



1200 G Street, NW
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September 18, 2023

3GPP WORKING GROUP MEETINGS INVITATION

NOVEMBER 2024

Orlando, Florida, USA

<https://3gppmeetings.atis.org/orlando2024/>

Dear Colleagues,

On behalf of ATIS, we are pleased to invite you to the upcoming 3GPP meetings to be held in November 2024 in Orlando, Florida. SA3, CT1, CT3, CT4, RAN1, RAN2, RAN3, RAN4, RAN5, SA1, SA2, SA4, SA5, SA6 and CT6 will be meeting.

Meeting Location(s)

Meetings will be held at two different hotels: the Hilton Orlando Buena Vista Palace (RAN/CT Working Groups) and Hilton Orlando Lake Buena Vista (SA Working Groups). The hotels are located less than a 10-minute walk from each other. Rooms have been reserved at both hotels. The negotiated room rate is \$250 + 12.5% tax for single and double occupancy and the cut-off date for reservations is **either October 10 or October 16, 2024**, or until the block is sold out.

Please make your reservations and stay at the meeting hotel. Staying at the meeting hotel defrays meeting room rental costs. Book reservations online using the links below.

Hilton Orlando Lake Buena Vista – RAN/CT Working Groups (plus SA3 preceding week)

1751 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830

<https://book.passkey.com/e/50646604>

Hilton Orlando Buena Vista Palace – SA Working Groups

1900 E Buena Vista Drive, Lake Buena Vista, FL 32830-2206

<https://book.passkey.com/e/50650543>

Hotel guests will not be able to contact the hotel for reservations changes, updates, or manual bookings until after *December 1, 2023*, approximately 11 months prior to the meeting. Management of reservations before that date is possible, but through online means only. Attendees can make a reservation online; however, if anyone requires live assistance with a reservation completed online, they will need to wait until December. Deposits will not be charged until after December 1.

If registered 3GPP delegates are required to book through corporate travel vendors rather than using official registration link, room nights will count towards the room block but the negotiated room rate may not be available.



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3GPP Meeting Registration

In addition to making your hotel reservation, delegates must also register to attend the meeting on the 3GPP online portal at <https://portal.3gpp.org/>. For security purposes, 3GPP name badges **MUST** be worn at all times to be allowed into the meeting rooms. Information regarding badges will be distributed later.

Meeting Website

All information contained in the letter as well as additional information pertaining to Orlando will be available here: <https://3gppmeetings.atis.org/orlando2024/>

Visas

Check the information below on whether you require a visa to attend this meeting. If so, please **apply as soon as possible for visas**.



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GENERAL MEETING INFORMATION – ORLANDO, FLORIDA

Meeting Dates and Locations:

SA3#119 November 11-15, 2024, Lake Buena Vista **(takes place preceding week)**
CT1#152 November 18-22, 2024, Lake Buena Vista
CT3#138 November 18-22, 2024, Lake Buena Vista
CT4#126 November 18-22, 2024, Lake Buena Vista
RAN1#119 November 18-22, 2024, Lake Buena Vista
RAN2#128 November 18-22, 2024, Lake Buena Vista
RAN3#126 November 18-22, 2024, Lake Buena Vista
RAN4#113 November 18-22, 2024, Lake Buena Vista
RAN5#105 November 18-22, 2024, Buena Vista Palace
SA1#108 November 18-22, 2024, Buena Vista Palace
SA2# 166 November 18-22, 2024, Buena Vista Palace
SA4#130 November 18-22, 2024, Buena Vista Palace
SA5#158 November 18-22, 2024, Buena Vista Palace
SA6#64 November 18-22, 2024, Buena Vista Palace
CT6#120-bis November 19 – 22, 2024 Lake Buena Vista **(starts a day later)**

Hilton Lake Buena Vista – RAN/CT Working Groups

1751 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830

Hilton Buena Vista Palace – SA Working Groups

1900 E Buena Vista Drive, Lake Buena Vista, FL 32830-2206

Reservation Cut-off Dates

October 10, 2024 – Lake Buena Vista due to SA3 the preceding week. The group rate is available until October 10, or until the block is sold out. Rates are anticipated to be significantly higher after the cut-off date or once the room block is fully booked.

