



Invitation to the 3GPP TSGs #77 meetings
11 ~ 15 September 2017
Sapporo, Japan

Dear Colleagues,

Association of Radio Industries and Businesses (ARIB) and The Telecommunication Technology Committee (TTC) are pleased to invite you to the 3GPP TSGs Meeting (RAN, CT and SA) to be held in Sapporo, Japan on September 11 ~ 15, 2017.

The meetings will take place as follows:

Sep 2017				
TITLE	TYPE	DATES	LOCATION	CTRY
3GPPRAN#77	OR	11 - 14 Sep 2017	Sapporo	JP
3GPPCT#77	OR	11 - 12 Sep 2017	Sapporo	JP
3GPPSA#77	OR	13 - 15 Sep 2017	Sapporo	JP
3GPPFFG#42	OR	13 Sep 2017	Sapporo	JP

General information is provided in the following pages.

We are looking forward to seeing you in Sapporo.

Yours sincerely,

Fusaki Matsui
Secretary General
ARIB

Yoichi Maeda
CEO & S.V.P.
TTC

Meeting Venue

Hotel Emisia Sapporo

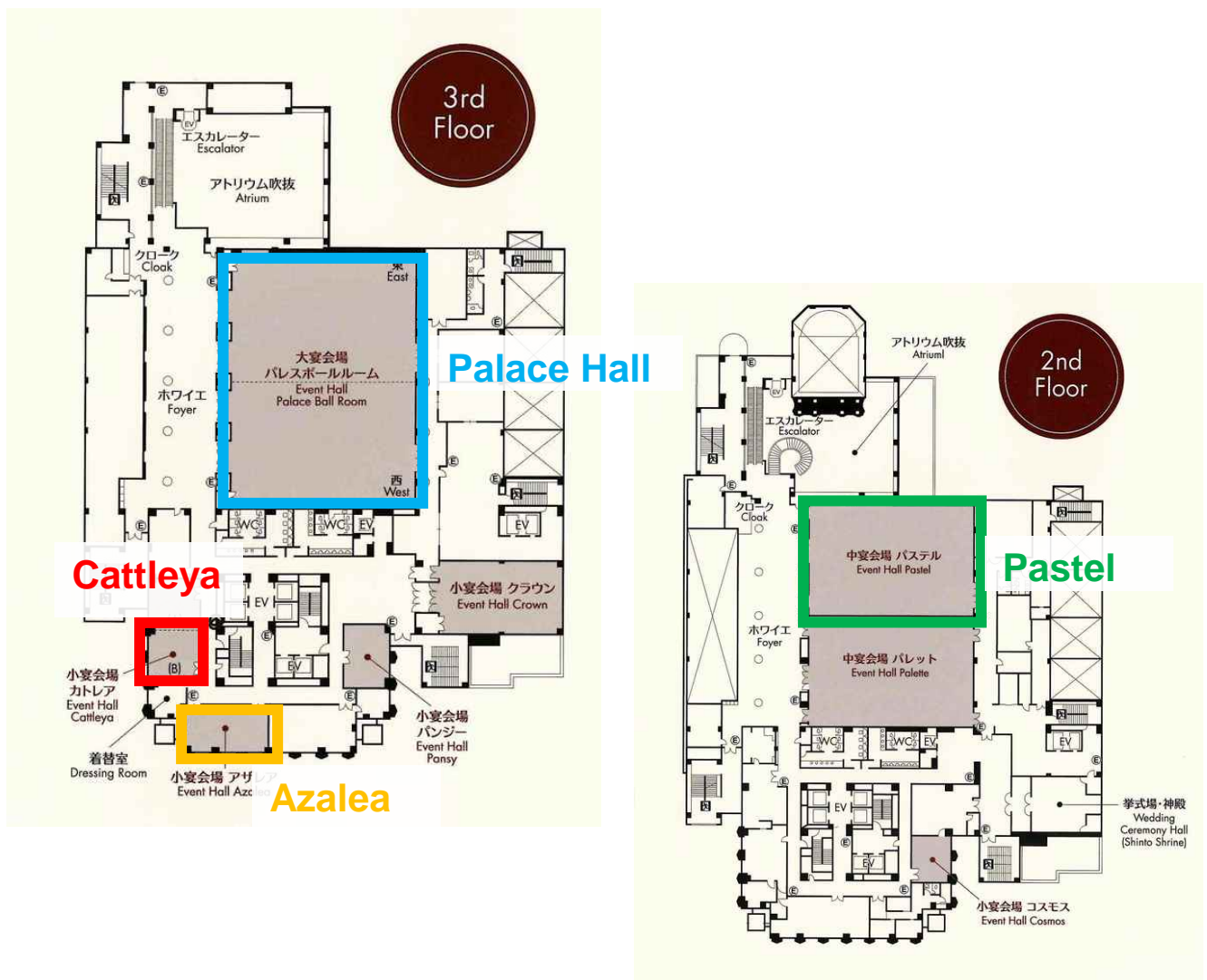
5-25 Atsubetsu Chuo 2-Jo 5Chome, Atsubetsu-Ku, Sapporo, Hokkaido 004-0052, Japan

