

The North American Friends of 3GPP

**Alcatel Lucent, AT&T, BlackBerry, DISH, Ericsson,
Intel, InterDigital Communications, Motorola Solutions,
NextNav, QUALCOMM, Sprint, T-Mobile USA,
TruePosition and Verizon Wireless**

December 22, 2015

**INVITATION TO THE 3GPP RAN4#78 BIS MEETING
APRIL 11 – 15, 2016
SAN JOSE DEL CABO, MEXICO**

Dear Colleagues,

On behalf the “North American Friends of 3GPP,” I am pleased to invite you to the **RAN4#78 BIS** meeting in San Jose Del Cabo, Mexico.

The meeting will be held at the **Holiday Inn All Inclusive Resort Los Cabos**. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced room rate is \$209 USD for single occupancy or \$229 USD for double occupancy and the cut-off for the hotel is **March 4, 2016**. **The room rate includes all taxes, gratuities, meals, all beverages and internet access**. Please read the reservations section of the invitation for more information regarding booking your room.

Please be sure to book your room with the rate code **3GPP** (phone reservations) to insure that the hotel knows that you are with our group. This is very important for the meeting hosts, who graciously offered to set aside and guarantee a certain number of rooms at reduced rates for the attendees of this meeting, and the convenience of the 3GPP delegates, to stay at the host hotel where the meeting will take place.

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 visit www.3gpp.org to register on line. Please be sure to print your name badge prior to the meeting. Name badges will not be provided.

Meeting directions and general information are provided in the following pages.

We are looking forward to seeing you in San Jose Del Cabo.

Sincerely,

Marc Grant, On behalf of the “North American Friends of 3GPP”
AT&T
marc.grant@att.com

General Meeting Information

Meeting:

RAN4#78 BIS – April 11– 15, 2016

Location:

San Jose Del Cabo, Mexico

Hosts:

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

Please direct any questions regarding the logistical arrangements of this meeting to the 3GPP

Meeting Coordinators:

The SK Group

Suzanne Schlanger, CMP

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

[Suzanne @ theskgroup.com](mailto:Suzanne@theskgroup.com)

Shannon Blumenreich

Tel. +1 845 259 9991

Fax: +1 805 926 3519

[Shannon @ theskgroup.com](mailto:Shannon@theskgroup.com)

North American Friends of 3GPP Contact:

Marc Grant, On behalf of the “North American Friends of 3GPP”

AT&T

MG6217@att.com

Hotel Address and Contact Information:

Holiday Inn Resort Los Cabos

Blvd. Mijares S/N

San Jose Del Cabo, BCS Mexico

Tel.: +52 624 142 9229

Hotel Website:

<http://www.ichotelsgroup.com/holidayinnresorts/hotels/us/en/san-jose-del-cabo/sjdha/hoteldetail>

Room Rate:

\$209 USD – Single Occupancy

\$229 USD – Double Occupancy

Please note: Children under 12 years of age stay free with parents in the same room. An extra person older than 13 years of age will be charged an additional charge of \$70.00 USD daily, plus applicable taxes. No more than 3 adults are permitted to share a room.

Tax:

17.2% (included in room rate)

Cut-off Date:

March 4, 2016

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.

Check-in/Check-out Times:

Check in – 3:00 pm

Check out – 11:00 am

All Inclusive Rate Includes the following:

- Room Service from 07:00 AM to 10:00 PM (Selected Menu/Service charge per delivery of \$70.00 MXN)
- All meals-Breakfast, Snacks, Lunch, and Dinner a la carte and buffets. (Menus may change daily; restaurants open according to Hotel schedule)
- All beverages to include domestic and international brands from pool bars and restaurants.
- Complimentary use of hotel facilities such as lighted tennis courts & our fitness center.
- Full day of programmed activities.
- All gratuities included.

***Note:** There are some items on the menus that are subject to surcharge.*

Reservations:

To make your reservation by phone, please call the hotel directly at **+52 624 142 9229**. Please make sure you tell the agent that you are with the 3GPP group. Reservations may also be made via fax or email. Please complete the form on the last page of this invitation. The fax number and email address are included on the form. Please note: confirmation numbers will be faxed or emailed to you.

Cancellations:

Room cancellations must be made 48 hours prior to arrival to avoid a penalty of one room night and tax. Cancellations must be made in writing.

Please Note: The SK Group is not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes.

Airport:

Los Cabos International Airport (SJD)

Wireless LAN:

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN 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.

GSM Coverage:

There is GSM and 3G coverage in San Jose Del Cabo.

