



**INVITATION TO THE
3GPP SA2#137 (FEB 24-28, 2020)
MEETINGS AT NEW DELHI, INDIA**

Dear Colleagues,

On behalf of the **Indian Friends of 3GPP (IF3)** and the **Cellular Operators Association of India (COAI)**, I am pleased to invite you to the **3GPP SA2#137 meeting in New Delhi, India**.

The meeting will be held at the **Sheraton New Delhi Hotel at Saket**. A block of rooms has been reserved for 3GPP delegates at discounted rates, which includes breakfast, lunch, internet, F&B discounts, and several other benefits. Please refer to the general meeting information section of this document for room inclusions and registration details. The cut-off date for hotel booking is 18:00 Hrs. IST on **21 Jan. 2020**.

The following information is important, and we thank you in advance for reading this section and complying with our requests:

1. Your stay at the hotel involves a negotiated rate that includes breakfast, lunch, internet, F&B discount, and several other aspects. This was possible with the hosts guaranteeing a minimum number of rooms.
2. Please make your reservations and stay at the meeting hotel, by booking your room using the reservation link provided by the hosts to ensure that the hotel knows that you are with our group. This is essential for the meeting hosts to arrange meeting spaces, along with Internet, Audio Visual equipment and other business equipment, as well as services for the attendees to have a productive and successful meeting, which enables everyone to do their job at a reduced cost to their company.
3. Our ability to sustain hosting 3GPP meetings in India is significantly dependent on meeting attendees supporting the meeting hosts by staying at the contracted meeting hotel under the appropriate provisions. Corporate rates or internet reservations outside of the block do not achieve the goal of supporting the meeting or the host. Neither do they provide the allowances negotiated by the hosts.

For details on how 3GPP meetings are structured and hosted, please refer to the 3GPP website.

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 be sure to print your name badge prior to the meeting. Name badges are no longer provided at the meetings.** Meeting directions and general information are provided in the following pages of this invitation.

We are looking forward to seeing you in New Delhi.

Sincerely,

Sunder Singh Poriya

On behalf of the **IF3** and **COAI**

Host of the meeting:

The Indian Friends of 3GPP (IF3) and the COAI

Indian Friends of 3GPP comprises Ericsson India, Huawei India, Intel India, Nokia India, Qualcomm India, Samsung India and ZTE India.

General Meeting Information

Meeting and Dates:

3GPP SA2#137 Feb 24-28, 2020

(SA2#137 Meeting Agenda including start/closing time of the meeting will be published by the SA2 Chairman).

Meeting contacts:

Mr. Sunder Singh Poriya, will represent the IF3 Secretariat, and can be contacted at the coordinates below.

Phone +91 11 2344 0207

Cell +91 94 5768 4532 (preferred)

Fax +91 11 2334 9276

Email if3@coai.in

[We encourage sending an email, with subject “**IF3 Meeting Feb 2020 New Delhi**” to receive the fastest response]

Mr. Poriya will be the first point of contact for any meeting related assistance (e.g., visa letter). All efforts will be made to address your query within five working days. If your query needs attention at a higher level, the IF3 coordinator can be contacted through email at coordinatorif3@coai.in

Meeting Venue :

Sheraton New Delhi Hotel

District Centre, Saket

New Delhi, 110017, India

Phone (For reservations) +91 11 42661122

Email conferences.sheratonnewdelhi@itchotels.in with a copy to steffi.behl@itchotels.in

[We encourage sending an email with the subject “**3GPP meetings by IF3 New Delhi**”, to receive an early response]

A block of rooms has been reserved for 3GPP delegates at special discount rates. Delegates traveling to the meeting are hereby requested to make use of this hotel block for stay during the meeting. **February is a peak season in New Delhi, with multiple international conferences happening around the same time frame. The delegates are hereby requested to secure their reservation at the earliest.**

Room Rates:

Room Category	Single/Double Occupancy
Deluxe	INR 12,500 + taxes
Executive	INR 13,500 + taxes
Sheraton Club (access to executive lounge)	INR 14,500 + taxes

Notes:

- The group check in time is 14:00 hours and check out time is 12:00 hours. **Early check in/late checkout will only be possible subject to availability. Guests are recommended to keep a valid reservation to support early check in or late check out, to avoid any disappointment.** As mentioned early, February is a peak season in New Delhi.
- **Room rates are exclusive of applicable GST prevailing** during the preparation of this invitation.
- Please refer the hotel reservation form in the Annex for the detailed information.

