**INVITATION LETTER FOR BUSINESS MEETING**

**Invitation to the 3GPP SA3#33 Meeting**

**From Monday 10 to Friday 14 of May 20XX in Beijing, China**

***Please bring your Wireless LAN card***

Dear Colleagues,

**Samsung Electronics** has the pleasure to invite you to the 3GPP TSG SA WG3 #33 meeting, which willtake place from May 10th ~ 14th 2004 in Beijing, China at the **JADE PALACE HOTEL.**

The meeting will start on Monday 10 May at 1300 and it is expected to end on Friday 14 May by 1600.

The Meeting chairman will distribute meeting agenda separately.

Documents for the meeting should be delivered by e-mail to 3GPP TSG SA WG3 e-mail reflector. All documents that are available before the meeting will be placed on the 3GPP Web site at the following address: http://www.3gpp.org/ftp/TSG\_SA/Wg3\_Security/TSGS3\_33\_Beijing. SA WG3 Tdoc numbers will be allocated by Maurice Pope (MAURICE.POPE@ETSI.ORG).

A block of rooms has been reserved at the hotel under the name “Samsung 3GPP conference”. Please use the enclosed registration form for hotel reservations ASAP. The hotel has a block booking on the “first come first served”-basis. **Deadline for the block booking is April 18th**, 2021**.** After that date room availability and discount rates cannot be guaranteed. We strongly recommend you reserve your flight schedule and book the room as early as possible, because it is expected that many people will visit Beijing in May, as it is the best time to make a tour in Beijing. Please note that only 220V is available in the Hotel. You are also recommended to perform the online meeting registration at the following website: http://webapp.etsi.org/3GPPRegistration before the meeting starts.

VISA may be required for people from some countries to enter China. Please contact the Chinese Embassy at your country as soon as possible. If you need a VISA, please ask Ms. Suzan Zhao for the invitation letter for applying VISA (E-mail: yingying.zhao@samsung.com). Further information and the request form for invitation letter are attached below to this document.

Looking forward to seeing you in Beijing, China.

Yours sincerely,

President. Tong Wang

Beijing SAMSUNG Telecom R&D Center

Tel: +86-10-68427711

Fax: +86-10-68481891

Email: tong.wang@samsung.com

Encl.: Hotel information and registration form

**General Meeting Information**

**Meeting & Date:**

3GPP TSG SA3#33 Meeting

May 10th ~ 14th, 2004

Please note that this will be a paperless meeting. A wireless LAN will be set up for document distribution.

Please be sure to bring your WIRELESS LAN card to the meeting.

**Location:**

Beijing, China

**Hotel Information:**

JADE PALACE HOTEL,

76 Zhi Chun Road, Haidian District,

Beijing CHINA 100086

Tel : +86 10 6262 8888

Website: http://www.jadepalace.com.cn/

Note:Samsung is not responsible for reservation confirmations, cancelled or charged reservations or no-shows. Please contact the hotel directly to make any changes. Please make your own booking filling in the hotel registration form attached below.

**Meeting room:**

3GPP SA3 meeting room “Ning Hui Hall”, 3rd floor.

**Mobile Coverage:**

Both GSM and CDMA are supported in Beijing.

**Cell Phone Rental:**

The Shenzhou Xing prepaid service is available all over China. The Shenzhou Xing GSM (China Mobile) prepaid SIM Card is rechargeable, no monthly charges, no application required and no frequency occupancy fee. You can place or receive local calls, long-distance calls and international calls at the Shenzhou Xing tariff. When you dial the long-distance calls, please add the 17951 before the call number to activate the IP service taking into account the relatively low tariff. The IP call tariff is RMB 4.2 per minute from China to Europe and RMB 3 per minute from China to US. Please refer to this web page: http://www.shmc.com.cn/English/fivegreat/shenzhou.htm

**Sight Seeing:**

As the capital of China, Beijing is also famous for touring. There are various scenic spots in Beijing, many of them are very famous. For example, the Forbidden City(the National Palace Museum), the Great Wall of Badaling Ridge, the Summer Palace(the Yiheyuan Park), etc. They attract a huge number of tourists from all parts of the world each year. For more information about Beijing and China, please refer to http://www.asia-planet.net/china/introduction.htm and http://www.chinabig.com/en/travel/bj\_guide/**.**

**Airport:**

Beijing International Airport (PEK). A number of major European, North American, and Australian airlines fly directly into Beijing International Airport (PEK).

