

September 12, 2003

SUBJECT:        **INVITATION TO THE SA2 MEETING**  
                 **NOVEMBER 24 – 28, 2003**  
                 **IN NEW YORK, NY, USA**

Dear Colleagues,

On behalf of the “North American Friends of 3GPP” I am pleased to invite you to the SA2 meeting in New York, NY, USA.

The meeting will be held at the **Embassy Suites New York City**. A block of rooms has been reserved at the hotel under the name **SA2**. The reduced room rate is \$195 + tax for single or double occupancy. Please read the reservations section of the invitation for more information regarding booking your room.

Please take a few minutes to register for the meeting. The registration form can be found on the 3GPP website. Please visit <http://webapp.etsi.org/SA2Registration/fMain.asp?mid=> to register on line. Your completed registration helps in the accurate planning of the meeting.

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

The chairman will send the meeting agenda as soon as possible.

We are looking forward to seeing you in New York.

Sincerely,

Brian Daly, on behalf of the “North American Friends of 3GPP”  
AT&T Wireless Services  
Phone: +1.425.580.6873  
FAX: +1.425.580.6811  
Email: [brian.daly@attws.com](mailto:brian.daly@attws.com)

The “North American Friends of 3GPP”  
*AT&T Wireless Services, Cingular Wireless, Ericsson, InterDigital Communications,  
Lucent, Nokia, Nortel Networks, Sharp Laboratories, Skyworks Solutions, T-Mobile,  
TruePosition*

## **General Meeting Information**

**Meeting:**

SA2

**Dates:**

November 24 – 28, 2003

**Location:**

New York, NY

**Hosts:**

The “North American Friends of 3GPP”

*AT&T Wireless Services, Cingular Wireless, Ericsson, InterDigital Communications, Lucent, Nokia, Nortel Networks, Sharp Laboratories, Skyworks Solutions, T-Mobile, TruePosition*

**Contact:**

Brian Daly

AT&T Wireless Services

Phone: +1.425.580.6873

FAX: +1.425.580.6811

Email: [brian.daly@attws.com](mailto:brian.daly@attws.com)

**Hotel Address and Contact Information:**

Embassy Suites New York City

102 North End Avenue

New York City, NY 10281

USA

Tel: +1 212 945 0100

Fax: + 1 212 619 5965

**Hotel Website:**

<http://www.embassysuites.com/en/es/hotels/index.jhtml?ctyhocn=NYCNYES>

**Room Rate:**

\$195 + tax per night

Room rate includes a full buffet breakfast each morning.

**Cut-off Date:**

October 24, 2003

Please be sure to make your reservations before the cut off date to insure the lower group rate. Rates may be significantly higher after the cut-off date.

**Check-in/Check-out Times:**

Check in – 4:00 pm

Check out – 12:00 pm

**Reservations:**

Reservations may be made via telephone or fax. Delegates may call the hotel directly at

**Tel: +1 212 945 0100** or call **+1 800 EMBASSY** within the US. To make a reservation by fax, please complete the form on the last page of this invitation and fax it to **Fax + 1 212 619 5965**

**Cancellation:**

Reservations must be cancelled 48 hours prior to arrival to avoid a penalty of one night's room and tax.

**Please Note:** The SK Group is not responsible for reservation confirmations, cancelled or changed reservations or no-shows. Please contact the hotel directly to make any changes.

**Airport:**

Newark International Airport (EWR)

John F Kennedy International Airport (JFK)

LaGuardia International Airport (LGA)

**Wireless LAN:**

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN for document distribution. Please be sure to bring your wireless LAN card to the meeting.

**Personal Belongings:**

Please note that all delegates must be responsible for their own personal belongings at all times. It is recommended that all valuables be kept with you at all times.

**Phone/internet 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.

There is a connection fee of \$1.00 for +1 800 and local calls. There are also toll charges.

***Please note that this was the cost of calls at the time this invitation was distributed.***

***This charge is subject to change.***

**GSM Coverage:**

There is GSM coverage in New York

**Cell Phone Rental:**

The SK Group has arranged special rates for SA2 delegates with Cellhire, the world leader in wireless rentals. Cellhire is able to provide mobile communications nearly anywhere in the world. Please contact (877) 467-1355 and quote affiliate #3909 to receive your special rate and more information.

**Time Zone:**

Eastern Time Zone

**Taxi/Shuttle Information:**

Taxi – \$30 – 35 one way.

**Super Shuttle**

<http://www.supershuttle.com/htm/cities/nyc.htm>

**Tel.:** +1 212 258 3826

**Directions From Area Airports:**

***LaGuardia Airport*** - Take Grand Central Pkwy West to Brooklyn Queens Expwy, then go west and take Brooklyn Battery Tunnel. After exiting Tunnel, bear left and follow signs for West St. Make a right onto West and go five blocks. Turn left onto Vesey St and proceed one block. Make a right onto North End. The hotel is on the corner of Vesey and North End. Main entrance on North End Ave.

***JFK***

Distance from hotel: 15 mi.

Drive time: 45 min.

