August 1, 2019

**Invitation to the PCG #43 and the OP #42 Meetings**

**October 2-3, 2019**

**Washington, DC, USA**

Dear Colleagues,

On behalf of the Alliance for Telecommunications Industry Solutions (ATIS) and the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP PCG and OP meetings, which will be held in Washington, DC, USA.

The meetings will be held at the Capital Hilton where a block of guest rooms has been reserved. The reduced room rate is $299 USD + tax for single and double occupancy and the **cut-off date for the hotel is September 9, 2019. Since this is a busy time of year, please make your reservations as soon as possible.** Complimentary guest room internet is included. Please read the reservations section of the invitation for more information regarding booking your room.

The following information is critical, and we thank you in advance for reading this section and complying with these important requests:

**Please make your reservation for your stay at the meeting hotel using the discounted group code “ATIS” to insure that the hotel knows that you are with our group. This is essential for the meeting hosts, who guarantee a certain number of rooms at a reduced rate until the cut-off date (or until the block is sold out), provide food and beverage breaks during the meeting, internet in your sleeping rooms and meeting space, along with Audio Visual equipment and other business equipment and services for the attendees of this meeting. This is to insure that the attendees are able to have a productive and successful meeting, which is essential for everyone to do their job at a reduced cost to their company. Our ability to sustain hosted meetings is 100% dependent on meeting attendees supporting the efforts of the meeting hosts, by staying at the contracted meeting hotel under the appropriate group code (corporate rates or internet reservations outside of the block do not achieve the goal of supporting the meeting or the host). Should you require a personal letter to provide to your management which explains how the 3GPP meetings are structured, hosted, and paid for by ATIS and “North American Friends of 3GPP” which enables you to do your job effectively on behalf of your company, we would be happy to provide you with one.**

**Reservations may be made online via the** [**weblink**](https://book.passkey.com/gt/217581076?gtid=bd0df450bb4d726b6be67b00bed48346) **in the Reservations section below.**

In addition to making your hotel reservation, it is also very important to **register for the meeting on the 3GPP website**. This provides the MCC and hosts with important planning information critical to the success of your meeting. The registration form can be found on the 3GPP website -- please take a moment after making your hotel reservations to [register online](https://portal.3gpp.org/Home.aspx?tbid=0&SubTB=659,717,396,667#/). **Please be sure to print your name badge prior to the meeting.** Name badges are no longer provided at meetings. Meeting directions and general information are provided in the following pages.

We are looking forward to seeing you in Washington, DC.

Sincerely,

Steve Barclay Mark Younge, on behalf of the “North American Friends of 3GPP”

ATIS T-Mobile USA

sbarclay@atis.org Mark.Younge@T-Mobile.com

**The “North American Friends of 3GPP” –** **AT&T, BlackBerry, Dish Network LLC, Ericsson, Futurewei Technologies, Intel, Interdigital Communications, Motorola Solutions, NextNav, Nokia, Pivotal Commware, Qualcomm, Rogers Communications Canada, Sprint, T-Mobile USA, Verizon**

**General Meeting Information**

#### Meetings\*:

PCG#43 - October 2, 2019 (9am-5pm ET)

OP#42 - October 3, 2019 (9am-11am ET\*)

*\*Please note that the oneM2M Steering Committee meetings will begin at 1pm ET on Thursday, October 3 and run through approximately noon on Friday, October 4.*

#### Location:

Washington, DC, USA

**Hosts:**

ATIS and the “North American Friends of 3GPP” – AT&T, BlackBerry, Dish Network LLC, Ericsson, Futurewei Technologies, Intel, Interdigital Communications, Motorola Solutions, NextNav, Nokia, Pivotal Commware, QUALCOMM, Rogers Communications Canada, Sprint, T-Mobile USA, Verizon

**Please direct any questions regarding the logistical arrangements for this meeting to ATIS:**

Ms. Lois Rude (lrude@atis.org) and Mr. Steve Barclay (sbarclay@atis.org)

**Room Rate:**

The room rate is $299 + tax – Single/Double Occupancy.

***Please note that a first night’s deposit is due at time of booking and fully refundable if the reservation is cancelled within 72 hours of arrival.***

**Tax:**

Sales tax is currently 10%. Hotel occupancy tax is currently 14.95%.

