_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_\_ departing on (date) \_\_\_\_\_\_\_\_\_\_\_\_

**GENEVA TRANSPORT CARD**: Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

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First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_