**Taxi:**

The most convenient way from the airport to the hotel is by TAXI. Metered taxis are located in front of the terminal and reach the city in 40-60 minutes. The cost to the hotel is in the range of RMB100 (or less than USD 15) depending on the type of taxi, inclusive RMB 10 for the highway toll. It is not necessary to tip taxi drivers in Beijing unless they render extra assistance with bags, etc. Please consider the heavy traffic in Beijing. However, most taxi drivers do not speak English, so make sure you have the name of your hotel or address written in Chinese. The following is the address of the hotel in Chinese:

(There is NO car rental service for foreigners yet. We would recommend the taxi service since you can reserve a taxi car for the whole day service from the cost of RMB 400. If so, please remember the car number and the driver’s mobile phone number. )

**Directions to Hotel:**

**Voltage:**

220V (50Hz)

Please be sure you have the correct adapter. Voltage converters will NOT be provided at the meeting. Plug adapters may be provided by the hotel as well as at the meeting.

**Weather:**

Average temperatures in May Beijing are about 19.8°C. For more information, please refer to

**http://weather.yahoo.com/forecast/CHXX0008\_c.html?force\_units=1**

**HOTEL ACCOMMODATION RESERVATION FORM**

**Cut-off Date:** April 18, 2004

**Room Rate per night:** RMB650 RMB for single/double room.

(*room rate per night,* *including breakfast, lunch and VAT*)

**Cancellation Policy:** Reservations must be cancelled before April 18, 20XX to avoid penalty.

**Name of Meeting:** 3GPP TSG SA3#33 meeting

**Meeting Date:** 10th~14th, May 2004

**Guest Information** = including country code)

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| --- | --- | --- | --- | --- |
| Title: | MS | Mr. |  |  |
|  |  |  |  |  |
| Family Name: |  |  |  |  |
|  |  |  |  |  |
| Fore name: |  |  |  |  |
|  |  |  |  |  |
| Company: |  |  |  |  |
|  |  |  |  |  |
| Mailing address: |  |  |  |  |
|  |  |  |  |  |
| Guest Address |  |  |  |  |
|  |  |  |  |  |
| Telephone\*: |  |  |  |  |
|  |  |  |  |  |
| Fax\*: |  |  |  |  |
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| E-mail: |  |  |  |  |
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| Accompanied by: |  |  |  |  |
|  |  |  |  |  |
| Reservation: | Single | Double | Smoking | No smoking |
|  |  |  |  |  |
| Date and exact time of arrival: |  |  |  |  |
|  |  |  |  |  |
| Date and time of departure: |  |  |  |  |
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| Any special arrangements: |  |  |  |  |
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**Billing information to be used as a guarantee**

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| --- | --- |
| Credit Card Type: | AMEXDINERSMASTERVISAothers () |
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| Number of Credit Card: |  |
|  |  |
| Expiry date: |  |
|  |  |
| Billing Address of Credit Card |  |
| Holder: |  |
|  |  |
| Cardholder’s Name: |  |
|  |  |
| Signature |  |
|  |  |

**NOTE:**

**Please fax the above-cited forms to Ms. Hailing Yang at +86-10-82071495 before** April 18, 20XX **so**

**that she can book the room and prepare the representative card for you. Please note that without your credit card number, reservation is not guaranteed.**

**Visa Information:**

1. To attend the meetings to be held in China, you can apply for a tourist visa, in which case you DON’T NEED an invitation letter in advance.

If you are on a group tour, you can fill in a visa application form and hand it with two photographs to your tour organizer. For those not in an organized tour, a single-entry tourist visa can be obtained through any Chinese embassy or consulate, or through the China Travel Service, which has offices in Hong Kong, Canada, USA and several European countries. The visa is normally valid for 30 days and can be extended, usually only once, at the public security offices in the mainland.

The main China Travel Service office is at:

**Hong Kong**

Sixth Floor

Tower 2 South Seas Centre

75 Mody Road

Kowloon

Telephone 2732-5888

Fax 2721-7154

**Australia**

China National Tourist Office

55 Clarence St., Floor 11

Sydney, NSW 2000

Telephone (02)299-4057

Fax (02)290-1958

China Travel Service Pty. Ltd.

Ground Floor, 757-759 George St.