***Please note that this was the tax rate at the time this invitation was distributed. This charge is subject to change.***

**Capital Hilton**

1001 16th Street, NW

Washington, DC, 20036, USA

To make your reservation by phone, you may call the hotel at +1 202-393-1000 or Toll-Free Reservations number (within the USA) at +1 800-445-8667**.** Please make sure you tell the agent that you are with the **“ATIS”** meeting**.**

**Reservations Link:** <https://book.passkey.com/gt/217581076?gtid=bd0df450bb4d726b6be67b00bed48346>

#### Check-in/Check-out Times:

### Check in: 4:00 pm

### Check out: 11:00 am

**Cut-off Date:**

**September 9, 2019 - Group Code is “ATIS”**

Please be sure to make your reservations before the cut off date to insure the lower group rate. Rates may be significantly higher after the cut-off date or the hotel may be full. It is also possible that the room block could fill up prior to the cut-off date so you are encouraged to make your reservations early to guarantee a room within the block. However, should you have any problems when making a reservation, or it says the block is full, please contact lrude@atis.org for assistance. In many instances, she will be able to add your reservation to the block (however we cannot make any guarantees and only she is authorized to do so. Please see below for further information).

**Please note:**

From time to time an attendee may experience difficulties making a reservation due to the occasional technical problem with a hotel’s online reservation system.  This does not always mean that the block is sold out, even if you receive a message that states such.  To confirm if rooms in the block are still available, should one encounter such a problem, it is suggested that you first email lrude@atis.org who can assist you with your reservation in the group block, at the reduced rate, at the meeting hotel. We suggest that you first make a reservation outside of the block ONLY IF YOU CAN CANCEL (do not book a non-refundable rate) once you have secured a reservation in the group block, then email Lois with your confirmation number (and any additional information such as a copy of the webpage that said the block was sold out). She then will be able to more easily move you into the group block with the 3GPP rate and the process will be faster. If the website is down for some reason, please email Lois with your error message and she will assist you. We cannot be responsible for any reservations made that cannot be cancelled—please do NOT make any reservations outside the block that you would not be able to cancel once your issue is resolved.

**Cancellations:**

Reservations must be cancelled **72** hours prior to arrival in-order to avoid a penalty of one night’s room and tax. Please also note this policy is not always the same at each hotel—please always check this section or the details on the reservations page to be sure and make a note of it for reference.

**Please Note:** ATIS and the North American Friends of 3GPP are not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes to your reservation.

Any special needs you may require for your sleeping room can be made directly with the hotel through reservations.

**Wireless LAN:**

This will be a paperless meeting, with Wi-Fi made available in the meeting room.

**Phone charges:**

Each delegate is responsible for verifying any toll charges that may be incurred by placing local, long distance and toll-free calls from a guest room.

**Shipping Packages:**

Receiving, handling and storage charges may apply for packages sent to a guest’s attention at the hotel. Please contact the hotel directly to check these charges, which are sometimes charged by weight, prior to having anything shipped to the hotel, such as items from Amazon, etc.

**Time Zone:**

Eastern Daylight Time Zone

**Airport:**

The Capital Hilton is located 5 miles from Ronald Reagan Washington National Airport (DCA); ~30 miles from Dulles International Airport (IAD); and ~40 miles from Baltimore/Washington International Thurgood Marshall Airport (BWI).

**Airport Transportation:**

Various transportation options are available, including [Metro](https://www.wmata.com/service/rail/) (subway system), taxi, [Uber](https://www.uber.com/), [Lyft](https://www.lyft.com/), etc. If taking Metro from DCA to the hotel, take the **blue** line that starts at the airport to the *McPherson Square* Metro station; please note that it is a 5-minute walk from the station to the hotel. You must obtain a [SmarTrip® card](https://www.wmata.com/fares/smartrip/) to enter and exit the Metro system (available for purchase in the Metro).

**Parking:**

No parking arrangements have been made.

**Voltage:**

110-120 Volts; Primary Socket Type: North American Grounded

**Weather:**
In October, the temperatures in Washington, DC, generally range from 13°C (56°F) to 23°C (73°F).

**Meeting Start Time:**

The meetings will start at 9am.

**Visa Information:**

**INVITATION LETTER REQUEST FORM for VISA**

**3GPP PCG43/OP42 Meeting, Washington, DC, United States**

**2-3 October 2019**

**For those who require a VISA to visit the United States,** please fill out below information completely and send it along with a photocopy of your passport to the contact person as soon as possible. Please contact the American Embassy in your country for further information.

|  |  |
| --- | --- |
| **First Name (Given Name)** |  |
| **Last Name(Family Name)** |  |
| **Gender** |  |
| **Birth date (DD/MM/YYYY)** |  |
| **Passport number** |  |
| **Passport Issue Date** |  |
| **Passport Expire Date** |  |
| **Expected Travel Dates(DD/MM - DD/MM)** |  |
| **Nationality** |  |
| **Company Name** |  |
| **Position (Title)** |  |
| **Mailing Address** |  |
| **City, State/Province, Country** |  |
| **Postal Code** |  |
| **E-mail Address** |  |
| **Phone Number** |  |
| **Fax Number** |  |

Contact person for visa invitation letter:

Steve Barclay, ATIS Sr. Director, Global Standards Development (sbarclay@atis.org).