

**INVITATION TO SA3LI#67 AND SA4#96 MEETINGS
NOV. 14-17, 2017 (FOR SA3 LI) AND NOV. 13-17, 2017 (FOR SA4)
IXTAPA, MEXICO**

Dear Colleagues,

On behalf of the “North American Friends of 3GPP,” I am pleased to invite you to the SA3 LI#67 and SA4#96 meetings in Ixtapa, Mexico.

The meetings will be held at the **Holiday Inn All Inclusive Resort IXTAPA**. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced room rate is \$153 USD for single occupancy or \$185 USD for double occupancy and the cut-off for the hotel is **October 13, 2017**. **The room rate includes all taxes, gratuities, meals, all beverages and internet access.** Please read the reservations section of the invitation for more information regarding booking your room.

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

Please make your reservations and stay, booking your room with the discounted group code 3GPP at the meeting hotel, to ensure that the hotel knows that you are with our group. This is essential for the meeting hosts, who guarantee a certain number of rooms at reduced rates, provide food and beverage, internet in your sleeping rooms and meeting space, and Audio Visual and other business equipment and services for the attendees of this meeting. This enables everyone to do their job at a reduced cost to their company, as well as have a productive and successful meeting. Our ability to sustain hosted meetings in North America is 100% dependent on meeting attendees supporting the meeting hosts by staying at the contracted meeting hotel under the appropriate group code (corporate rates or internet reservations outside of the block do not achieve the goal of supporting the meeting or the host). Should you require a personal letter to provide to your supervisor explaining how the 3GPP meetings are structured and hosted, enabling you to do your job efficiently, we would be happy to furnish you with one upon request.

Online 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 take a moment after making your hotel reservations and visit www.3gpp.org to register on line.

Please be sure to print your name badge prior to the meeting and bring it, along with a holder, to every meeting. For security purposes, name badges MUST be worn at all times to be allowed into the meeting rooms. Please note, name badges and holders will no longer be provided at meetings.

Please note: Ixtapa is a short hop from Mexico City, but can also be reached directly non-stop from Canada and other cities located outside the United States, should a delegate wish to avoid applying for a transit visa for the US. However, you may have to call the airline directly and request the route that you would prefer to travel—just because the routing did not appear on the web search results does not mean that you cannot fly there via Mexico City or Canada.

Also remember that not every route is flown every day of the week, so you may also want to first try plugging in a different day to see if it is, in fact available, before you look into further airlines and options.

Meeting directions and general information are provided in the following pages.
We are looking forward to seeing you in Ixtapa.

Sincerely,
Nikolai Leung, On behalf of the “North American Friends of 3GPP” for SA4
Qualcomm
nleung@qti.qualcomm.com

and

Peter Musgrove, On behalf of the “North American Friends of 3GPP” for SA3Li
AT&T
Peter.Musgrove@att.com

The “North American Friends of 3GPP” –AT&T, BlackBerry, Cohere Technologies, DISH, Ericsson, Intel, InterDigital Communications, Motorola Solutions, NextNav, Nokia, QUALCOMM, Rogers Communications, Sprint, T-Mobile USA and Verizon Wireless

General Meeting Information

Meeting:

SA4#96 – November 13-17, 2017

SA3Li#67 - November 14-17, 2017

Location:

Ixtapa, Mexico

Hosts:

The “North American Friends of 3GPP” – AT&T, BlackBerry, Cohere Technologies, DISH, Ericsson, Intel, InterDigital Communications, Motorola Solutions, NextNav, Nokia, QUALCOMM, Rogers Communications, Sprint, T-Mobile USA 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](mailto:Shannon@theskgroup.com)

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

North American Friends of 3GPP Contacts:

Nikolai Leung, On behalf of the “North American Friends of 3GPP” for SA4
Qualcomm
nleung@qualcomm.com

and

Peter Musgrove, On behalf of the “North American Friends of 3GPP” for SA3Li
AT&T
Peter.Musgrove@att.com

Room Rate:

\$153 USD – Single Occupancy

\$185 USD – Double Occupancy

Please note: Children under 12 years of age stay free with parents in the same room. An extra person older than 13 years of age will be charged an additional \$34.00 USD daily, plus applicable taxes. No more than 3 adults are permitted to share a room.

Tax:

19% (included in room rate)

Hotel Address and Contact Information:

Holiday Inn Resort Ixtapa
Blvd. Ixtapa Zona Hotelera 1, Lote 2, Zona hotelera 1,
Ixtapa, 40880 México
Tel.: +52 (755) 55 30018

Hotel Website:

<http://www.hirixtapa.com>

Reservations:

To make your reservation by phone, please call TEL: + 52 (755) 55 30018 Ext. 6049 or
Intercontinental Hotels Toll Free Reservation number (within the US) at TEL: +1 888 233 9450.
Please make sure to tell the agent that you are with the “**3GPP**” meeting.

Holiday Inn Resort Ixtapa Reservations Link:

https://www.ihg.com/holidayinnresorts/hotels/us/en/ixtapa-zihuatanejo/zihha/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.ev.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qGrpCd=KA9&qIta=99801505&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99801505

All Inclusive Rate Includes the following:

- Room Service from 07:00 AM to 10:30 PM (Selected Menu/Service charge per delivery of \$90.00 MXN)
- All meals-Breakfast, Snacks, Lunch, and Dinner a la carte and buffets. (Menus change daily; restaurants open according to Hotel schedule)

- All beverages to include domestic brands from pool bars and restaurants.
- Complimentary use of hotel facilities such as lighted tennis courts & our fitness center.
- Full day of programmed activities.
- All gratuities included.

Note: *There are some items on the menus that are subject to surcharge.*

Check-in/Check-out Times:

Check in – 3:00 pm

Check out – 12:00 pm

Cut-off Date:

October 13, 2017

Please be sure to make your reservations before the cut off date to insure the reduced group rate. Rates may be significantly higher after the cut-off date.

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](mailto:Shannon@theskgroup.com) who can assist you with your reservation in the group block at the reduced group 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 at 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.

Cancellations:

Room cancellations must be made 24 hours prior to arrival to avoid a penalty of two room night and tax. Cancellations must be made in writing.

Wireless LAN:

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN 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.

GSM Coverage:

There is GSM coverage in Ixtapa.

Time Zone:

Central Standard Time (CST)

Airport:

Ixtapa-Zihuantanejo International Airport (ZIH)

Directions:

Holiday Inn Resort Ixtapa

<https://goo.gl/maps/1RtYvxNb1Zn>

Airport Shuttle:

Contact: Ivan Avila

iavila@amstardmc.com

Cell: +52 7551006033

Round Trip - \$38 USD including tax

This is a special discounted rate for 3GPP delegates. For reservations call or email Ivan Avila.

Taxi/Shuttle:

Airport to the Hotel – Approximately \$50 USD.

Hotel to Airport – \$50 USD.

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

Parking: Complimentary

Rental Car Information:

PAYLESS RENTAL CAR:

US Reservations: +1 866 966 3620

www.PaylessCar.com

BUDGET:

US Reservations: +1 800 527 0700

www.budget.com

HERTZ:

US toll-free reservations: +1 800 654 3001

www.hertz.com

THRIFTY:

US toll-free reservations: +1 800 847 4389

www.thrifty.com

Voltage:

110v

Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting.

Reserving Seats:

In an effort to be considerate to your fellow delegates, please be advised that a delegate may reserve a seat for **themselves only** just prior to the start of the meeting. Rooms will be opened at 7am Monday morning for this purpose. If a seat is vacant at the start of the meeting, the reserved sign will be removed to allow another delegate to take a seat and begin working (regardless if the sign has a name on it or not). Entrance to the rooms prior to 7am Monday morning during set-up is strictly prohibited due to safety reasons. All signs put out prior to 7am will be promptly removed.

Laminated signs will be held at the registration desk once removed. Should you wish to reclaim your sign, please see your on-site coordinator, at the registration desk for assistance.

In addition, should you require any assistance finding a seat or require a specific seat to accommodate any special needs, please contact [Shannon @ theskgroup.com](mailto:Shannon@theskgroup.com) prior to the start of the meeting so that it may be arranged in advance. Your cooperation is appreciated by the host and your fellow delegates.

Meeting Start Time:

The meetings will start at 9am on Monday morning.

Visa Information:

PLEASE NOTE: LETTERS MAY TAKE 14 DAYS TO BE PROCESSED. HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER OCTOBER 27, 2017. REQUESTS RECEIVED AFTER OCTOBER 27, 2017 WILL BE SENT VIA FAX OR EMAIL ONLY.

Please contact Alejandra Almazan via email at alejandra_almazan@grupopresidente.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/mailling address:
9. Postal Code:
10. Country:
11. Telephone number:
12. Fax number:
13. Name of meeting:
14. Location of Meeting:
15. Hotel Confirmation Number:

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 aware that it may take up to 6 to 8 weeks for visa approval so make your request for the invitation letter as soon as possible. Letters of invitation will be sent to you via fax or email 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 Alejandra Almazan via email at alejandra_almazan@grupopresidente.com

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

Meeting Coordinators:

The SK Group

Suzanne Schlanger

Shannon Blumenreich

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

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

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

Have a great meeting and enjoy your stay in Ixtapa!