October 16, 2024 – Buena Vista Palace. The group rate is available until October 16, or until the block is sold out. Rates are anticipated to be significantly higher after the cut-off date or once the room block is fully booked.

Hotel Reservation Cancellations

Reservations must be cancelled **48** hours prior to arrival to avoid the penalty of one night's room fee plus tax.



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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, such as items from Amazon, etc. Delegates are responsible for any charges billed to their rooms.

Time Zone

Eastern Standard Time (UTC-5)

Airport

Orlando International Airport

Directions:

See location map in Annex

Taxi or Uber to Hotel

Approximately \$40 (one way)

Voltage

110v

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

Meeting Start Time

The meetings are scheduled to start at 9:00 AM on Monday, November 11. The chairman will advise individual groups of any changes to this schedule.

**Please direct any inquiries regarding meeting logistics to ATIS' 3GPP Meeting Facilitators:
orlando2024@atis.org**



VISA APPLICATION GUIDANCE FOR U.S. MEETINGS

Thank you for your interest in traveling to Orlando to participate in the 3GPP meeting. The U.S. visa application process is significantly different than the process in many other countries. The following guidance is intended for delegates planning to attend U.S.-hosted meetings to more clearly understand the process for application. **If you require a visa, it is very important to apply early as many locations have long waits for interviews. Do not wait to apply for a visa until after the preceding 3GPP meeting. Apply for the visa as soon as possible after receiving this invitation and the necessary paperwork.**

Step One: Be Informed

We urge you to carefully review all the information on procedures for non-immigrant visa application provided by the U.S. State Department. The following online location provides an official source of information about U.S. visa policy and procedures: <https://travel.state.gov/content/travel/en/us-visas.html>

Please follow all instructions provided on the website for your local U.S. Embassy or Consulate General website to avoid costly delays.

U.S. visa policy permits citizens of certain countries to travel to the U.S. without a visa. For information about whether you may require a visa, please find such information at the following location online: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>

Please remember that your application must be submitted through the U.S. Embassy or Consulate General that has jurisdiction over your place of residence. The following is a link to the list of all U.S. Embassies and Consulates worldwide: <https://www.usembassy.gov/>

Step Two: Apply Early

Due to potentially long wait times for a visa interview and possible requirements for additional processing, applicants are encouraged to begin the visa application process as early as possible. You can find the interview wait times in your location from the following site: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>

Use this information to apply so that your interview can be scheduled no less than 30 days and **ideally at least 90 days in advance of the intended travel**. Wait times for a visa interview can range from a few days to months, depending on location and time of year. Applicants engaged in certain sensitive scientific or technical fields may be subject to additional administrative processing procedures, which can add additional time to the visa application procedures, in some cases up to 120 days.

Step Three: Be Prepared

Applicants for U.S. visas should come to the visa interview with a thorough understanding of their travel plans and logistics. They should bring their invitation letter, copies of meeting agendas, travel itineraries and other documents on official letterhead, as well as documentation to help demonstrate “strong ties” to their home country. For information on what constitutes “strong ties”, please see: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/visa-denials.html>
- INA Section 214(b) – Visa Qualifications and Immigrant Intent



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*****VISA INVITATION LETTER REQUEST*****

If a visa invitation letter is required for your travel to Orlando, please complete the following online form:

<https://www.atis.org/international-partnerships/3gpp/orlando-2024-visa-letter-request/>

After you enter your personal information, the completed form will be automatically processed. Signed letters will be returned via email. The invitation letter cannot be completed without including your hotel information and confirmation number. Letters may take up to 14 working days to be processed. **Please note, after October 20, 2024, hard copies of the invitation letter will not be physically sent.** They will only be sent via email.

If you have not received your letter within 14 working days, or if you have any changes or questions after receiving your emailed letter, please contact: Elaine Jakins at visas@atis.org.

ANNEX – LOCATION MAP

