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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 27 September 2019 | |
| Ref: | **Addendum 1 to TSB Circular 191** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| Tel: | +41 22 730 5356 | |
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| E-mail: | [tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int) | | **Copy to:**  - The Chairmen and Vice-Chairmen of Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Subject:** | **Creation of a new ITU-T Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE) and its first meeting; Forum on Environmental Efficiency for AI and other emerging technologies and meeting of the Thematic Group on the United for Smart Sustainable City Index; Vienna, Austria, 11-13 December 2019** | | | |

Dear Sir/Madam,

1 Further to [TSB Circular 191](https://www.itu.int/md/T17-TSB-CIR-0191/en) of 21 August 2019, I regret to have to inform you that the first meeting of the new ITU-T Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE), which was due to take place in Vienna, Austria, on 15 October 2019 have had to be postponed to **12 December 2019**. This meeting will be collocated with the following events:

* **Forum on “Environmental Efficiency for AI and other emerging technologies”** to be held on Wednesday, 11 December 2019 (afternoon only);
* **Meeting of the “Thematic Group on the United for Smart Sustainable City Index”** to be held on Friday, 13 December 2019 (from 9:00 to 16:00).

2 These events will be kindly hosted by the Federal Ministry of Transport, Innovation and Technology, Republic of Austria. Information relating to the events, including the exact venue, draft programme and practical information, will be available on the FG-AI4EE homepage: <https://itu.int/go/fgai4ee>. This website will be updated regularly as new or modified information becomes available. Participants are requested to check periodically for new updates.

3 Written contributions for the first meeting of the Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies should be submitted to the secretariat ([tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int)) in electronic format using the [template](https://staging.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-template-Vienna-Austria-December2019.docx) available from the FG-AI4EE homepage. **The deadline is 29 November 2019.**

4 To enable the host to make the necessary logistics arrangements, participants are required to **pre-register online** via the FG-AI4EE homepage as soon as possible, and no later than **29 November 2019**. Places are limited and registration will be handled on a first-come, first-served basis. Please note that pre-registration of participants for the events is carried out exclusively online.

**Key deadlines:**

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| 12 November 2019 | - Submit requests for visa support letters (Additional details and documentation needed for visa processing, if any, will be provided in the logistics document for the meeting that will be made available on the FG-AI4EE website) |
| 29 November 2019 | - Pre-registration (online via the [FG-AI4EE homepage](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx))  - Submit written contributions (by e-mail to [tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int)) using the [template](https://staging.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-template-Vienna-Austria-December2019.docx). |

I wish you a productive and enjoyable meeting.

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| *A picture containing object  Description automatically generated*Yours faithfully,    Chaesub Lee Director of the Telecommunication Standardization Bureau | Latest meeting information |

**Annex: 1**

ANNEX 1  
  
Practical meeting information for participants

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions to the focus group meeting are encouraged and should be submitted by e-mail to [tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int) by **29 November 2019** at the latest using the document [template](https://staging.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-template-Vienna-Austria-December2019.docx) available on the [FG-AI4EE homepage.](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) Access to all input and output documents will be provided from the [collaboration site for FG‑AI4EE](https://extranet.itu.int/sites/itu-t/focusgroups/ai4ee/SitePages/Home.aspx) (a free [ITU user account](https://www.itu.int/en/ties-services/Pages/default.aspx) is required).

**WIRELESS LAN** facilities are available at the meeting venue.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the FG‑AI4EE homepage **no later than 29 November 2019.**

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