Sydney NSW 2000.Telephone (02)211-2633

Fax (02)281-3595

**Canada**

China Travel Service Inc.

566 West Broadway

Vancouver, B.C. V5Z 1E9

Telephone (604) 872-8787

Fax (604) 873-2823

**France**

China International Travel Service

Office du Tourisme de Chine,

51 rue Sainte-Anne,

75002 Paris

Tel: 42-96-95-48

Fax: 42-61-54-68

**Italy**

China Travel Service

10 rue du Rome

75008 Paris

Tel: (1)45-22-82-72

Fax: (1)45-22-92-79

**Germany**

China Travel and Trading GmbH

Dusseldorfer Strasse 146000

Frankfurt / M.1

Telephone (69) 250515

Fax (69) 232324

**Japan**

China Travel Service Co. Ltd.

Nihombashi-Settsu Bldg.

2-2-4 Nihombashi, Chou-Ku,

Tokyo

Telephone (03) 3272-5512

Fax (03) 3273-2667

**United Kingdom**

China National Tourist Office

4 Glenworth Street

London NW1 5PG

Telephone (71) 935-9427

Fax (71) 487-5842

China Travel Service Ltd.

24 Cambridge Circus

London WC2H 8HD

Telephone (71) 836-9911

Fax (71) 836-3121

**USA**

China National Tourist Office

60 East 42nd Street,

Suite 3126

New York, NY 10165

Telephone (212) 867-0271

Fax (212) 599-2892

China National Tourist Office

333 West Broadway, Suite 201

Glendale, CA 91201

Telephone (818) 545-7505

Fax (818) 545-7506

China Travel Service (Main Office)

2nd Floor, 212 Sutter St.

San Francisco, CA 94108

Telephone (800) 332-2831, (415) 398-6627

Fax (415) 398-6669

China Travel Service Inc.

Suite 303, U.S. CTS Bldg. 119 S. Atlantic Blvd.

Monterey Park, CA 91754

Telephone (818) 457-8668

Fax (818) 457-8955

1. Alternative to enter China is to obtain your business visa at Chinese Embassy or Consulate by applying for it by yourself. In this case, you need to get an invitation letter in advance. The invitation letter will be granted by the **Ministry of Information Industry** , and Samsung will apply for the letter on behalf of the attendees. This will take more time.

In case you need a personal invitation for your visa application to China, Please fill the following visa request form and email to Ms.Suzan Zhao at yingying.zhao@samsung.com.

Invitation letters will be sent via fax. If you need an original copy please indicate it in the form below. Your request will be processed within 10 working days from receiving. If you do not receive your invitation within certain days or have any changes after receiving your letter, please contact Ms. Suzan Zhao.

In order to be processed, your email must include the following information.

**INVITATION LETTER REQUEST FORM**

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| Family name |  |  |
|  |  |  |
| Fore name |  |  |
|  |  |  |
| Gender |  |  |
|  |  |  |
| Birth date (dd/mm/yy) |  |  |
|  |  |  |
| Passport number |  |  |
|  |  |  |
| Passport expired date |  |  |
|  |  |  |
| Nationality |  |  |
|  |  |  |
| Profession |  |  |
|  |  |  |
| Entry date |  |  |
|  |  |  |
| Visiting place |  |  |
|  |  |  |
| Reason of visit |  |  |
|  |  |  |
| Single entry/multi entry |  |  |
|  |  |  |
| Duration of staying |  |  |
|  |  |  |
| Company/Employer |  |  |
|  |  |  |
| Company/Employer’s Address |  |  |
|  |  |  |
| Telephone number |  |  |
|  |  |  |
| E-mail address |  |  |
|  |  |  |
| Fax number |  |  |
|  |  |  |
| In which way would you like | Fax only | Fax and EMS |
| the invitation to be sent |
|  |  |
| Note: |  |  |
| If you have been in China before, |  |  |
| please list here all the places you have |  |  |
| visited. Otherwise, just fill in ‘No’. |  |  |
| Where will you apply for the traditional |  |  |
| visa? (country) |  |  |

**Contact person for invitation letter:**

Ms. Suzan Zhao

SAMSUNG Telecom R&D Center

4th Fl., Science and Technology Tower

No.9, Zhongguancun South Street, HaiDian District

Beijing, China 100081

Tel.: +86-10-6842-7711 Ext.0

Fax.: +86-10-6848-1891

E-mail: yingying.zhao@samsung.com