Time Zone:

Mountain Standard Time Zone (MST)

Directions:

- EXIT SJD AIRPORT AND TAKE TOLL ROAD LEFT.
- DRIVE PAST TOLL GATE AND GO AROUND ROTUNDA ACROSS HIGHWAY. CONTINUE TO END OF STREET,
- THEN GO AROUND ROTUNDA TO THE LEFT.
- CONTINUE PAST ROTUNDA,
- DOWN SLOPE TO HOTEL ON RIGHT.

Taxi/Shuttle:

Airport to the Hotel – Approximately \$60 USD.

Hotel to Airport – \$40 USD.

Please note: This was the price at the time of distribution. This price is subject to change.

Shuttle – Transcabo

Round Trip - \$29 USD

One Way - \$16 USD

<http://www.transcabo.com/>

Parking:

Complimentary

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: preselecting seats prior to the start of the meeting or reserving seats for colleagues is not permitted at meetings. Delegates must be present in the meeting room at the start of the meeting in order to have a seat. All seat signs left overnight will be removed daily. There is no access to the meeting rooms prior to the start of the meeting. Please come early the morning of the meeting should you wish to choose a specific seat.

Meeting Start Time:

The meetings will start at 9am on Monday morning.

Visa Information:

**PLEASE NOTE: LETTERS MAY TAKE 14 DAYS TO BE PROCESSED.
HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER APRIL 1, 2016.
REQUESTS RECEIVED AFTER APRIL 1, 2016 WILL BE SENT VIA FAX OR EMAIL ONLY.**

Please contact Susana De La Garza via email at susana_delagarza@grupopresidente.com should you require a personal letter of invitation for a visa application. Your email must include the following information in order for it to be processed:

1. Family name (last name):
2. Forename (first name):
3. Birth date (month/date/year):
4. Passport number and issuing country:
5. Gender:
6. Company name:
7. Occupation/Position:
8. Company/mailling address:
9. Postal Code:
10. Country:
11. Telephone number:
12. Fax number:
13. Name of meeting:
14. Location of Meeting:

**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 aware that it may take up to 6 to 8 weeks for visa approval so make your request for the invitation letter as soon as possible. Letters of invitation will be sent to you via fax or email and only be sent via Federal Express mail upon special request.

Please do not contact ETSI, the meeting chairman, or the North American Friends of 3GPP representative for a visa letter. Letters will be processed within 14 days of receiving an email request. If you have not received your letter within 14 days or have any changes after receiving a faxed copy, please contact Susana De La Garza via email at susana_delagarza@grupopresidente.com.

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

The SK Group

Suzanne Schlanger

Shannon Blumenreich

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

[Suzanne @ theskgroup.com](mailto:Suzanne@theskgroup.com)

[Shannon @ theskgroup.com](mailto:Shannon@theskgroup.com)

Have a great meeting and enjoy your stay in Los Cabos!

Holiday Inn Los Cabos
3GPP
San José Del Cabo, México
April 9th –17th, 2016

NAME:	
PHONE:	FAX:
ARRIVAL:	DEPARTURE:
E-MAIL:	
CITY/COUNTRY:	
ROOM TYPE: Single () Double () Triple ()	
No. CHILDREN FROM 6 TO 12:	
ROOM PREFERENCE (subject to availability) One Bed () Two Double Beds ()	
CREDIT CARD: American Express () Visa () MC ()	
CREDIT CARD NUMBER:	
EXPIRATION DATE:	
CODE NUMBER (American Express Only):	
SIGNATURE:	
CONFIRMATION-NUMBER (Hotel's use only):	

If you wish to book more than one room, please make a copy of this blank form for each additional room.

Group Rate is available April 9th – 17th, 2016 at a rate of \$209 USD single occupancy and \$229 USD double occupancy. Children under 12 years of age, stay free with parents in the same room. Extra person older than 13 years of age, have an additional charge of US \$70 USD daily, taxes included. No more than 3 adults in a room allowed.

This group rate will be available until March 4, 2016. Any reservations requested after this date will be subject to availability and prevailing hotel rate will be applied. Group rate is available 3 nights before and after main group dates, and are subject to availability.

It is imperative that this form is completed with all specific information. To reserve the room, the "Registration Form" needs to be sent via fax or e-mail directly to the Hotel Reservation Department at:

Susana De La Garza
Reservation Manager
T: +52 (624) 142 9229
F: +52 (624) 142 0232
susana_delagarza@grupopresidente.com

Room cancellations must be made 48 hours prior to arrival to avoid a penalty of one room night and tax. No-shows will be charged for one night's stay plus any applicable taxes and fees. Notice of any cancellation must be received in writing and fee is payable no later than 30 days after the cancellation has occurred

A confirmation number will be faxed or emailed to you by the hotel. Please type or print your information clearly.