January 5, 2018

**Invitation to the 3GPP SA5 #119 Meeting**

**May 14 – 18, 2018**

**La Jolla, California, USA**

Dear Colleagues,

On behalf of the “North American Friends of 3GPP,” I am pleased to invite you to the 3GPP SA5#119 meeting in La Jolla, California.

The meeting will be held at the **San Diego** **Marriott La Jolla.** A block of rooms has been reserved at the hotel under the group code **3GPP1A**. The reduced room rate is $199 USD+ tax for single and double occupancy and the cut-off date for the hotel is **April 6, 2018**. Guest room internet is complimentary for 3GPP delegates. 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 at the meeting hotel, booking your room with the discounted group code 3GPP to insure 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, along with Audio Visual equipment and other business equipment and services for the attendees of this meeting in order to have a productive and successful meeting, which enables everyone to do their job at a reduced cost to their company. 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 to enable you to do your job efficiently, we would be happy to furnish you with one.**

**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](http://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.

Meeting directions and general information are provided in the following pages.

We are looking forward to seeing you in La Jolla!

Sincerely,

Farrokh Khatibi, On behalf of the “North American Friends of 3GPP”

Qualcomm

fkhatibi @ qti.qualcomm.com

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

**General Meeting Information**

**Meeting:**

#### SA5#119

#### Location:

La Jolla, California

**Hosts:**

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

AT&T, BlackBerry, Cohere Technologies, DISH, Ericsson, Intel, InterDigital Communications, Motorola Solutions, NextNav, Nokia, Pivotal Commware, 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

Suzanne @ theskgroup.com

**North American Friends of 3GPP Contact:**

Farrokh Khatibi, On behalf of the “North American Friends of 3GPP”

Qualcomm

fkhatibi @ qti.qualcomm.com

**Room Rate:**

The room rate is $199 USD + tax – Single/Double Occupancy

Sleeping room internet is complimentary for 3GPP delegates.

**Tax:**

10.5% Occupancy Tax

2% Marketing Tourism District Assessment Fee

$0.50 CA Tourism Fee

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

**Hotel Address and Contact Information:**

San Diego Marriott La Jolla

4240 La Jolla Village Drive

La Jolla, CA 92037

Tel.: +1 858 587 1414

**San Diego Marriott La Jolla Reservation Link:**

[**http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=3GPP%201A%5Esanlj%60GPAGPAA%60199.00%60USD%60false%604%605/9/18%605/23/18%604/6/18&app=resvlink&stop\_mobi=yes**](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=3GPP%201A%5Esanlj%60GPAGPAA%60199.00%60USD%60false%604%605/9/18%605/23/18%604/6/18&app=resvlink&stop_mobi=yes)

Please be sure to use the reservations link. You will not be able to make a reservation in the group block through the hotel’s website.

#### Check-in/Check-out Times:

#### Check in – 4:00 pm

#### Check out – 12:00 pm

**Cut-off Date:**

**April 6, 2018—Group Code is “3GPP1A”**

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.

**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.

**Cancellations:**

Reservations must be cancelled **24** 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, Inc. 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, such as items for Amazon, etc. The SK Group, Inc., nor the host, can have these charges removed from your bill, so please plan accordingly.

**Time Zone:**

Pacific Time Zone

**Airport:**

**San Diego International Airport (SAN)**

**Directions:**

<https://www.marriott.com/hotels/maps/travel/sanlj-san-diego-marriott-la-jolla/#directions>

**Taxi to Hotel:**

Super Shuttle; fee: $20 USD (one way) [www.supershuttle.com](http://www.supershuttle.com)

Estimated taxi fare: $43 USD  (one way)

***Please note that these were the rates at the time this invitation was distributed. These rates are subject to change.***

**Parking:**

Self - $15 USD daily. This is a reduced parking fee for 3GPP delegates only.

Valet - $36 USD daily

***Please note that these were the rates at the time this invitation was distributed. These rates are subject to change.***

**Rental Car Information:**

BUDGET:

US Reservations: +1 800 527 0700

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

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: Delegates may not preselect seats prior to 7am on the first morning of the meeting. Any seat signs placed before 7am on the first day of the meeting will be removed. There is no access to the meeting rooms prior to 7 am on the first morning of the meeting. Please come early (7am) should you wish to choose a specific seat. Delegates should reserve seats for themselves only and YOUR NAME AND COMPANY MUST BE ON RESERVED SIGN—company names only will be discarded. All delegates who are present should be assured that they will have a seat at the start of the meeting. Please stop by the registration desk and speak with the on-site coordinator should you not be able to find a seat.**

Should you require a specific seat to accommodate any special needs, please contact
Shannon @ theskgroup.comprior 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 are scheduled to start at 9am on the first morning. The chairmen will advise individual groups of any changes to this schedule. A continental breakfast will be served outside of the meeting rooms 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**

**MAY 1, 2018. REQUESTS RECEIVED AFTER MAY 1, 2018 WILL BE SENT VIA EMAIL ONLY.**

Visa letter templates can be found on the last page of this invitation. Please select the template for your meeting, add your personal information and send the completed letter to Shannon Blumenreich at SKGvisaletter@gmail.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.

Please be sure to check your requirements for the consulate where you will be applying and include any specific instructions in your request for a visa letter.  The requirements can vary greatly from city to city, even within the same country, so delegates must request exactly what is needed to apply for a visa at that consulate.

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 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

Tel.: +1 310 839 9747

Fax: +1 310 839 9741

Suzanne @ theskgroup.com

**Have a great meeting and enjoy your stay in La Jolla!**

Date:

1. Surname/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 (City, State):

15: San Diego Marriott La Jolla Hotel 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 SA5 meeting in La Jolla, California. These technical standardization meetings of the 3GPP will take place on May 14 - 18, 2018. These meetings 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 meeting will be held at the **San Diego Marriott La Jolla.** A block of rooms has been reserved at the hotel at a special rate under the name ***3GPP1A****.*

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