**Visa Information:**

**PLEASE NOTE: LETTERS MAY TAKE 14 WORKING DAYS**

**TO BE PROCESSED.**

**HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER**

**OCTOBER 28, 2022. REQUESTS RECEIVED AFTER OCTBER 28, 2022 WILL BE SENT VIA EMAIL ONLY.**

A visa letter template can be found on the last page of this document. Please add your personal information and send the completed letter to Jim Miller at [Jim.Miller@InterDigital.com](mailto:Jim.Miller@InterDigital.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.

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 Jim via email at** [Jim.Miller@InterDigital.com](mailto:Jim.Miller@InterDigital.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](mailto:Shannon@theskgroup.com)

Suzanne Schlanger

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

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

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

Date:

1. Surname/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 (City, State):

15: (TBD) Hotel Confirmation Number:

Dear      ,

On behalf of Interdigital Communications and the “North American Friends of the Third Generation Partnership Project (3GPP),” I am pleased to invite you to the 3GPP Working Group meetings in , Canada. These technical standardization meetings of the 3GPP will take place on November 14 – 18, 2022. These meetings 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. 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 Canada.

Please feel free to contact me should you have any questions.

Sincerely,