

June 15, 2016

**INVITATION TO THE 3GPP WORKING GROUP MEETINGS
NOVEMBER 14 – 18, 2016
RENO, NEVADA, USA**

Dear Colleagues,

On behalf the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP working group meetings in Reno, Nevada.

The meetings will be held at the **Peppermill Resort** and **Atlantis Resort Reno**. A block of rooms has been reserved at the hotels under the group code **3GPP**. An additional small block of rooms has been reserved for 3GPP delegates at the **Homewood Suites Reno**. Please be sure to check the meeting list below to see where your meeting will be held. Please note, the Peppermill and Atlantis hotels are located 0.8 mile away from one another. This is a three-minute ride or fifteen-minute walk. The Homewood Suites is located 2.6 miles from the Peppermill. The reduced room rate is \$139 USD + tax for single and double occupancy and the cut-off date for the hotel is **October 14, 2016**. This rate and cut-off date applies to all three hotels. A resort fee of \$15 – 18 + tax (depending on the hotel) has been WAIVED for 3GPP. 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 our requests:](#)

Please make your reservations and stay at the meeting hotel, booking your room with the discounted group code 3GPP 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 reduced rates, provide food and beverage, 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 in order to have a productive and successful meeting, which enables 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 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 supervisor explaining how the 3GPP meetings are structured and hosted to enable you to do your job efficiently, we would be happy to furnish you with one.

Internet reservations may be made via the links 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 meeting planners with important planning information. The registration form can be found on the 3GPP website. Please take a moment after making your hotel reservations and visit www.3gpp.org to register on line. **Please be sure to print your name badge prior to the meeting. Name badges will no longer be provided at meetings.** Meeting directions and general information are provided in the following pages.

We are looking forward to seeing you in Reno.

Sincerely,

Stephen Hayes, On behalf of the “North American Friends of 3GPP”

Ericsson

Stephen.hayes@ericsson.com

The “North American Friends of 3GPP” – Alcatel Lucent, AT&T, BlackBerry, Cisco, DISH, Ericsson, Intel, InterDigital Communications, Motorola Solutions, NextNav, QUALCOMM, Sprint, T-Mobile USA and Verizon Wireless

General Meeting Information

Meetings:

Peppermill Resort

RAN1#87 – November 14 – 18, 2016
RAN2#96 – November 14 – 18, 2016
RAN3#94 – November 14 – 18, 2016
RAN4#81 – November 14 – 18, 2016
RAN5#73 – November 14 – 18, 2016
RAN6#2 – November 14 – 18, 2016
SA2#118 – November 14 – 18, 2016

Atlantis Resort Reno

CT1#101 – November 14 – 18, 2016
CT3#87 – November 14 – 18, 2016
CT4#75 – November 14 – 18, 2016
CT6#82 – November 15 – 18, 2016
SA5#110 – November 14 – 18, 2016
SA6#14 – November 14 – 18, 2016

Location:

Reno, Nevada

Hosts:

The “North American Friends of 3GPP” – Alcatel Lucent, AT&T, BlackBerry, Cisco, DISH, Ericsson, Intel, InterDigital Communications, Motorola Solutions, NextNav, QUALCOMM, Sprint, T-Mobile USA and Verizon Wireless

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

Please note: we encourage sending an email in order 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](mailto:Shannon@theskgroup.com)

North American Friends of 3GPP Contact:

Stephen Hayes, On behalf of the “North American Friends of 3GPP”

Ericsson

Stephen.hayes@ericsson.com

Room Rate:

The room rate at all three properties is \$139 + tax – Single/Double Occupancy.
A resort fee of \$15 – 18 + tax (depending on the hotel) has been WAIVED for 3GPP.

Tax:

Sales tax is currently 13% and tourism tax is \$2.00.

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

Peppermill Resort Reno Address and Contact Information:

Peppermill Resort Reno
2707 South Virginia Street
Reno, NV 89502

To make your reservation by phone, please call **Tel: +1 775 826 2121**. Please make sure you tell the agent that you are with the **3GPP** meeting.

Peppermill Resort Reservations Link:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=15537134

Peppermill Resort Check-in/Check-out Times:

Check in – 3:00 pm
Check out – 11:00 am

Atlantis Reno Resort Address and Contact Information

3800 S. Virginia St.
Reno, NV 89502

To make your reservation by phone, please call **Tel: +1 775 825 4700**. Please make sure you tell the agent that you are with the **3GPP** meeting.

Atlantis Reno Resort Reservations Link:

<https://www.atlantiscasino.com/reserve.html?g=3GPP&d=110816&n=7>

Atlantis Reno Check-in/Check-out Times:

Check in – 3:00 pm
Check out – 12:00 pm

Overflow Hotel: A small group block has also been reserved for 3GPP delegates at the Homewood Suites Reno—a Hilton hotel. This property is 2.6 miles from the Peppermill Resort.

Please note: No meetings will take place at the Homewood Suites. This hotel is for overflow sleeping rooms only. This is a limited service hotel. Not all the usual hotel amenities may be available.

