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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 09 October 2023 |
| **Ref:** | **TSB Circular 143****FG-MV/CB** | **To:**- Administrations of Member States of the Union- ITU-T Sector Members- ITU-T Associates- ITU Academia |
| **Tel:** | +41 22 730 6301 |
| **Fax:** | +41 22 730 5853 |
| **E-mail:** | tsbfgmv@itu.int  | **Copy to:**- The Chairmen and Vice-Chairmen ofITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau. |
| **Subject:** | **Fourth meeting of the ITU Focus Group on metaverse (FG-MV) (Geneva, 4-7 December 2023)** |

Dear Sir/Madam,

1 It is my pleasure to invite you to attend the fourth meeting of the [**ITU Focus Group on metaverse (FG‑MV)**](http://www.itu.int/go/fgmv), scheduled to take place at ITU headquarters, in Geneva, Switzerland, from 4 to 7 December 2023, respectively. The meeting will be held as a physical meeting with remote participation.

2 The objectives of the fourth meeting of the ITU Focus Group on metaverse (FG MV) includes:

* 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 November 2023.**

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 Participation in the meeting 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>.

4 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.

5 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 meeting** 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 Academia members**, 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 checking the corresponding box on the registration form no later than four weeks before the event. Enquiries should be sent to the ITU Travel Section (travel@itu.int) bearing the words “visa support”.

Additional details and documentation will be made available on the [FG-MV homepage](http://www.itu.int/go/fgmv).

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| 03 November 2023 | * Submit requests for visa support letters (via the online registration form)
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| 21 November 2023 | * Submit written contributions (by e-mail to tsbfgmv@itu.int)
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| 27 November 2023 | * 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 |