



1200 G Street, NW  
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December 10, 2023

## **3GPP PCG/OP MEETING INVITATION**

**April 23 – 24, 2024**

**Reston, VA USA**

Dear Colleagues,

On behalf of ATIS, we are pleased to invite you to the upcoming 3GPP PCG#52 and OP#51 Meeting at the Hyatt Reston, in Reston, Virginia, U.S.A. on April 23 -24, 2024. The hotel is located in the Reston Town Center, which is in close proximity to Dulles International Airport, and affords the opportunity to walk to shops and restaurants. More information is available here: [Reston Town Center](#)

The negotiated Hyatt Reston room rate is \$259 + 13% tax and the cut-off date for reservations is **April 1, 2024** or until the block is sold out. Please use the following link to secure the negotiated room rate:

<https://www.hyatt.com/en-US/group-booking/RESTO/G-ATIS>

### **3GPP Meeting Registration**

In addition to making your hotel reservation, please register to attend the meeting on the 3GPP online portal at <https://portal.3gpp.org/>.

### **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**.

If you require a letter of invitation for Visa purposes, please address your request to [visas@atis.org](mailto:visas@atis.org)



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## **GENERAL MEETING INFORMATION – RESTON, VIRGINIA**

### **Meeting Dates and Locations:**

**April 23-24, Hyatt Reston, Virginia  
1800 President's Street  
Reston, VA 20190**

### **Reservation Cut-off Dates**

**April 1, 2024**

### **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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**Time Zone**

Eastern Standard Time (UTC-5)

**Airport**

Dulles International Airport

**Directions:**

See location map in Annex

**Taxi or Uber to Hotel**

Approximately \$24

**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 Tuesday, April 23. The chairman will advise individual groups of any changes to this schedule.

**Please direct any inquiries regarding meeting logistics to ATIS' 3GPP Meeting Facilitators:  
[RestonPCGOP@atis.org](mailto:RestonPCGOP@atis.org)**



## VISA APPLICATION GUIDANCE FOR U.S. MEETINGS

Thank you for your interest in traveling to Reston, Virginia 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.



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### **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 Reston, please complete the following online form:

<https://www.atis.org/international-partnerships/3gpp/reston-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 March 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](mailto:visas@atis.org).