|  |  |  |
| --- | --- | --- |
| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 29 June 2016 |
| Ref: | **TSB Circular 229**TSB Workshops/CB | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | 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: | **High Level Forum on “Inspiring Smart Cities and Urban Services”, Geneva, Switzerland, 1 September 2016** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) together with the United Nations Economic Commission for Europe (UNECE) and the World Economic Forum are organizing a **High Level** **Forum on “Inspiring Smart Cities and Urban Services”** on 1 September 2016 in Geneva, Switzerland.

The Forum will open at 0930 hours on 1 September 2016. Participant registration will begin at 0830 hours at ITU Headquarters, Geneva, Switzerland.

2 Discussions will be held in English.

3 Participation in the Forum is free of charge. However, no fellowships will be granted.

4 The main objective of this Forum is to discuss how city utilities, transport and the built and natural environment are and will continue to be affected by the adoption of new business models and smart technological solutions. This high level forum will be held as part of the efforts conducted by the [United for Smart Sustainable Cities (U4SSC)](http://www.itu.int/en/ITU-T/ssc/united/Pages/default.aspx) initiative.

5 A draft programme, including practical information for participants, will be made available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/20160901/forum.aspx>

This website will be regularly updated as new or modified information becomes available. Participants are requested to check periodically for new updates.

6 To enable TSB to make the necessary arrangements concerning the organization of the Forum, we would be grateful if you would register via the online form <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000908> , as soon as possible, but **not later than 29 August 2016**. **Please note that pre-registration of participants for the Forum 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 Switzerland. **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 Switzerland in your country. If there is no such office in your country, kindly avail of the visa services from the embassy or consulate that is closest to the country of your departure.

Please see the event’s webpage for additional information on visa requirements.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau