**Invitation to 3GPP SA3#79 Meeting**

**April 20 - 24, 2015**

**Nanjing, P. R. China**

Dear Colleagues,

On behalf of Huawei Technologies, we are pleased to invite you to the **3GPP SA3#79** meeting in Nanjing, P. R. China.



The meetings will be held at **InterContinental Nanjing**. A block of rooms has been reserved at the hotel under the name **3GPP**. Please refer to the reservation information in the following pages for the group rates. Delegates are responsible for their own hotel reservations. Please send the reservation form (**Appendix B**) to the hotel by e-mail or fax and the cutoff date is **20 March 2015**. **(Note that beyond this point reservation may be considerably more expensive and subject to availability since our meeting time is in the peak season.)**

In addition to hotel reservation, it is important to perform the online meeting registration at the website: [3GPP Meeting Registration](http://webapp.etsi.org/3GPPRegistration/fMain.asp?mid=25668) before **4 April 2015**. This provides meeting planners with important planning information.

For entering China, it is required to hold either tourism or business visa. Should you require a personal letter of invitation for your business visa application, please send an email to the address in **Appendix A**. Your email should attach the form in **Appendix A** filled with all necessary information and be sent out before **20 March 2015**. For Chinese Embassy or Consulate information, please visit website <http://www.fmprc.gov.cn/eng/>. You may need multiple-entry visa if you will go to Hong Kong or Macau during your stay in China.

The meeting will start on Monday 20 April at 9:00 and end on Friday 24 April by 17:00.

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

We are looking forward to seeing you in Nanjing, China.

Sincerely yours,

Lei Wan

Huawei Technologies Co., Ltd.

Meeting Information

**Meetings & Dates:**

3GPP SA3#79 April 20~24, 2015

**Location:**

Nanjing, P. R. China

**Main Contact from the host:**

Ms. Katherine Wu Ms. Tracy Tan

Tel: +86 10 82829060 Tel: +86 21 50991989

Fax: +86 10 82882144

Email: kathy.wu@huawei.com Email: tanshiyu@huawei.com

**Hotel Information:**

InterContinental Nanjing

Address: 1 Zhong Yang Road, Gulou District Nanjing, Jiangsu Province 210008 P. R. China

Phone: + 86 25 8353 8888

Website: www.intercontinental.com

**EDH requirements:**

This will be a paperless meeting. Participants are requested to bring a wireless LAN adapter for their laptops. For your convenience, please be sure you have Oblique flat blades (inverted V-shape) with ground or Flat blade attachment plug to use in hotel guest room.

In meeting rooms, the host will provide power extensions with outlets fit for the power plug types illustrated in following picture.



Reservation Information

* InterContinental Nanjing

**Group Rate:**

Superior Single/Double: CNY 950 per room per night

The above rate includes one buffet breakfast (for Single occupancy), two buffet breakfasts (for Double occupancy), service charge and taxes. Additional buffet breakfast will be charged at CNY 115 net per person. Broadband Internet access is complimentary in guest rooms.

**Cut-off Date: 20 March 2015**

Please make your reservation before the cut off date to insure the reduced group rate. Reservation beyond this point may be considerably high and subject to availability.

**Check-in/Check-out Time:**

Check in after 02:00 PM

Check out before 12:00 PM

**Reservations:**

Please fill out the form in Appendix B and send the completed form to the hotel by email or fax.

**Cancellation Policy:**

Please refer to Appendix B.

**Please Note:**

Huawei Technologies Co., Ltd is not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes.

**Transportation Information**

InterContinental Nanjing

**Airport: Nanjing Lukou International Airport (IATA: NKG; ICAO: ZSNJ)**

Distance: 42 KM / 26.1 MI SOUTH EAST to Hotel

Taxi Charge (one way): Approximately ￥150.00  ([CNY](http://www.oanda.com/convert/classic?user=sixcontinents&lang=en&exch=CNY&value=120.0))

Time by taxi: About 45 minutes

**Train Station: Nanjing Train Station**

Distance 4.0 KM / 2.49 MI NORTH to Hotel

Taxi Fee From Train Station: Approximately ￥15.00  ([CNY](http://www.oanda.com/convert/classic?user=sixcontinents&lang=en&exch=CNY&value=15.0" \t "_new))

**NOTE:** Credit card is not acceptable for taxis in China. The taxi drivers may not speak English, so make sure you have the name of your hotel or address written in Chinese. The following is the name, address and phone number of InterContinental Nanjing in Chinese; please print it for your convenience.



****General Information for Stay in Nanjing****

**GSM/WCDMA/CDMA2000/TD-SCDMA/TD-LTE Coverage:**

There is GSM/WCDMA/CDMA2000/TD-SCDMA/ TD-LTE coverage in Nanjing.

**Currency:**

Until January 2015, 1 U.S. dollar was worth ￥ 6.12CNY and 1 Euro was worth ￥ 7.22 CNY. Most foreign currencies are easily changed at banks or hotels in China.

**Time Zone:**

GMT +8 hours

**Voltage:**

Commercial power in China is **220V**. Please be sure you have the correct adapter. Voltage converters will **not** be provided at the meeting.

**Sightseeing:**

Please refer to:

<http://en.nju.gov.cn/>

Average temperatures in April are 12~20 degrees Celsius. An umbrella will be useful.

Please don’t hesitate to direct any questions regarding the logistical arrangements of this meeting to the Meeting Coordinators: Ms. Katherine Wu & Ms. Tracy Tan.

***Have a successful meeting and enjoy your stay in Nanjing!***

Appendix A

**3GPP SA3#79**

**April 20-24, 2015**

**Nanjing, China**

**INVITATION LETTER REQUEST FORM**

To enter China for the meetings indicated above, you may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. In order to obtain the invitation letter, please:

1. fill out the form below;
2. a copy of your passport (the name, date of birth, nationality, passport number, valid date of passport, etc. must be seen clearly; to ensure readability, a scanned photograph page is preferred.);
3. a copy of previous Chinese visa and records if your entry is not the first time;
4. send all of the above to visasa3@huawei.com no later than **20 March 2015**.

|  |  |
| --- | --- |
| **Company** |  |
| **Applicant Information** |  | **❒Mr ❒Dr ❒Ms ❒Mrs**  |
|  |  |  |
|  | **Date of birth :**  |  |
|  | **If the country in which you'll obtain your visa is different from your nationality, please indicate it here:** |
| **Address** | **Telephone Number:** **Fax Number:** **E-mail:**  |
| **Places to visit after entry** | **(In this case, it is Nanjing by default; if you want to visit other places than Nanjing, please indicate here.)** |
| **Date of arrive at China** |  | **Date of departure from China** |  |

End of form

*(Please do not forget to attach a copy of your passport photograph page before sending.)*

Appendix B

3GPP Hotel Reservation Form

**Please send the completed form to InterContinental Nanjing by *email* to** ***reservation@nkgha.com*** ***or by fax to +86-25-85286666 before* *March 20, 2015* for reservation.**

**If you have not received a confirmation via fax or email within 72 hours of sending this form, please call the hotel at *+86-13951025108* or send email to** ***Claudia.guo@nkgha.com***

# **Guest Information**

**Title: 🞏 Mr. 🞏 Mrs.**

**Name:** **Fax number: ­­­­­­­­­­­­** .

**Email address:** .**Telephone number:** \_

**Room Type:**

**🞏 Smoking 🞏 Non-Smoking**

**🞏 Superior Single (CNY950 net) 🞏 Superior Double (CNY950 net)**

**Note: The above room rates include one buffet breakfast (for Single Occupancy), two buffet breakfasts (for Double Occupancy), service charge and taxes. Additional buffet breakfast will be charged at CNY 115 net per person. Broadband Internet access is complimentary.**

**Period of Stay**

**CHECK-IN：April**  . **CHECK -OUT：April**  .  **Nights**

# **Billing information to be used as a guarantee**

**Credit Card Type**: ­­­­­­­­­­­­­­­­­­­­ **🞏 VISA 🞏 American Express 🞏 Diners 🞏 Master 🞏 JCB**

**Credit Card Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expiration Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit Card Holder**: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Cancellation Policy***

***Date                                                                   Charges for Cancellation***

***Mar.20-Mar.27, 2015*** ***one night’s room charge***

***Mar.28-Apr.5, 2015                                    50% of the room charges for full duration of stay***

***Apr.6-Apr.12, 2015                                                75% of the room charge s for full duration of stay***

***Apr.13-Apr.19, 2015                                              the room charges for full duration of stay***

***Please make your reservations before the cut-off date (March 20, 2015) to enjoy the special room rate and room availability.***

* ***All reservations must be guaranteed by a one-night room charge advanced deposit by credit cards. For credit card guarantee, the Hotel requires the billing information mentioned above. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date.***
* ***All guest accommodations blocked for this event that are not reserved before March 20, 2015 will be released and may be resold by the Hotel. Any guest accommodations desired by the group after the cut-off date will be on a space availability basis at the prevailing Select Rate.***