Hotel Website: <http://www.hotel-emisia.com/contents/english/index.html>

Meeting Rooms (scheduled)

Meeting	Date	Room
CT	Mon 11 – Tue 12	Pastel, 2F
RAN	Mon 11 – Thu 14	Palace Hall, 3F
SA	Wed 13 – Fri 15	Pastel, 2F
FFG	Wed 13 (10:00-12:00)	Azalea, 3F

Meeting Rooms;
Hotel Emisia Sapporo
Palace Hall , Asallea (3rd Flor) , and Pastel (2nd Flor)



Accommodation

Block booking has been arranged with Hotel Emisia Sapporo, same as the Meeting venue, at the following rates.

No.	Hotel Name (Check-in & out time)	Room Type	Rate per night Single Occupancy	1) Address 2) Phone 3) Access to closest station 4) Access to the venue
1	Hotel Emisia Sapporo (15:00/11:00)	Standard Single Room (18 sqm)	11,800 JPY	1) 5-25 Atsubetsu Chuo 2-Jo 5-chome, Atsubetsu-Ku, Sapporo, 004-0052 Japan 2) +81-11-895-8811 3) 3 min. walk from JR Chitose line, JR Shin Sapporo Sta. 1 min. walk from Subway Tozai line Shin Sapporo Sta. 4) VENUE
		High Floor Single Room (18 sqm)	12,900 JPY	
		Standard Twin Room (24 sqm)	14,040 JPY	

*The room rate includes breakfast, internet access, service charge and an 8% consumption tax. This rate is applied from 10 September till 15 September, depending in the room availability.

** This room rate is only applicable to online reservations by accessing the following URL.

Online Reservation

Online reservation will be available accessing the following URL:

<http://bit.ly/2oPApO6>

Cut-off Date

15 August, 2017 (local time=UTC+9h)

*Delegates are strongly advised to make their reservations as early as possible. Reservations will be accepted on a first-come, first-served basis.

Cancellation policy

The cancellation before 2 days prior to the arrival date has no penalty. After that, the following cancellation charges will apply.

1 day prior to the arrival date	on the arrival date	no-show
20% of the total price of accommodation	80% of the total price of accommodation	100% of the total price of accommodation

Note that the ARIB/TTC are not responsible for reservation confirmations, cancelled or changed reservations or no-shows.

Please revise and/or cancel your reservation by log-in to your Personal Page.

If you have any questions, please contact to Hotel Emisia Sapporo directly by e-mail or telephone.

Mail: reservation.sapporo@hotel-emisia.com **TEL:** +81-11-895-8800

Visa request

To find out whether you need a visa for entry to Japan, please consult http://www.mofa.go.jp/j_info/visit/visa/faq.html#q1-1 and click the link "[the List of Countries and Regions That Have Visa Exemption Arrangements with Japan](#)" in the Q&A No.1. The list shows "Arrangements of Exemption of Visas". If your home country's name is not shown on the list, you need a visa.

If you need a visa, please fill out the attached invitation letter request form (Annex 1) and send it to visa1@ttc.or.jp by **12:00 (JST=UTC+9), 10 August, 2017**.

For any questions, please contact visa1@ttc.or.jp or Tel: +81-3-5776-7796 (attn. Masa Sumita, 3GPP secretary in TTC)].

[Important Notice] RAN1 NR#3 and RAN4 MR#3 Meetings is held also in Japan in the week after (18-22 September 2017). If you will continue to stay over the weekend in Japan for attending the both meetings, your visa request should be only once using the application attached to either of the meeting invitation (same contact address for both). Simply identify the dates and the meeting (either TSG or RAN) in your itinerary.

In case you have any possibility to stay in Japan more than 14 consecutive days, longer term visa is required. Please indicate it clearly in the itinerary section. It is illegal to change schedule to stay in Japan for more than 14 days with shorter stay permission (14 days or less).

For members in a company who are in the same office facility, it is suggested that you make your requests as a group, if possible.

If you prefer, we may be able to send the digital signature for visa1@ttc.or.jp, simply send an e-mail to visa1@ttc.or.jp for obtaining public key (VeriSign class1) before sending your form with personal information.

Voltage

100V/50Hz. Japanese plugs are two flat pin type (A-type) plugs. Please make sure you have correct adapters. Voltage converters or adapters will NOT be provided at the meetings.

Please bring your voltage converters and plug adapters! (100 volts)



Currency

Yen (¥)

<http://finance.yahoo.com/currency?u>

ATTENTION!!

