August 21, 2019

**Invitation to the 3GPP SA3#75 LI Meeting**

**October 29 – November 1, 2019**

**West Palm Beach, Florida USA**

Dear Colleagues,

On behalf of the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP SA3 LI meeting, which will be held in West Palm Beach, Florida.

The meeting will be held at the **Hilton West Palm Beach** where a block of rooms has been reserved. The reduced room rate is $195 USD + tax for single and double occupancy and the cut-off date for the hotel is September 27, 2019. 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 urgent and we thank you in advance for reading this new section and complying with these important requests:

 **Please make your reservation for your stay at the meeting hotel using the discounted group code “3GPP” to ensure 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 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 audiovisual equipment and other business equipment and services for the attendees of this meeting. This is to ensure 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 in North America 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 “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 in the Reservations section below.**

In addition to making your hotel reservation, it is also very important to register for the meetings on the 3GPP website. This provides the MCC and meeting planners 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 and visit [www.3gpp.org](http://www.3gpp.org) to register on line. **Please be sure to print your name badge prior to the meeting and bring a badge holder. Badges must be worn at all times.** Name badges will no longer be provided at meetings. Meeting directions and general information are provided in the following pages.

**PLEASE DO NOT LEAVE YOUR BELONGINGS UNATTENDED AT THE MEETING. MEETING ROOMS WILL NOT BE LOCKED**.

We are looking forward to seeing you in West Palm Beach.

Sincerely,

Peter Musgrove, On behalf of the “North American Friends of 3GPP”

AT&T

peter.musgrove@att.com

**The “North American Friends of 3GPP” – AT&T, BlackBerry, DISH, Ericsson, FutureWei Technologies, Intel, InterDigital Communications, Ligado Networks, Motorola Solutions, NextNav, Nokia, Pivotal Commware, Qualcomm, Rogers Communications, Sprint, T-Mobile USA and Verizon Wireless–**

**General Meeting Information**

#### Meeting:

SA3#75LI

#### Location:

West Palm Beach, Florida

**Hosts:**

The “North American Friends of 3GPP” – AT&T, BlackBerry, DISH, Ericsson, FutureWei Technologies, Intel, InterDigital Communications, Ligado Networks, Motorola Solutions, NextNav, Nokia, Pivotal Commware, Qualcomm, Rogers Communications, Sprint, T-Mobile USA and Verizon Wireless

**Please direct any questions regarding the logistical arrangements for this meeting to the 3GPP Meeting Coordinators:**

**Please note: we encourage sending an email to receive the fastest reply**

The SK Group, Inc.

Suzanne Schlanger, CMP

Shannon Blumenreich

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

Shannon @ theskgroup.com

**North American Friends of 3GPP Contact:**

Peter Musgrove, On behalf of the “North American Friends of 3GPP”

AT&T

peter.musgrove@att.com

**Room Rate:**

The room rate is $195 + tax – Single/Double Occupancy.

**Tax:**

Sales tax is currently 13%.

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

**Hotel Address and Contact Information:**

Hilton West Palm Beach

600 Okeechobee Blvd

West Palm Beach, FL 33401

Tel.: +1 561 231 6000

Fax: +1 561 231 6001

**Reservations:**

To make your reservation by phone, please call **Tel.: +1 561 231 6000** or Hilton Toll Free Reservations number (within the US) at **Tel.: +1 800 445 8667.** The group code for the agent is “**3GPP**.”

**Hilton West Palm Beach** **Reservations Link:**

<https://book.passkey.com/event/49974900/owner/14106173/home> **Please be sure to select “Attendee” in the “Make your selection” drop-down menu on the first screen!!!!!**

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

### Check in – 3:00 pm

### Check out – 11:00 pm

**Cut-off Date:**

**September 27, 2019—Group Code is “3GPP” for TELEPHONE RESERVATIONS ONLY. Please use link above for web reservations.**

Please be sure to make your reservations before the cut off date to ensure 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 Shannon @ theskgroup.com for assistance. In most 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 Shannon @ theskgroup.com 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 Shannon with your confirmation number (and any additional information such as a copy of the webpage that said the block was sold out). She will then 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 Shannon 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 **24** 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:** The North American Friends of 3GPP and The SK Group, Inc. 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, however should you encounter any difficulties, please contact Shannon @ theskgroup.com for assistance.

