March 8, 2011

**Invitation to the SA3LI #41 Meeting**

**May 10 – 12, 2011**

**Philadelphia, Pennsylvania, United States**

Dear Colleagues,

On behalf the “North American Friends of 3GPP,” I am pleased to invite you to 3GPP SA3LI #41 meeting in Philadelphia, PA.

The meeting will be held at the Sheraton Society Hill. A block of rooms has been reserved at the hotel under the name **3GPP**. The reduced group room rate is $159 USD + tax for single/double occupancy and the cut-off for the hotel is **April 12, 2011**. Please read the reservations section of the invitation for more information on regarding booking your room.

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 Philadelphia.

Sincerely,

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

AT&T

peter.musgrove@att.com

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

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

**General Meeting Information**

#### Meeting:

SA3LI #41

#### Location:

Philadelphia, Pennsylvania

**Hosts:**

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

*Alcatel Lucent, AT&T, Cisco, Ericsson, InterDigital Communications, 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

peter.musgrove@att.com

**Hotel Address and Contact Information:**

Sheraton Society Hill

One Dock Street

Philadelphia, PA 19106

Phone: +1 215 238 6000

Fax: +1 215 238 6652

**Room Rates:**

$159 + tax

**Tax:**

15.2%

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

**Cut-off Date:**

**April 12, 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.

#### 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’s reservation department at **+1 800 325 3535**. 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.starwoodmeeting.com/Book/3GPP>

**Cancellations:**

Reservations must be cancelled 48 hours prior to arrival in order to avoid a penalty of one night’s room and tax.

**Early Departure:**

Please be sure to tell inform the hotel at or prior to check in if you plan to depart before your scheduled departure dates. Early departures after check in will incur an early departure fee of $75.

**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:**

**Philadelphia International Airport (PHL)**

**Wireless LAN:**

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN for document distribution. 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.

**GSM Coverage:**

There is GSM coverage in Philadelphia

**Time Zone:**

Eastern Standard Time (EST)

**Estimated Taxi Fare:**

$26 one way

**Shuttle:**

Lady Liberty Shuttle

$10 one way

Tel.: +1 215 724 8888

*Reservation Required*

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

**Parking:**

Valet parking only.

Monday – Thursday - $38.40

Friday – Sunday - $34.80

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

**Directions:**

<http://www.sheratonsocietyhillhotel.com/Directions>

**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

**Visa Information:**

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

**HARD COPIES OF THE LETTERS WILL NOT BE SENT OUT AFTER MAY 1, 2011. REQUESTS RECEIVED AFTER MAY 1, 2011 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 an emailed 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

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Shannon Blumenreich

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