March 5, 2015

**Invitation to the 3GPP Working Group Meetings**

**November 16 – 20, 2015**

**Anaheim, California**

Dear Colleagues,

On behalf the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP Working Group meetings in Anaheim, California.

The meetings will be held at the **Hilton Anaheim**. A block of rooms has been reserved at the hotel under the group code **3GPP**. The reduced room rate is $175 USD + tax for single and double occupancy and the cut-off date for the hotel is **October 16, 2015**. Complimentary guest room internet is included. 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. Internet reservations may be made via the link 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 visit [www.3gpp.org](http://www.3gpp.org) to register on line. Those who do not register for the meeting in a timely fashion will not have a name badge at the registration desk. Please let the on-site coordinator know if you need a badge.

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

We are looking forward to seeing you in Anaheim.

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, Ericsson, Intel, InterDigital Communications, NextNav, QUALCOMM, Sprint, T-Mobile USA, TruePosition and Verizon Wireless**

**General Meeting Information**

#### Meetings and Dates:

RAN1#83 – November 16 – 20, 2015

RAN2#92 – November 16 – 20, 2015

RAN3#90 – November 16 – 20, 2015

RAN4#77 – November 16 – 20, 2015

RAN5#69 – November 16 – 20, 2015

CT1#95 – November 16 – 20, 2015

CT3#83 – November 16 – 20, 2015

CT4#71 – November 16 – 20, 2015

CT6#78 – November 16 – 19, 2015

SA1#72 – November 16 – 20, 2015

SA2#112 – November 16 – 20, 2015

SA5#104 – November 16 – 20, 2015

SA6#8 – November 16 – 20, 2015

GERAN#68 – November 16 – 20, 2015

GERAN1#68 – November 17 – 19, 2015

GERAN2#68 – November 17 – 19, 2015

#### Location:

Anaheim, California

**Hosts:**

The “North American Friends of 3GPP” – Alcatel Lucent, AT&T, BlackBerry, Cisco, Ericsson, Intel, InterDigital Communications, 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, Inc.

Suzanne Schlanger, CMP

Shannon Blumenreich

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

Shannon @ theskgroup.com

Suzanne @ theskgroup.com

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

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

Ericsson

stephen.hayes @ ericsson.com

**Hotel Address and Contact Information:**

Hilton Anaheim

777 Convention Way

Anaheim, CA 92802, US

Tel: +1 714 750 4321

Fax: +1 714 740 4460

**Room Rate:**

$175 + tax – Single/Double Occupancy

**Tax:**

15% room tax, 2% tourism tax and $0.70 tax assessment fee.

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

**Cut-off Date:**

**October 16, 2015—Group Code is “3GPP”**

Please be sure to make your reservations before the cut off date to insure the lower group rate. Rates will be significantly higher after the cut-off date and we may not be able to add people to the block.

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

### Check in – 4:00 pm

### Check out – 12:00 pm

### **Telephone Reservations:**

To make your reservation by phone, please call **+1 877 776 4932** **or +1 714 750 4321.** Please make sure you tell the agent that you are with the **3GPP** meeting**.**

**Reservations Link:**

<https://resweb.passkey.com/go/3GPP2015>

**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 who can assist you with your reservation in the group block at the reduced rate at the host hotel. If you are able to make a reservation outside of the block THAT YOU ARE ABLE TO CANCEL if necessary, and then email Shannon your confirmation number, she will be able to move you into the group block with the 3GPP rate more quickly. 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 if necessary, once your issue is resolved.

**HILTON HHONORS:**

Be sure to visit <http://hhonors1.hilton.com/en_US/hh/home_index.do> to enroll in the Hilton HHonors program.

*Please visit the link listed above to read all terms and conditions. We are not responsible for any changes made to the program.*

**Cancellations:**

Reservations must be cancelled 48 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 are not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes.

**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.

**Time Zone:**

PST

**Airport:**

***John Wayne Airport/Orange County (SNA****)*

Distance from Hotel – 14 mi.

Drive Time – 20 min.

Taxi – Approximately $35 one way.

Super Shuttle – $13 one way.

***Los Angeles International Airport (LAX)***

Distance from Hotel – 35 miles

Drive Time – 40-50 minutes.

Taxi – $95 one way

Super Shuttle – $16 one way

**Please note:** Taxi fare and drive time from LAX can be significantly higher depending on traffic conditions.

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

**Parking:**

Valet parking – $22 USD+ tax per night

Self parking - $16

**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: It is requested that delegates do not preselect seats prior to the first morning of the meeting.  Any seat signs left the day before the meeting will be removed.  There is no access to the meeting rooms prior to 7am on the first morning.  Please come early on should you wish to choose a specific seat. Delegates should reserve seats for themselves only in an effort to be considerate to the other attendees.

Should you require a specific seat to accommodate any special needs, please contact
Shannon @ theskgroup.comprior to the start of the meeting so that it can be arranged.

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 6, 2015. REQUESTS RECEIVED AFTER NOVEMBER 6, 2015 WILL BE SENT VIA EMAIL ONLY.**

A 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 Shannon @ theskgroup.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.

It may take up to 12 weeks for visa approval so 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** **Shannon @ theskgroup.com**

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

 **The SK Group**

Shannon Blumenreich

Tel. +1 845 259 9991

 Fax: +1 805 926 3519

Shannon @ theskgroup.com

Suzanne Schlanger, CMP

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

Suzanne @ theskgroup.com

**Have a great meeting and enjoy your stay in Anaheim!**

Date:

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/mailing address:
9. Postal Code:
10. Country:
11. Telephone number:
12. Fax number:
13. Name of meeting:
14. Location of meeting:

15: Anaheim Hilton 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 Anaheim, California. This technical standardization meeting of the 3GPP will take place on November 16 - 20, 2015. This meeting 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 **Anaheim Hilton**. 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