**Invitation to**

**3GPP CT#83 / RAN#83 / SA#83 Meeting**

**March 18 – 22, 2019**

 **Shenzhen, P. R. China**

Dear 3GPP colleagues,

On behalf of Huawei Technologies, we are pleased to invite you to the **3GPP CT#83, RAN#83** and **SA#83** meeting in Shenzhen, P. R. China.



The meeting will be held at the **InterContinental Shenzhen**. A block of rooms has been reserved at the hotel. The group rate is CNY 1029.16 per night for deluxe room (king), including one buffet breakfast and Internet access, subject to service charge and taxes. Please refer to the hotel reservation information in the following pages for more on group rates. Delegates are responsible for their own hotel reservations. Please book your room before the cutoff date, **15** **February 2019**.

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. Please visit <https://webapp.etsi.org/3GPPRegistration/fMain.asp?mid=19311> 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.

Should you require a personal letter of invitation for your business visa application, please contact the host listed in **Appendix A** via email. Your email should attach the form in Appendix A filled with all necessary information and be sent out before **15** **February 2019**. For Chinese Embassy or Consulate information, please visit website <http://www.fmprc.gov.cn/eng/>.

Travel and general information is provided in the following pages.

We are looking forward to seeing you in Shenzhen, China.

Sincerely yours,

Wan, Lei

Zhang, Zhaohui

On behalf of Huawei Technologies Co., Ltd.

 General Meeting Information

**Meetings & Dates & Location**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | **TYPE** | **DATES** | **LOCATION** | **CTRY** |
| Add to my calendar[3GPPCT#83](https://portal.etsi.org/webapp/meetingcalendar/MeetingDetails.asp?m_id=19635) | OR | 18 - 19 Mar 2019 | Shenzhen | CN |
| Add to my calendar[3GPPRAN#83](https://portal.etsi.org/webapp/meetingcalendar/MeetingDetails.asp?m_id=19636) | OR | 18 - 21 Mar 2019 | Shenzhen | CN |
| Add to my calendar[3GPPSA#83](https://portal.etsi.org/webapp/meetingcalendar/MeetingDetails.asp?m_id=19637) | OR | 20 - 22 Mar 2019 | Shenzhen | CN |

**Contact from the Host:**

Ms. Kathy Wu Ms. Cherie Law

Tel: +86 10 82829060 Tel: +86 755 28785594

Email: kathy.wu@huawei.com Email: luowenhui1@huawei.com

**Hotel Information:**

InterContinental Shenzhen

Address: No. 9009 Shennan Road, Overseas Chinese Town, Shenzhen, Guangdong 518053, P. R. China

Phone: +86 755 33993388

Website: <https://www.ihg.com/intercontinental/hotels/gb/en/shenzhen/szxha/hoteldetail>

**Wireless LAN:**

This will be a paperless meeting.

MCC will provide and administer a WLAN during the meeting.

Hotel Reservation Information

InterContinental Shenzhen will be providing the accommodations for the meeting.

**Group Rates:**

Deluxe Room (King) CNY 1029.16

Deluxe Room (Twin) CNY 1157.8

Deluxe Pool View Room (King) CNY 1200.68

The above rates include one buffet breakfast for king room, two for twin room, and Internet access, subject to 10% service charge and 6% taxes. Additional buffet breakfast is priced at CNY 129 subject to 10% service charge and 6% taxes.

**Cut-off Date: 15 February 2019**

Please make your reservation before the cutoff date to ensure the reduced group rate. Reservations beyond this point may be expensive and subject to availability.

**Check-in/Check-out Time:**

Check in after 02:00 PM

Check out before 12:00 PM

**Reservations Link** (apply from 17th to 23rd March 2019)**:**

<https://www.ihg.com/redirect?path=hd&brandCode=6C&localeCode=en&regionCode=1&hotelCode=SZXHA&_PMID=99801505&GPC=T9A&viewfullsite=true>

Click “BOOK NOW” to start.

The IATA number and group code are pre-selected and cannot be changed.

For arrival before 17th March or departure after 23rd 2019, reservations will be on a space availability basis at the prevailing Select Rate. Contact Ms. Skye Guo for assistance.

**Contact for Hotel Reservations**

Ms. Skye Guo (working hour 9:00-18:00, Beijing time)

Tel: + 86 755 33993388, extension 8315

Email: skye.guo@icshenzhen.com

If you have any question concerning hotel reservations, please contact her.

**Cancellation Policy:**

* Canceling reservation before 6:00 PM (local hotel time) on Friday, 15 February, 2019 will result in no charge.
* Canceling reservation between 6:00 PM (local hotel time) on 15 February, 2019 and 6:00 PM (local hotel time) on 17 March, 2019 will result in a charge for the first night per room to your credit card.

**Please Note:**

The host is not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes or if there are problems with making an online reservation.

**Transportation Information**

The InterContinentalShenzhen is situated in the heart of Shenzhen’s Overseas Chinese Town with easy access to Shenzhen Baoan International Airport, Hong Kong & Macao ferry terminal, Lok Ma Chau (Huanggang) & Shenzhen Bay Port, Hi-tech and financial center.

**Airports:**

* Hong Kong International Airport **(**IATA code: HKG; ICAO code: VHHH**)**

Website: www.hongkongairport.com/en/

Tel: +852 2181 8888

* Reaching the venue by Ferry and Taxi

<https://www.hongkongairport.com/en/transport/mainland-connection/ferry-transfer.page#2>

|  |  |  |
| --- | --- | --- |
| Ferry Operator | Telephone Number | Website |
| CKS | +852 2858 3876 | <http://www.cksp.com.hk/en>  |

It takes approximately 30 minutes from Hong Kong International Airport to She Kou, Shenzhen by ferry.