In addition, should you require a specific seat in the meeting rooms to accommodate any special needs, please contact Shannon @ theskgroup.com prior to the start of the meeting so that it may be arranged in advance.

**Wireless LAN:**

This will be a paperless meeting.

ETSI will provide and administer a WLAN for document distribution.

**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. The SK Group, Inc., nor the host, can have these service charges removed from your hotel bill under any circumstance, so please plan accordingly.

**Time Zone:**

Eastern Standard Time Zone

**Airport:**

Palm Beach International (PBI) is the closest airport (3 miles), however Ft. Lauderdale (FLL) is also an easy option (35 miles). Miami International Airport (MIA) is also convenient (85 miles) and has many nonstop connections to Europe and Asia. Please check the hotel site or Google for more information and help on choosing the best airport for your route.

**Airport Transportation:**

**Hotel shuttle – The Hilton West Palm Beach offers a complimentary airport shuttle from Palm Beach International (PBI). The shuttle picks up from the airport on the hour and half hour from 5:30 am – 11:00 pm.**

**Taxi:**

**Approximately $13.00 one-way from Palm Beach International.**

**Uber/Lyft:**

**A recently new, popular alternative to taxi cabs is called Uber, and there is also another variation called Lyft. Both options are generally less expensive than a regular taxi cab and are available now in most major cities. You can download the app for each company** [www.uber.com](http://www.uber.com) **or** [www.lyft.com](http://www.lyft.com) **and use the help option or the tutorial online to learn how to use it which is very easy. Each city has different rules and regulations on how Uber and Lyft may operate at each airport, so please check before trying to Uber from the airport. However, in general, traveling via Uber or Lyft is typically less expensive (unless “surging” during peak hours), especially going to the airport, which is less restrictive than traveling from the airport. PLEASE NOTE: This is for informational purposes only and is not an endorsement of any kind of Uber or Lyft by The SK Group, Inc. or North American Friends of 3GPP. Please use common sense when using Uber or Lyft just as you would with any mode of transportation and understand that you are using it at your own risk—The SK Group, Inc. and North American Friends of 3GPP takes no responsibility in any way should you choose this as your transportation provider.**

**Also note that different than a taxi cab, tipping is not customary when using Uber or Lyft—everything is done through your app and by rating your drive and your experience that is the means by which you can express your gratitude or dissatisfaction. You can also link it to certain credit cards they partner with to acquire thing like Starwood points, or points with other loyalty programs. You may find more information regarding their sister programs online.**

**Directions:**

**Hilton West Palm Beach**

<http://www3.hilton.com/en/hotels/florida/hilton-west-palm-beach-PBIWPHH/maps-directions/index.html>

**Parking:**

Valet – 3GPP guest discounted rate is $15 per night plus tax.

Self Parking – Not available.

**Rental Car Information:**

BUDGET:

US Reservations: +1 800 527 0700

[www.budget.com](http://www.budget.com)

HERTZ:

US toll-free reservations: +1 800 654 3001

[www.hertz.com](http://www.hertz.com)

THRIFTY:

US toll-free reservations: +1 800 847 4389

[www.thrifty.com](http://www.thrifty.com)

**Voltage:**

**110v**

Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting



**Reserving Seats:**
Please note: Delegates may not preselect seats prior to the first morning of the meeting. Any seat signs left before the start of the meeting will be removed at 9am on the first morning of the meeting unless the delegate is present to claim the seat.  There is NO access to the meeting rooms prior to 7am on the first morning and there is NO reserving seats prior to access to the meeting rooms. Should a delegate be found in the meeting rooms prior to 7am on the first morning they will be asked to promptly leave. PLEASE allow the hotel staff time and space to set up the rooms properly to ensure a safe working environment for your meeting for all the attendee’s benefit.  Please come early should you wish to choose a specific seat. Delegates should reserve seats for themselves only. Delegates not present at the start of the meeting may not ask that a seat be reserved until their arrival. All attendees will have a seat at the start of the meeting.