Directions: Take Belt Pky. West to Brooklyn Queens Expy. then go West and take the Brooklyn Battery Tunnel. Bear left and follow signs for West St. Make a right onto West and go 5 blocks. Turn onto Vesey and proceed 1 block. Make a right onto North End

***Newark Airport***

Distance from hotel: 10 mi.

Drive time: 25 min.

Directions: Take Jersey Tpk. North to Holland Tunnel, Exit 14C. Exit onto Canal St. and make a left. Follow Canal St. to West St. and turn left. Take West St. downtown, South to Vesey St. Make a right onto Vesey St. and proceed 1 block to North End.

**Rental Car Information:**

AVIS:

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

US Reservations: +1 800 331 1212

BUDGET:

<https://rent.drivebudget.com/Home.jsp>

US Reservations: +1 800 527 0700

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)

**Parking:**

Valet Parking - \$45 per day

**Voltage:**

**110v**

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

**Visa Information:**

Please contact Shannon Kolka at [Shannon@theskgroup.com](mailto:Shannon@theskgroup.com) should you require a personal letter of invitation. Your email must include the following information in order for it to be processed:

1. 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. Company/mailing address
8. Country
9. Telephone number
10. Fax number
11. Name of meeting

Letters will only be sent via Federal Express mail upon request.

Letters will be sent via fax unless otherwise indicated on the request.

Please do not contact ETSI, the meeting chairman, or the "North American Friends of SA2" representative for a visa letter. Letters will be processed within 7 days of receiving an email request. If you have not received your letter within 7 days or have any changes after receiving a faxed copy, please contact Shannon Kolka at [Shannon@theskgroup.com](mailto:Shannon@theskgroup.com).

**New York Dining:**

Please visit the following sites for a complete listing of local restaurants and reviews.

[http://newyork.citysearch.com/section/restaurants/?cslink=topbar\\_restaurants](http://newyork.citysearch.com/section/restaurants/?cslink=topbar_restaurants)

[http://www.fodors.com/miniguides/mgresults.cfm?destination=new\\_york\\_city@111&cur\\_section=din](http://www.fodors.com/miniguides/mgresults.cfm?destination=new_york_city@111&cur_section=din)

**New York Information:**

<http://www.go-newyorkcity.com>

[http://www.fodors.com/miniguides/mgresults.cfm?destination=new\\_york\\_city@111](http://www.fodors.com/miniguides/mgresults.cfm?destination=new_york_city@111)

**Area Attractions**

*Statue of Liberty*

<http://www.nps.gov/stli/>

*Times Square*

<http://www.timessquarebid.org/visitor/index.htm>

*Empire State Building*

<http://www.esbnyc.com/>

*Central Park*

<http://www.centralpark.org/>

*Ellis Island*

<http://www.ellisland.org>

**Weather**

Current weather conditions in NYC

<http://weather.cnn.com/weather/forecast.jsp?locCode=NYC>

**Nightlife**

[http://newyork.citysearch.com/New\\_York/Nightclubs/](http://newyork.citysearch.com/New_York/Nightclubs/)

**Shopping:**

[http://www.fodors.com/miniguides/mgresults.cfm?destination=new\\_york\\_city@111&cur\\_section=sho](http://www.fodors.com/miniguides/mgresults.cfm?destination=new_york_city@111&cur_section=sho)

Please direct any questions regarding the logistical arrangements of this meeting to the  
SA2 Meeting Coordinators:

The SK Group  
Suzanne Schlanger  
Shannon Kolka  
Tel. +1 310 286 9262  
Fax +1 310 286 9263  
Suzanne@theskgroup.com  
Shannon@theskgroup.com

**Have a great meeting and enjoy your stay in New York City!**

**3GPP Meetings—November 24 – 28, 2003**

**Hotel Fax Reservation Form for**

**Embassy Suites New York City**

**102 North End Avenue**

**New York City, NY 10281**

**USA**

**Tel: +1 212 945 0100**

**Fax + 1 212 619 5965**

**Cut-off Date:** October 24, 2003

**Room Rate:** \$195 +tax - Single or double occupancy.

Room rate includes a full cooked to order breakfast each morning.

**Cancellation Policy:** Reservations must be cancelled 48 hours before arrival to avoid a penalty of one night's room and tax.

**Name of Meeting:** SA2

**Meeting Date:** November 24 – 28, 2003

**Please fax this form to Embassy Suites New York City at + 1 212 619 5965.**

**Guest Information**

Name of Guest:	
Number of people:	
Guest Address:	
Date of Arrival:	
Date of Departure:	
Guest Telephone Number:	
Guest Fax Number:	
Email Address:	

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

Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Billing Address:	
Signature:	

***Room Type (Please circle one)***

Smoking      Non-Smoking

Single      Double

***Please make your reservations before the cut-off date (October 24, 2003) to insure the reduced group rate. If you need assistance in making your reservation, or do not receive a reservation confirmation within 72 hours of faxing this form, please do not hesitate in calling the hotel.***

***Please be sure to include your e-mail address in order to expedite confirmations.***

**Embassy Suites New York City Tel: +1 212 945 0100**