Credit cards can be taken at most restaurants and hotels in Sapporo, but not at some restaurants, taxis, and shops.

ATM cash advance service in New Chitose Airport Terminal

<http://www.new-chitose-airport.jp/en/service/money/bank>

Time Zone

JST=UTC +9 hours

GSM / W-CDMA/LTE coverage

Only W-CDMA and/or LTE are available. For availability of GSM chip-roaming, please check with your operator. cdma2000 and/or LTE are also available in the area.

Weather

<http://www.jma.go.jp/en/yoho/203.html>

Sightseeing

Welcome to Sapporo <http://www.sapporo.travel/?lang=en>
Japan National Tourism Organization <http://www.jnto.go.jp/eng/>

Host contacts

If you have any questions or need assistance, please do not hesitate to contact
[Kazuo NAKAMURA, ARIB secretariat.](#)

(ANNEX 1)**Visa support letter application form**

Please fill in the form below and e-mail it to visa1@ttc.or.jp by 12:00 (JST=UTC+9), **10 August, 2017**.

(Note: you can obtain a public key for e-mail encryption simply by sending an e-mail to visa1@ttc.or.jp with the subject "Public Key request" BEFORE sending your personal information in an attachment.)

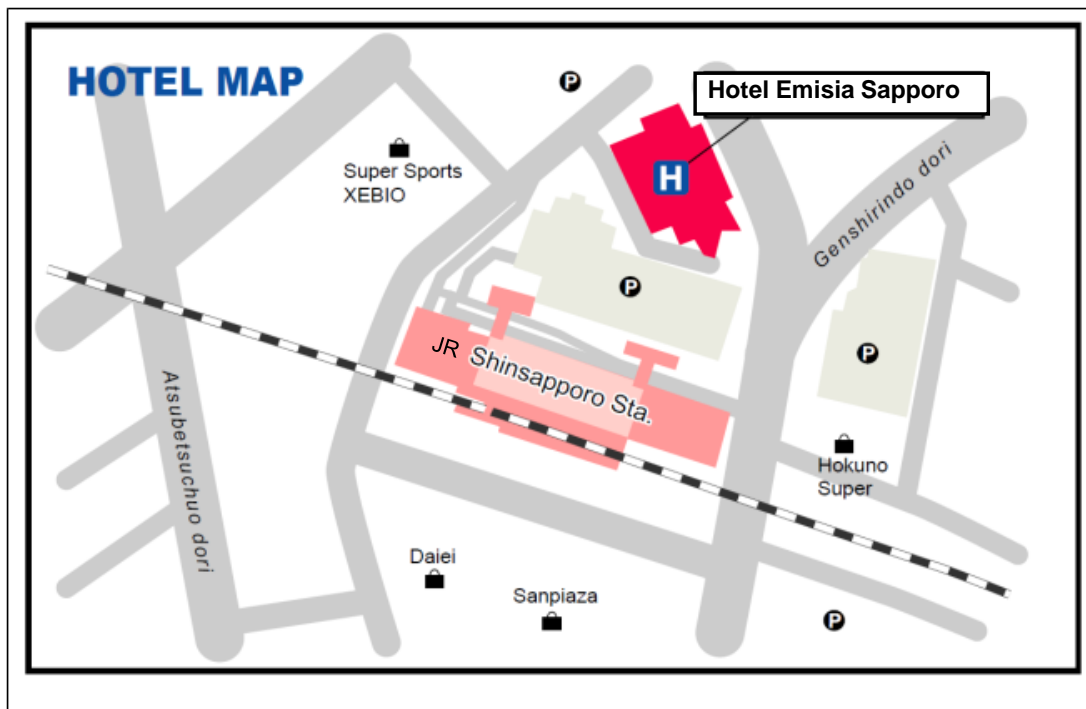
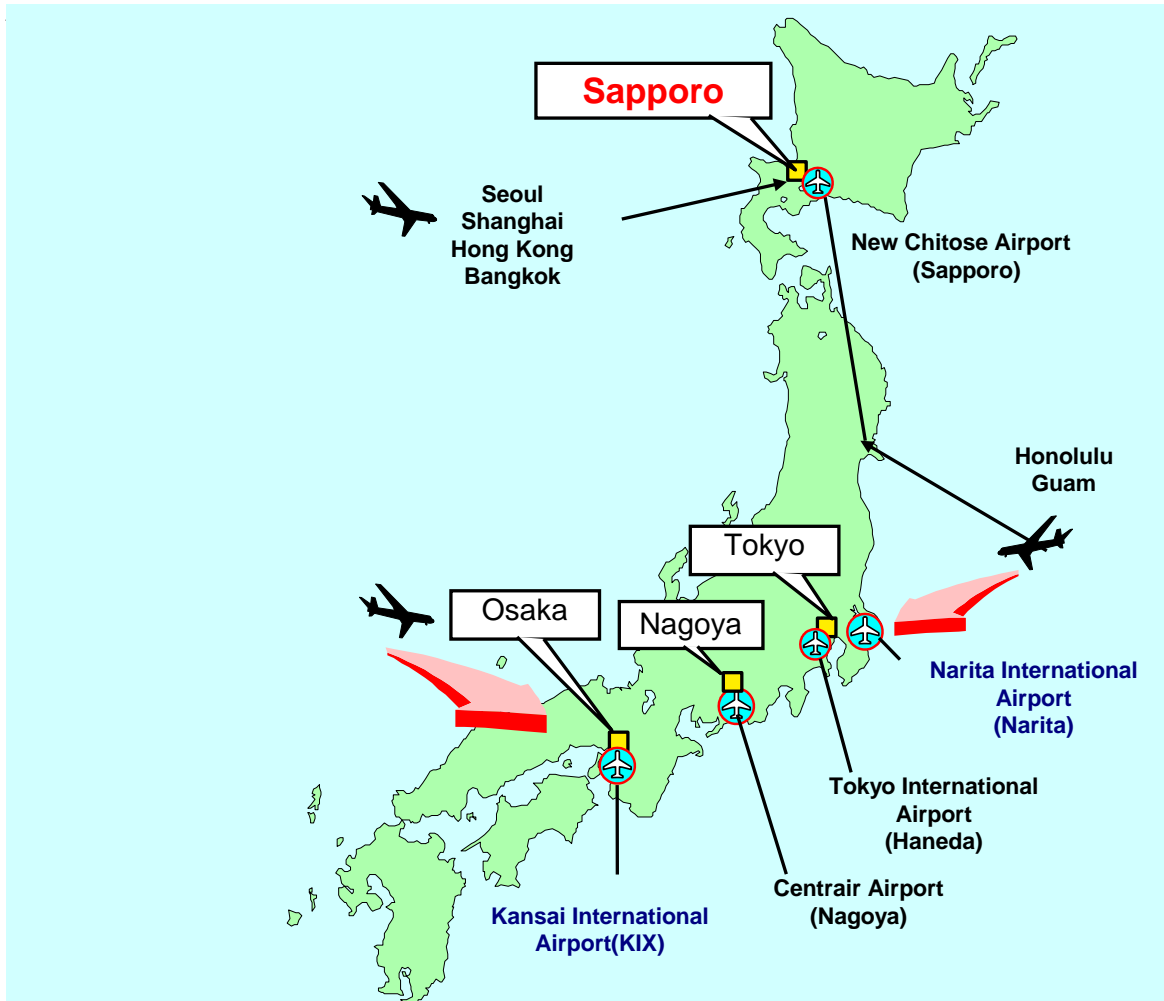
[Note] If your stay in Japan continues to RAN1-NR#3/RAN4-NR#3 meeting in Nagoya, the visa application should be only once. Combine your itinerary for both meetings (the same contact address).

