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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 19 December 2017 |
| Ref: | **TSB Circular 66**TSB Events/DA | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
| Contact: | **Denis ANDREEV** |
| Tel: | +41 22 730 5780 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbevents@itu.int  | **Copy to:**- The Chairmen and Vice-Chairmen of ITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| Subject: | **1st ITU Workshop on Data Processing and Management for IoT and Smart Cities & Communities (Brussels, Belgium, 19 February 2018)** |

Dear Sir/Madam,

1 I would like to inform you that the **1st ITU Workshop on Data Processing and Management for IoT and Smart Cities & Communities** will be kindly co-hosted by the European Commission (Brussels, Belgium) and Open & Agile Smart Cities (OASC) and will take place at the European Commission (Avenue de Beaulieu 25, 1160 Auderghem, Brussels, Belgium) on 19 February 2018.

2 This workshop 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 that 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. Participation at the workshop is free of charge, however seats are limited and no fellowships will be granted.

4 The one-day workshop will provide an overview of the state-of-the-art as well as convergence within data processing and management to support IoT and Smart Cities & Communities, bringing global contributors together. Topics include understanding requirements, cities as customers, emerging minimal interoperability mechanisms, architectures and data models, and market creation.

5 Information relating to the workshop will be available on the event website at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/20180219/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.

6 Wireless LAN facilities will be available at the venue of the event.

7 Registration is mandatory for all participants planning to attend the workshop. You are invited to complete the online registration form available here <http://itu.int/reg/tmisc/3001048> by 13 February 2018**. Please note that pre-registration of participants for this workshop is mandatory and will be carried out exclusively *online*.** Due to the high demand for this event, we highly recommend that you register early, taking into account that requests will be reviewed on a first come, first serve basis, with priority being given to ITU members, invited experts and special guests of partner organizations.

8 If required, visas must be requested as soon as possiblefrom the embassy or consulate representing Belgium in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Delegates who require a personal invitation letter for their visa application must consult Dr Davor Meersman by e-mail: info@oascities.org with copy to ITU: tsbfgdpm@itu.int, bearing the words **“Letter of support for visa”** as the subject and should be sent before the deadline of **20 January 2018**. A letter of invitation for visa requests is available on the workshop website: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/20180219/Pages/default.aspx>.

Yours faithfully,

*(signed)*

Chaesub Lee
Director of the Telecommunication
Standardization Bureau