Room Inclusions:

- **Buffet breakfast & Buffet Lunch** for residential guests at the designated venue
- Complimentary access to swimming pool and health club

- Complimentary Wi-Fi access at rooms
- 15% discount on food and soft beverages consumed at the hotel

Reservation:

Reservation to this meeting will be handled through reservation forms that is available in the Annex part of this invitation. Kindly send your completed hotel reservation form(s) to conferences.sheratonnewdelhi@itchotels.in with a copy to steffi.behl@itchotels.in

Cut-off Date:

The 3GPP block rates will be available **until 18:00 Hrs., IST on 21 Jan 2020**, or until they are all run out – whichever happens first. Please make your reservation before the cut-off date to ensure hassle free booking. Rates may be significantly higher after the cut-off date and is only subject to availability.

Cancellations:

Since the rooms are reserved as part of a meeting block, **cancellations made after 21 Jan 2020 will attract penalty**. The following policy apply:

- Cancellations made between 21 Jan 2020 to 23 Feb 2020 will attract one-night penalty, and
- Cancellations or no show after 23 Feb 2020 will cost the entire stay.

Please note that COAI, IF3 and the 3GPP are not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. However, if you have a very valid reason to cancel, please reach out to the IF3 Secretariat seeking relief.

Visa aspects:

You may be required to obtain a visa for admittance into India. As of date, [India allows citizens from most countries to apply and secure an e-Visa](#). The official website of Government of India for e-Visa and related visa services is <https://indianvisaonline.gov.in>. This is a convenient process and covers citizens from most countries. Please check with the Indian embassy website of your country for more information.

In case you need an invitation letter from COAI for visa purpose, **please complete the details in the Visa Section of the [Indian Friends of 3GPP main page](#)**. It is necessary that you book the hotel first, and cite the hotel booking reference number in the invitation request. Letters will be processed within five working days of receiving your request. Do ensure that your requests reach us **before 15 Feb 2020**. **Please do not contact ETSI or the meeting chairman for visa letters.**

Airport:

Indira Gandhi International Airport (DEL)

Directions to the meeting venue: Please refer the [Sheraton New Delhi link](#) for directions.

This airport is served by several international carriers and is operational throughout the day. Several international flights are known to land during the night time. Please refer to the [Wikitravel link](#) and [Wikipedia link](#) for details. The airport has a well-developed Radio taxi services as well as app-based services such as Uber and Ola.

Wireless LAN:

This will be a paperless meeting. Meeting coordinators will provide and administer a Wireless LAN for document distribution. Please be sure to bring your wireless LAN card to the meeting.

Mobile Coverage:

There is GSM, CDMA, HSPA and LTE coverage in India.

Time Zone:

Indian Standard Time (IST)

GMT +5:30

Voltage:

Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting. India's A/C supply is 230V-50Hz. The plug is a "Type D." The image below is a visual representation of the adapter you will need if your equipment does not have the correct plug.

**About New Delhi:**

New Delhi is India's capital city and the home of executive, legislative, and judiciary branches of the Government of India. Delhi is a large metropolis with strengths in arts, commerce, education, entertainment, fashion, finance, healthcare, media, professional services, research and development, tourism and transport all contributing to its prominence. Hindi and Punjabi are widely spoken in New Delhi, and most educated people speak Hindi, Punjabi, Urdu, and/or English. English signs are common throughout the city.

New Delhi is a cosmopolitan city due to the multi-ethnic and multi-cultural presence of the vast Indian bureaucracy and also is home to several historic sites and museums. The city is structured around two central promenades called the Rajpath and the Janpath. The Rajpath, or King's Way, stretches from the Rashtrapati Bhavan (Presidential Palace) to the India Gate. The Janpath, formerly known as Queen's Way, begins at Connaught Circus and cuts the Rajpath at right angles. Advance travel planning is advised for tourism in New Delhi. The shoulder seasons (Feb-Mar and Oct-Nov) are the best times to visit, with temperatures in the 20-30°C range (68-86°F). For more tourism information, please see <http://www.delhitourism.gov.in/>.