Should you require a specific seat to accommodate any special needs, please contact
Shannon @ theskgroup.com prior to the start of the meeting so that it may be arranged in advance.

Your cooperation is appreciated by the host and your fellow delegates.

**Meeting Start Time:**

The meetings are scheduled to start at 9am on the first morning. The chairmen will advise individual groups of any changes to this schedule. A continental breakfast will be served outside of the meeting rooms beginning at 8am.

**Visa Information:**

**PLEASE NOTE: LETTERS MAY TAKE 14 WORKING DAYS**

**TO BE PROCESSED.**

**HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER**

**OCTOBER 14, 2019. REQUESTS RECEIVED AFTER OCTOBER 14, 2019 WILL BE SENT VIA EMAIL ONLY.**

The visa letter template can be found on the last page of this invitation. Please add your personal information and send the completed letter to Shannon Blumenreich at skgvisaletter @ gmail.com. Signed letters will be returned via email. Please be sure to send your letter in US Letter format. Letters should not be sent in A4 format. Letters should not be sent on your company’s letterhead.

**PLEASE VERIFY THAT ALL INFORMATION IS ACCURATE AND WILL BE VALID AT THE TIME OF THE MEETING.**

In addition, you may be asked for specific documentation showing strong social, economic, and other ties to your home country. Documents in a foreign language should have a notarized translation attached.

Please be sure to check your requirements for the consulate where you will be applying and include any specific instructions in your request for a visa letter.  The requirements can vary greatly from city to city, even within the same country, so delegates must request exactly what is needed to apply for a visa at that consulate.

Please make your request for the invitation letter as soon as possible. Letters of invitation will be sent to you via email. A hard copy will only be sent upon special request.

**Please do not contact ETSI/MCC, the meeting chairman, or the North American Friends of 3GPP representative for a visa letter. Letters will be processed within 14 working days of receiving an email request. If you have not received your letter within 14 working days or have any changes after receiving an email copy, please contact Shannon Blumenreich** **via email at** **skgvisaletter @ gmail.com****.**

Please direct any questions regarding the ***logistical*** arrangements of this meeting to the 3GPP Meeting Coordinators (not the host, the MCC, or ETSI):

**The SK Group, Inc.**

Shannon Blumenreich

Tel. +1 845 259 9991

Fax: +1 805 926 3519

Shannon @ theskgroup.com

Suzanne Schlanger, CMP

Suzanne @ theskgroup.com

**Have a great meeting and enjoy your stay in West Palm Beach!**

Date:

Family name (last name):

Forename (first name):

Birth date (month/date/year):

Passport number and issuing country:

Gender:

Company name:

Occupation/Position:

Company/mailing address:

Postal Code:

Country:

Telephone number:

Fax number:

Name of meeting:

Location of meeting:

Hotel Confirmation Number:

Dear      ,

On behalf of the “North American Friends of the Third-Generation Partnership Project (3GPP),” I am pleased to invite you to the 3GPP working group meetings in West Palm Beach, Florida. These technical standardization meeting of the 3GPP will take place on October 29 – November 1, 2019. These meetings will further the technical work of developing specifications for wireless communications. Your technical expertise is necessary for ensuring good progress and will help to further this work and as your company is a member of 3GPP, you are specifically invited to participate.

The meeting will be held at the Hilton West Palm Beach. A block of rooms has been reserved at the **Hilton West Palm Beach** at a special rate under the name ***3GPP****.*

Please allow adequate travel time to reach the meeting. Your company is responsible for all your expenses while in the United States.

Please feel free to contact me should you have any questions.

Sincerely,

Shannon Blumenreich