August 27, 2010

**Invitation to the 3GPP SA3 #39 – LI Meeting**

**November 9 - 11, 2010**

**Los Angeles, CA, United States**

Dear Colleagues,

On behalf of the “North American Friends of 3GPP,” I am pleased to invite you to 3GPP SA3 #39 - LI meeting in Los Angeles, California.

The meeting will be held at the Hilton Los Angeles/Universal City. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced 3GPP group room rate is $149 USD + tax for single occupancy and the cut-off for the hotel is **October 11, 2010**. Please read the reservations section of the invitation for more information regarding booking your room.

The special rate for 3GPP delegates includes complimentary internet access in the sleeping rooms. Please be sure to book your room with the rate code “3GPP” 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 as well. 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.

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

We are looking forward to seeing you in Los Angeles.

Sincerely,

Peter Musgrove, On behalf of the “North American Friends of 3GPP”

AT&T

Email: peter.musgrove@att.com

**The “North American Friends of 3GPP”**

*Alcatel Lucent, AT&T, Cisco, Ericsson, InterDigital Communications, Nokia, QUALCOMM, Rogers Wireless, T-Mobile, True Position and Verizon Wireless*

**General Meeting Information**

#### Meeting:

SA3#39 - LI

#### Location:

Los Angeles, California, United States

**Hosts:**

**The “North American Friends of 3GPP”**

*Alcatel Lucent, AT&T, Cisco, Ericsson, InterDigital Communications, Nokia, QUALCOMM, Rogers Wireless, T-Mobile, True Position 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

Shannon Blumenreich

Tel.: +1 845 259 9991

Fax: +1 805 926 3519

Shannon@theskgroup.com

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

Peter Musgrove, On behalf of the “North American Friends of 3GPP”

AT&T

Email: peter.musgrove@att.com

**Hotel Address and Contact Information:**

Hilton Los Angeles/Universal City

555 Universal Hollywood Drive

Universal City, CA 91608

Tel: +1 818 506 2500   Fax: +1 818 509 2058

**Hotel Website:**

<http://www1.hilton.com/en_US/hi/hotel/BURUCHF-Hilton-Los-Angeles-Universal-City-California/index.do;jsessionid=2F23F54CAED9E9B2C2DCCEC3A699055E.etc83?brand_id=HI&brand_directory=/en/hi/&xch=708551591,V3X4CXALMOTQSCSGBIY2VCQ>

**Hotel Reservation site:**

<http://www.hilton.com/en/hi/groups/personalized/BURUCHF-SKG-20101108/index.jhtml?WT.mc_id=POG>

**Room Rates:**

$149 + tax – Single/Double Occupancy

**Tax:**

14%

***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 11, 2010**

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.

**HILTON HHONORS:**

**Be sure to visit** [**http://hhonors1.hilton.com/en\_US/hh/home\_index.do**](http://hhonors1.hilton.com/en_US/hh/home_index.do) **to enroll in the Hilton HHonors program.**

***Silver VIP Status:***

Point Bonuses

Earn a 15% bonus on all HHonors Base points credited while you are a Silver VIP member.

***Gold VIP Status:***

Visit <http://hhonors1.hilton.com/en_US/hh/about/gold.do#executivelounge> to learn about all the benefits of Gold Level membership.

***Diamond VIP Status:***

<http://hhonors1.hilton.com/en_US/hh/about/diamond.do>

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

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

### Check in – 3:00 pm

### Check out – 12:00 pm

### **Telephone Reservations:**

To make your reservation by phone, please call the hotel directly at **Tel.: +1 818 506 2500**. Please make sure you tell the agent that you are with the **3GPP** group**.**

**Internet Reservations:**

Please use the following link to make your reservation on line.

<http://www.hilton.com/en/hi/groups/personalized/BURUCHF-SKG-20101108/index.jhtml?WT.mc_id=POG>

**Cancellations:**

Reservations must be cancelled 24 hours prior to arrival in order to avoid a penalty of one night’s room and tax.

**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.

**Airports:**

Los Angeles International Airport (LAX). This is the large international airport.

Burbank Bob Hope International Airport (BUR). This is a small airport serving mainly domestic flights.

**Wireless LAN:**

This will be a paperless meeting.

Please be sure to bring your wireless LAN card to the meeting.

**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.

**Internet:**

Internet access in the sleeping room is complimentary for 3GPP delegates.

**GSM/UMTS Coverage:**

There is GSM/UMTS coverage in Los Angeles.

**Time Zone:**

Pacific Time Zone

**Estimated Taxi Fare:**

***Los Angeles***

Los Angeles International Airport (LAX)

Taxi - Approximately $75 one way.

Super Shuttle - $20 one way.

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

***Burbank***

Burbank Bob Hope Airport (BUR)

Taxi - Approximately $17 one way.

Super Shuttle - $12 one way.

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

**Parking at the meeting hotel:**

Self Parking - $17 per night

Valet - $22 per night

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

**Directions:**

<http://www1.hilton.com/en_US/hi/hotel/BURUCHF-Hilton-Los-Angeles-Universal-City-California/directions.do>

**Rental Car Information:**

BUDGET:

US Reservations: +1 800 527 0700

<https://rent.drivebudget.com/Home.jsp>

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: 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 meeting will start at 10am on Tuesday morning. A continental breakfast will be served outside of the meeting room beginning at 8am.

**Visa Information:**

**PLEASE NOTE: LETTERS MAY TAKE 14 DAYS TO BE PROCESSED.**

**HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER NOVEMBER 1, 2010. REQUESTS RECEIVED AFTER NOVEMBER 1, 2010 WILL BE SENT VIA FAX OR EMAIL ONLY.**

***Letters will be sent for meeting delegates only.***

Please contact **Shannon Blumenreich** via email at Shannon@theskgroup.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/mailing 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.

It may take up to 16 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 fax 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 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

Suzanne Schlanger, CMP

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

Suzanne@theskgroup.com

Shannon Blumenreich

Tel.: +1 845 259 9991

Fax: +1 805 926 3519

Shannon@theskgroup.com

**Have a great meeting and enjoy your stay in Los Angeles!**