August 12, 2014

**Invitation to the 3GPP SA3#55 – LI Meeting**

**October 28 – 30, 2014**

**Portland, Oregon**

Dear Colleagues,

On behalf the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP SA3#55-LI meeting in Portland, OR.

The meeting will be held at the **Hilton Portland**. A block of rooms has been reserved at the hotel under the group code **SA3**. The reduced room rate is $189 USD + tax for single and double occupancy and the cut-off date for the hotel is **September 26, 2014**. 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 **SA3** 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 Portland.

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

**General Meeting Information**

#### Meeting and Dates:

SA3 #55 – LI

October 28 – 30, 2014

#### Location:

Portland, Oregon

**Hosts:**

The “North American Friends of 3GPP” – Alcatel Lucent, AT&T, BlackBerry, Ericsson, Intel, InterDigital Communications, NextNav, NII Holdings, QUALCOMM, Rogers Wireless, 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:**

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

AT&T

Email: peter.musgrove@att.com

**Hotel Address and Contact Information:**

Hilton Portland

921 SW Sixth Avenue

Portland, Oregon, 97204, USA

TEL: +1 503 226 1611 FAX: +1 503 220 2565

**Room Rate:**

$189 + tax – Single/Double Occupancy

**Tax:**

Sales Tax 0%

Hotel Occupancy Tax – 12.5%

Tourism Improvement District Fee – 2%

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

**Cut-off Date:**

**September 26, 2014—Group Code is “SA3”**

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 **TEL: +1 503 226 1611.** Please make sure you tell the agent that you are with the **SA3** group**.**

**Reservations Link:**

<http://www.hilton.com/en/hi/groups/personalized/P/PDXPHHH-SA3-20141025/index.jhtml?WT.mc_id=POG>

**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**](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.*

**Cancellations:**

Reservations must be cancelled 72 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:**

Pacific Time Zone

**Airport:**

**Portland International Airport (PDX)**

**Directions:**

<http://www3.hilton.com/en/hotels/oregon/hilton-portland-and-executive-tower-PDXPHHH/maps-directions/index.html>

**Train: Note that there is a convenient light-rail train that runs from the Portland airport to the city center (downtown) Portland. This is an inexpensive and convenient method to travel from the airport to/from the hotel.**

**Taxi:**

$35 one way.

***Please note: This was the price at the time of distribution. This price is subject to change.***

**Parking:**

Valet - $35 per day.

**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

**Meeting Start Time:**

The meeting will start at 9am on the first morning. A continental breakfast will be served 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**

**OCTOBER 3, 2014. REQUESTS RECEIVED AFTER OCTOBER 3, 2014 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.

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 Portland!**

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: Hilton Portland 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 SA3 #55 – LI meeting in Portland, Oregon. This technical standardization meeting of the 3GPP will take place on October 28 - 30, 2014. 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 **Hilton Portland**. A block of rooms has been reserved at the hotel at a special rate under the name *SA3.*

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