Please don't hesitate to direct any questions regarding the logistical arrangements of this meeting to the Meeting Coordinators. The IF3 and COAI wishes you all a wonderful meeting and eventful stay in New Delhi.

Annex: Hotel Reservation Form

RESERVATION FORM – INDIAN FRIENDS OF 3GPP 23 rd Feb -28 th Feb'2020				SHERATON, NEW DELHI District Centre, Saket New Delhi 110017 India T : +91 11 42661122 Visit us @ www.itchotels.in Find us on Facebook : www.facebook.com/itchotels Follow us on Twitter : www.twitter.com/itchotels "	
<ol style="list-style-type: none"> Kindly send the completed form to conferences.sheratonnewdelhi@itchotels.in with a copy to steffi.behl@itchotels.in Below rates are applicable for all bookings received till 21st January 2020. Kindly complete one form for each room. 					
RESERVATION DETAILS					
Last Name:		First Name:			
Organization & Designation:		Phone:			
Passport No: Issue & Expiry		Email:			
Check-in Date:		Arrival Flight:		ETA:	
Check-out Date:		Departure Flight:		ETD:	
ROOM TYPE SPECIAL RATES			PREFERENCES		
	Please Tick the Desired Choice	Single/Double Rate (INR)			
Deluxe Rooms		INR 12500 + Taxes	Room Occupancy:	<input type="checkbox"/> Single	<input type="checkbox"/> Double
Executive Club		INR 13500 + Taxes	Preferences	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-smoking
Sheraton Club		INR 14500+ Taxes		<input type="checkbox"/> Twin Bed	<input type="checkbox"/> King Bed
Above rates are inclusive Buffet Breakfast, Buffet Lunch and Wifi			Airport Transfer: 1. Honda City : 1532+ parking per car per way 2. Toyota Innova: INR 2027+ parking per car per way	<input type="checkbox"/> Yes Car Type: 1, 2 (please tick against car type)	<input type="checkbox"/> No
Terms & Conditions					
<ul style="list-style-type: none"> The above rates are net-non commissionable and exclusive of taxes. Taxes shall be applicable on the rate charged 					
Taxes as on 1st October' 2019					
GST will be levied @ 18% on the rates mentioned above. (Please note that any change in the tax structure or any subsequent government levies will be charged as per the laws prevalent during the partaking of the service). Should your company wish to claim Input Tax Credit on our invoices, please ensure that the <u>relevant</u> GSTIN number along with the appropriate invoicing details are communicated to us at the time of booking. It is important to note that the procedure set by the GST Network require us to upload invoice with GSTIN numbers prior to check out. We may not be able to amend invoices after check out.					
Group check in time is 1400 hrs, and check out time is 1200 hrs. Early check in and late check-out are only subject to availability. Guests are recommended to keep a valid reservation to support early check in or late check-out, to avoid any disappointment:					
<ul style="list-style-type: none"> Early arrival before 06:00 Hrs – full day charge Early arrival between 06:00 Hrs – 09:00 Hrs at 50% charge Early arrival between 09:00 Hrs – 11:00 Hrs at 25% charge Early arrival between 11:00 Hrs – 14:00 Hrs at no extra charge 					
Special Inclusive for ::					
<ul style="list-style-type: none"> Buffet breakfast at the Coffee Shop per night of stay 24 hrs. complimentary basis wifi Complimentary access to the hotel fitness center. 					

CANCELLATION POLICY

- Post confirmation, any cancellation, early departure or no show will attract retention charges as per the agreement made with IF3. Please refer to the meeting invitation for more details on this.
- A block booking has been made for this event with limited number of rooms in the above mentioned categories. Room categories will be reserved as per availability at the time of receipt of this reservation request and on First Come First service basis.
- Keeping with our heightened security procedures, we request all guests to carry a photo-identity to present during check-in. Foreign Nationals are required by law to present their Passport and valid visa. Indian nationals can present any one of these: Passport, Driving License, Voter ID card or Adhaar card.

I hereby confirm that the details provided in this reservation form are complete and accurate to the best of my knowledge. I further understand that I need to present a valid Credit Card or Payment means during Check-In at the hotel to exercise my reservation.

Guest Signature

Date: