



October 6, 2010

**INVITATION TO THE 3GPP TSG MEETINGS  
MARCH 15 – 23, 2011  
KANSAS CITY, MISSOURI, UNITED STATES**

Dear Colleagues,

On behalf of Sprint Nextel, I am pleased to invite you to 3GPP TSG meetings in Kansas City, Missouri.

The meeting will be held at the InterContinental Hotel Kansas City at the Plaza. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced 3GPP group room rate is \$119 + tax for single occupancy and \$139 + tax for double occupancy. The cut-off for the hotel is **February 4, 2011**. The room rate includes free internet in the sleeping rooms. 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 **3GPP** (telephone reservations) or **GPP** (internet reservations) 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 Kansas City.

Sincerely,

Mark A. Lipford  
Manager - Industry Standards  
Sprint Nextel  
+1 (913) 762-6740 (Office)  
+1 (913) 579-2319 (Mobile)  
email: [mark.a.lipford@sprint.com](mailto:mark.a.lipford@sprint.com)



## **General Meeting Information**

### **Meetings:**

RAN #51 – March 15 – 18, 2011

CT #51 – March 16 – 18, 2011

SA #51 – March 21 – 23, 2011

### **Location:**

Kansas City, Missouri, United States

### **Host:**

Sprint Nextel

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

Shannon Blumenreich

Tel.: +1 845 259 9991

Fax: +1 805 926 3519

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

### **Hotel Address and Contact Information:**

InterContinental Kansas City at the Plaza

401 Ward Parkway, Kansas City, MO 64112

Tel. +1 816 756 1500

Fax. +1 816 756 1635

### **Hotel Reservation site:**

[www.kansascityic.com](http://www.kansascityic.com)

### **Room Rate:**

\$119 + tax – Single Occupancy

\$139 + tax – Double Occupancy

\$159 + tax – Triple Occupancy

\$179 + tax – Quad Occupancy

Please note: This room rate includes complimentary in room internet.



**Tax:**

Occupancy Tax - 15.23%

Arena Fee and Tax - \$1.74

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

**Cut-off Date:**

**February 4, 2011**

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.

**Priority Club:**

Sign up now to earn points on your next stay.

[http://www.ichotelsgroup.com/h/d/pc/1/en/c/2/content/dec/pc/0/en/benefits.html?cm\\_re=newhmpg--N5--benefits](http://www.ichotelsgroup.com/h/d/pc/1/en/c/2/content/dec/pc/0/en/benefits.html?cm_re=newhmpg--N5--benefits)

**Club Level**—Stay up to 14 nights • Extended check-out (may not be available in all regions) • Weekday newspaper (may not be available in all regions) • Transfer points between member accounts.

**Gold Elite** – Stay 15-49 nights or earn 20,000 points • All Club benefits plus: • Priority Check-in™ ensuring your room and key are ready upon your arrival • 10% bonus on base points • Exclusive toll-free Gold Elite customer service number (may not be available in all regions)

**Platinum Elite** – Stay 50 or more nights or earn 60,000 points • All Gold elite benefits plus: • Complimentary room upgrades (subject to availability) • Guaranteed room availability (72 hours in advance)\*\* • 50% bonus in base points • Exclusive toll-free Platinum Elite customer service number (may not be available in all regions)

*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 – 11:00 am

**Telephone Reservations:**

To make your reservation by phone, please call the hotel directly at **Tel. +1 816 756 1500** or Global Reservations at **Tel.+1 866 856 9717**. 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.

[www.kansascityic.com](http://www.kansascityic.com)

Click on “Reservations” at the top of the home page and use the group code **GPP** to get the group rate.

**Cancellations:**

Cancellations must be made 24 hours prior to arrival (local time) 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.

**Airport:**

Kansas City International Airport (MCI)

**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 Kansas City.

**Time Zone:**

Central Time Zone

**Estimated Taxi Fare:**

Approximately \$53 - \$54 one way.

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

KCI Super Shuttle - \$18 one way, \$31 round trip.

[http://www.kctg.com/shuttle\\_downtown.html](http://www.kctg.com/shuttle_downtown.html)

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

**Parking at the meeting hotel:**

Self Parking – Complimentary

Valet Parking - \$18 overnight.



**Directions:**

<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/maps-directions/kansascity>

**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 9am 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  
DECEMBER 15, 2010. REQUESTS RECEIVED AFTER MARCH 1, 2011 WILL  
BE SENT VIA FAX OR EMAIL ONLY.  
*Letters will be sent for meeting delegates only.***

Please contact **Mark Lipford** via email at [mark.a.lipford@sprint.com](mailto:mark.a.lipford@sprint.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:

**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 email and hard copies will only be sent upon special request.

**Please do not contact ETSI or the meeting chairman 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 an emailed copy, please contact Mark Lipford via email at [mark.a.lipford@sprint.com](mailto:mark.a.lipford@sprint.com)**

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The SK Group  
Suzanne Schlanger, CMP  
Tel.: +1 310 839 9747  
Fax: +1 310 839 9741  
[Suzanne@theskgroup.com](mailto:Suzanne@theskgroup.com)

Shannon Blumenreich  
Tel.: +1 845 259 9991  
Fax: +1 805 926 3519  
[Shannon@theskgroup.com](mailto:Shannon@theskgroup.com)

**Have a great meeting and enjoy your stay in Kansas City!**