Given name (First name)	alphabetical	
Given name (Last name)	alphabetical	
Date of Birth (dd/mm/yy)		
Gender (Male/Female)		
Nationality		
Valid passport number		
Passport Valid until (dd/mm/yy)		
Address (Home Country)		
Occupation and Job title		
Name of Company/Organization		
Company/Organization mailing address	Address	
	Postal Code	
	Country	
Telephone number		+
Fax number		+
Email address		
Schedule for your stay		Please fill in your itinerary below

Itinerary (refer to examples shown in the table.)

D/M/Y	Schedule	Address and Phone number to reach	Hotel
ex) 10/ Sept/ 2017	Arrival from Paris to Haneda Airport, Flight xxx	*1	*1
ex) 11-16/ Sept/ 2017	Attending TSG RAN#77 meeting	*1	*1
ex) 17/Sept/2017	Move to Nagoya	*2	*2
ex) 18-22/Sept/2017	Attending RAN1-NR#3 meeting	*2	*2
ex) 23/ Sept/ 2017	Departure from Haneda Airport to Paris, Flight xxx		
Fill in your Itinerary below			
*1Hotel Emisia Sapporo: 5-5-25 Atsubetsu Chuo 2Jo, Atsubetsu-Ku, Sapporo Tel +81-11-895-8811			
*2 Hotel Merparque Nagoya: 3-16-16, Aoi, Higashi-ku, Nagoya Tel +81-52-937-3535			

(ANNEX 2)
Access to Venue, Hotel Emisia Sapporo





- 28 minutes from New Chitose Airport (by JR rapid train)
- 8 minutes from Sapporo Station (by JR rapid train)
- 19 minutes from Odori Subway Station (by Subway Tozai Line)
- Approximately 45 minutes from JR Otaru Station
- One hour and 40 minutes from Asahikawa Station (by JR limited express)