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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 28 November 2013

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| Ref:ContactTel:Fax:Email: | **TSB Circular 62**TSB Workshops/SPStefano Polidori+41 22 730 5858+41 22 730 5853stefano.polidori@itu.int  | - To Administrations of Member States of the Union;- To ITU Sector Members;- To ITU Associates;- To ITU Academia |
|  |  | **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 “Internet of Things – Trends and Challenges in Standardization”, Geneva, Switzerland, 18 February 2014** |

Dear Sir/Madam,

1 I would like to inform you that the International Telecommunication Union is organizing a Workshop on **“Internet of Things (IoT) – Trends and Challenges in Standardization”** on
18 February 2014 in Geneva, Switzerland.

The workshop will open at 0900 hours. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting room will be displayed on screens at the entrance of the meeting venue*.*

This workshop will be held in conjunction with other related meetings of the ITU standards groups such as the IoT Global Standards Initiative ([IoT-GSI](http://www.itu.int/en/ITU-T/gsi/iot/Pages/default.aspx)) from 19 to 25 February 2014 and the IoT Joint Coordination Activity ([JCA-IoT](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)) on 25 February 2014.  It is an ideal event to get an up-to-date overview of the direction of IoT standards and associated topics worldwide.

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. These workshops are free of charge and no fellowships will be granted.

4 The key objectives of the ITU Workshop on “Internet of Things – Trends and Challenges in Standardization” are to assemble IoT experts from industry, government and academia, and to explore the status of various standards initiatives in IoT and machine-to-machine communications (M2M) at ITU as well as other standards developing organizations (SDOs). A particular focus will be on the progress made in IoT-related standards and protocols development in the university research and open source communities.

Among the target audience are managers and engineers working with IoT applications, service providers planning on delivering IoT solutions, including policy and standards makers.

With this workshop, the ITU aims at facilitating the global expansion of IoT through a better understanding of the IoT trends, including a wide range of standardization work. The workshop should lead to the drafting of recommendations on how challenges may be overcome for the development of universally acceptable IoT standards.

5 A draft programme of the workshop is set out in **Annex 1.** The final programme including speakers’ presentations will be made available on the ITU-T website at the following address: <http://itu.int/en/ITU-T/Workshops-and-Seminars/iot/201402/Pages/Programme.aspx>. This website will be updated as new or modified information becomes available.

 All other additional information will be made available on the workshop homepage at: <http://itu.int/en/ITU-T/Workshops-and-Seminars/iot/201402>.

6 An **Exhibit** is planned **–** Exhibitors from industry, government, research institutes and academia are invited to cover Internet of Things general matters as well as specific application domains and solutions. To book your exhibition boot and for more information please contact tsbworkshops@itu.int.

7 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

8 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels).

9 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at: <http://itu.int/en/ITU-T/Workshops-and-Seminars/iot/201402> as soon as possible, **but not later than 11 February 2014**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

10 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 six (6) 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 six 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 Academia.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1

(to TSB Circular 62)

**Draft Programme**

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| 08:30 - 09:00 | **Registration** |
| 09:00 - 09:15​ | **Opening Session*** Welcome remarks
* Opening remarks
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| 09:15​ - 10:30​ | ​**Session 1: Status of current and future ITU activities in IoT and associated domains**  |
| ​10:30 - 11:00 | Coffee Break |
| 11:00 - 12:30 | **Session 2: Worldwide perspective on IoT-related activities from other standards developing organizations** |
| ​12:30 - 14:00 | ​Lunch |
| ​14:00 - 15:30 | ​**Session 3: Contribution to IoT and related standards from the open-source community** |
| ​15:30 - 16:00 | ​**Coffee Break** |
| ​16:00 - 17:30 | **Session 4: Latest developments in IoT-related technology from academia and research institutes**  |
| ​17:45 - 18:45 | **Conclusion Session*** Workshop highlights and action items
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ANNEX 2

(to TSB Circular 62)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

***ITU Workshop on “Internet of Things – Trends and Challenges in Standardization”,***

*in Geneva, on* ***18 February 2014***

*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.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

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

*No.* -------------------------------------------------------- *valid until* ------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

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