Homewood Suites Reno—A Limited Service Property by Hilton

5450 Kietzke Lane
Reno, NV 89511

To make your reservation by phone, please call **Tel: +1 775 853 7100**. Please make sure you tell the agent that you are with the **3GPP** meeting.

Homewood Suites Reservations Link:

<http://group.homewood-suites.com/3GPP>

Homewood Suites Reno Check-in/Check-out Times:

Check in – 4:00 pm
Check out – 12:00 pm

Cut-off Date (All hotels):**October 14, 2016—Group Code is “3GPP”**

A certain number of rooms appropriate for the size of the meeting, have been reserved at each property and will be available until October 14th, or until they have all run out—whichever happens first. 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. Should you have any problems when making a reservation, or it says the block is full, please contact [Shannon @ theskgroup.com](mailto: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. In order to confirm whether or not rooms in the block are still available, should one encounter such a problem, it is suggested that you first email [Shannon @ theskgroup.com](mailto:Shannon@theskgroup.com) who can assist you with your reservation in the group block, at the reduced rate, at the meeting hotel. If you are able. We suggest that you make a reservation outside of the block THAT YOU ARE ABLE TO CANCEL once you have a reservation in the group block, and then email Shannon your confirmation number. 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 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.

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 prior to having anything shipped to the hotel, such as items for Amazon, etc. The SK Group, Inc., nor the host, can have these charges removed from your bill, so please plan accordingly.

Time Zone:

Pacific Time Zone

Airport:

Reno-Tahoe International Airport (RNO)

Directions:

Peppermill Resort Reno

<https://www.peppermillreno.com/about-us/contact-us-directions/> - Directions

Atlantis Reno Resort

<https://www.atlantiscasino.com/general-information/maps-directions/>

Homewood Suites

<http://homewoodsuites3.hilton.com/en/hotels/nevada/homewood-suites-by-hilton-reno-RNOHWHW/maps-directions/index.html>

Taxi to Peppermill and Atlantis:

Approximately \$20.00 (one way)

Peppermill Airport Shuttle:

There is a complimentary airport shuttle, which picks up 15 and 45 minutes past the hour from 4:15am until 11:45pm. The shuttle picks up outside of door D outside the baggage claim area.

Atlantis Airport Shuttle:

There is a complimentary airport shuttle, which picks up 15 and 45 minutes past the hour from 4:45am until 12:15pm. The shuttle picks up outside of door D outside the baggage claim area.

Homewood Suites Airport Transportation:

Homewood Suites offers complimentary airport transportation through Whittlesea Taxi company. Guests must select a taxi with this company name at the airport and instruct the driver to pick up a voucher for reimbursement from the hotel upon arrival.

Parking:

Parking is complimentary at all three hotels.

Please note that these were the rates at the time this invitation was distributed. These rates are subject to change.

Rental Car Information:

BUDGET:

US Reservations: +1 800 527 0700

www.budget.com

HERTZ:

US toll-free reservations: +1 800 654 3001

www.hertz.com

THRIFTY:

US toll-free reservations: +1 800 847 4389

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 Monday morning. There is no access to the meeting rooms prior to 7am on the first morning. Please come early should you wish to choose a specific seat. Delegates should reserve seats for themselves only. All attendees will have a seat at the start of the meeting. Please stop by the registration desk and speak with the on-site coordinator should you not be able to find a seat.

Should you require a specific seat to accommodate any special needs, please contact [Shannon @ theskgroup.com](mailto: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 meeting will start at 9am on the first morning. 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
NOVEMBER 4, 2016. REQUESTS RECEIVED AFTER NOVEMBER 4, 2016 WILL BE SENT
VIA EMAIL ONLY.**

Visa letter templates can be found on the last page of this invitation. Please select the template for your meeting, 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.**

**THERE ARE 2 VERSIONS OF THE LETTER BELOW. PLEASE MAKE SURE YOU
HAVE THE CORRECT LETTER FOR THE CORRECT HOTEL WHERE YOUR
MEETINGS ARE BEING HELD.**

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 note, this invitation is in PDF format. If you are unable to type directly into the letter below, you may not have the latest version of Adobe Acrobat. You may download the latest version of Adobe Acrobat at www.adobe.com or simply cut and paste the letter into a Word document, fill out your information there and submit that version as an attachment. Should you require assistance, please email shannon@theskgroup.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

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 Reno!

Date:

Family name (last name):

Forename (first name):

Birth date (month/date/year):

Passport number and issuing country:

Gender:

Company name:

Occupation/Position:

Company/mailling address:

Postal Code:

Country:

Telephone number:

Fax number:

Name of meeting:

Location of meeting:

Peppermill Resort Reno 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 Reno, NV. These technical standardization meetings of the 3GPP will take place on November 14 - 18, 2016. 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 meetings will be held at the **Peppermill Resort Reno**. A block of rooms has been reserved at the hotel 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

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:

15: Atlantis Resort Reno 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 Reno, NV. These technical standardization meetings of the 3GPP will take place on November 14 - 18, 2016. 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 meetings will be held at the **Atlantis Resort Reno**. A block of rooms has been reserved at the hotel 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