Ferry schedule, voyage time and fares are listed below for reference.



Access to the following link to find more on the ferry service.

<http://www.cksp.com.hk/en/route/hk_from_guangdong_and_macao/shipingline_price_hk_m>

It takes about 35-40 minutes from She Kou, Shenzhen to the venue by taxi and the one-way fare is about CNY 50.

* Reaching the venue by Coach and Taxi

<https://www.hongkongairport.com/en/transport/mainland-connection/mainland-coaches/#content2>

|  |  |  |  |
| --- | --- | --- | --- |
| Service Providers | Service Hours | Boarding Point | Ticketing Point |
| [China Travel Service (Hong Kong)](http://www.hkctsbus.com/web/hk/%E4%B8%BB%E9%A0%81/)[Eternal East Tours Company Limited](https://www.eebus.com/)[Kwoon Chung Trans-Island](http://www.trans-island.com.hk/en/service11.php?nid=4)[S.T. Travel](http://sttravel.hk/) | Lok Ma Chau (Huanggang) Port (0615 - 2400)Shenzhen Bay Port (0650 - 2230) | Coach Station, Arrivals Level (L3), Terminal 2 | [Counters C01 - C09, Coach Station, Arrivals Level (L3), Terminal 2](https://www.hongkongairport.com/sites/en/map/index.page#mainlandCoachesServiceCounter) |

It takes approximately 1-1.5 hours from Hong Kong International Airport to Lok Ma Chau (Huanggang) Port / Shenzhen Bay Port by coach and the one-way fare is around HK$ 150 for one adult.

|  |  |  |
| --- | --- | --- |
| Ports | To the venue by taxi | One-way taxi fare |
| Lok Ma Chau (Huanggang) | 25 minutes | CNY 40 |
| Shenzhen Bay | 20 minutes | CNY 35 |

* Reaching the venue by Skylimo

<https://www.hongkongairport.com/en/transport/mainland-connection/skylimo.page>

**Note:** The above transportation information is provided for reference and may change without prior notice. You are advised to check with the service providers for the details of services e.g. frequencies, departure times, journey times, fare and further information.

* Shenzhen Baoan International Airport (IATA code: SZX; ICAO code: ZGSZ)

Website: eng.szairport.com

Tel: +86 755 23456789

It takes 35-40 minutes from Shenzhen Baoan International Airport to the venue by taxi. The one-way fare is approximately CNY 100.

**Please Note**: Taxi drivers may not speak English, so make sure you have the name of your hotel or address written in Chinese. The following is the name, address and phone number of the **InterContinental Shenzhen** in Chinese; please print it for your convenience:





****General Information for Stay in Shenzhen****

**GSM/UMTS/LTE Coverage:**

There is GSM/UMTS/LTE coverage in Shenzhen.

**Currency:**

Until December 2018, 1 U.S. dollar was worth ￥ 6.87 CNY and 1 Euro was worth ￥ 7.81 CNY. Most foreign currencies are easily changed at banks or hotels. Local banks are typically open from 9am to 5pm from Monday to Friday, while weekend working hours may vary by institution. You will be required to present your identification card or passport in order to access foreign exchange services. ATMs accepting international credit cards are available too.

**Time Zone:**

GMT +8 hours

**Voltage:**

Commercial power in China is **220V**. Please be sure you have the correct adapter. Voltage converters will **not** be provided at the meeting.



Shenzhen Travel Guide:

<https://www.travelchinaguide.com/cityguides/guangdong/shenzhen/>

<http://english.sz.gov.cn/Travel/>

Please don’t hesitate to direct any questions regarding the logistical arrangements of this meeting to the Meeting Coordinators:

Ms. Kathy Wu

Or

Ms. Cherie Law

***Have a successful meeting and enjoy your stay in Shenzhen!***

Appendix A

**3GPP CT#83 / RAN#83 / SA#83**

**Shenzhen, P. R. China**

**March 18 – 22, 2019**

**INVITATION LETTER REQUEST FORM**

To enter China for the meetings indicated above, you may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. In order to obtain the invitation letter, please:

1. fill out the form below
2. a scanned copy of your passport (the name, date of birth, nationality, passport number, passport validity date, etc. must be seen clearly; to ensure readability; a scanned photograph page is preferred.)
3. a scanned copy of the latest Chinese visa (one or two records) if your entry is not the first time
4. send all of the above via email to visa\_3gpp\_tsgs@huawei.com before **15** **February 2019**

NOTE: please send your application form in WORD file.

|  |  |
| --- | --- |
| **Full Name of Company** |  |
| **Surname** |  | **Given Name** |  |
| **Gender** | **□ Male □ Female** |
| **Birthday (YYYY-MM-DD)** |  | **Nationality** |  |
| **Tel No.** |  | **Job Title** |  |
| **Passport No.** |  | **Place of Issue Passport** |  |
| **Expired Date of Passport (YYYY-MM-DD)** |  |
| **Destination Country/Area & City/ Places to visit after entry (In this case, it is Shenzhen by default; if you want to visit other places than Shenzhen, please indicate here)** |
| **Country** |  | **City** |  |
| **Visa Issued Country/Area & City (If the country in which you'll obtain your visa is different from your nationality, please indicate it here:[ Country to obtain your visa])** |
| **Country** |  | **City** |  |
| **Duration (YYYY-MM-DD)** |
| **From** |  | **To** |  |
| **Applicant Information** |
| **Applicant Address** |  |
| **Applicant Fax No.** |  |
| **Applicant Email Address** |  |

End of form

*(Please do not forget to attach a copy of your passport photograph page before sending.)*