



**INVITATION TO THE  
3GPP SA2#130 AND 3GPP SA6#28 (JAN 21-25, 2019)  
MEETINGS AT KOCHI, INDIA**

Dear Colleagues,

On behalf of the **Indian Friends of 3GPP (IF3)** and the **Cellular Operators Association of India (COAI)**, I am pleased to invite you to the **3GPP SA2#130, and SA6#28 meetings in Kochi, India.**

These meetings will be held at the **Le Meridien Kochi**. A block of rooms has been reserved for 3GPP delegates at **discounted rates, which includes breakfast, lunch, internet, F&B discounts, and several other benefits.** Please refer to the general meeting information section of this document for room inclusions and registration details. **The cut-off date for hotel booking (both the groups) is 18:00 Hrs. IST on 21 Dec. 2018.**

**The following information is important, and we thank you in advance for reading this section and complying with our requests:**

1. Your stay at the hotel involves a negotiated rate that includes breakfast, lunch, internet, F&B discount, and several other aspects. This was possible with the hosts guaranteeing a minimum number of rooms.
2. Please make your reservations and stay at the meeting hotel, by booking your room using the reservation link provided by the hosts to ensure that the hotel knows that you are with our group. This is essential for the meeting hosts to arrange meeting spaces, along with Internet, Audio Visual equipment and other business equipment, as well as services for the attendees to have a productive and successful meeting, which enables everyone to do their job at a reduced cost to their company.
3. Our ability to sustain hosting 3GPP meetings in India is significantly dependent on meeting attendees supporting the meeting hosts by staying at the contracted meeting hotel under the appropriate provisions. Corporate rates or internet reservations outside of the block do not achieve the goal of supporting the meeting or the host. Neither do they provide the allowances negotiated by the hosts.

For details on how 3GPP meetings are structured and hosted, please refer to the 3GPP website.

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. **Please be sure to print your name badge prior to the meeting. Name badges are no longer provided at the meetings.** Meeting directions and general information are provided in the following pages of this invitation.

We are looking forward to seeing you in Kochi.

Sincerely,

Sunder Singh Poriya

On behalf of the **IF3** and **COAI**

**Host of the meeting:**

The Indian Friends of 3GPP (IF3) and the COAI

**Indian Friends of 3GPP comprises Ericsson India, Huawei India, Intel India, Nokia India and Qualcomm India.**

## General Meeting Information

### Meeting and Dates:

3GPP SA2#130 Jan 21-25, 2019

The meeting will **start on Monday, 21<sup>st</sup> Jan at 08:30 and ends on Friday, 25<sup>th</sup> Jan (closing time to be announced by the Chair).**

3GPP SA6#28 Jan 21-25, 2019

The meeting will **start on Monday, 21<sup>st</sup> Jan at 08:30 and ends on Friday, 25<sup>th</sup> Jan (closing time to be announced by the Chair).**

### Meeting contacts:

**Mr. Sunder Singh Poriya**, will represent the IF3 Secretariat, and can be contacted at the coordinates below.

Phone +91 11 2344 0207

Cell +91 94 5768 4532 (preferred)

Fax +91 11 2334 9276

Email [if3@coai.in](mailto:if3@coai.in)

[We encourage sending an email, with subject "**IF3 Meeting Jan 2019 Kochi**" to receive the fastest response]

Mr. Poriya will be the first point of contact for any meeting related assistance (e.g., visa letter). All efforts will be made to address your query within five working days. If your query needs attention at a higher level, the IF3 coordinator can be contacted through email at [coordinatorif3@coai.in](mailto:coordinatorif3@coai.in)

### Meeting Venue :

#### **Le Meridien Kochi**

Maradu, Kochi, Kerala 682 304, India

Phone +91 98 9576 5670

Fax +91 484 270 5777

Email [sherin.joy@lemeridien.com](mailto:sherin.joy@lemeridien.com) and [reservations.cochin@lemeridien.com](mailto:reservations.cochin@lemeridien.com)

[We encourage sending an email with the subject "**3GPP meetings by IF3 Kochi**", to receive an early response]

A block of rooms has been reserved for 3GPP delegates at special discount rates. Delegates traveling to the meeting are hereby requested to make use of this hotel block for stay during the meeting.

### Room Rates:

Room Category	Single Occupancy	Double Occupancy
Deluxe	INR 9,500/-	INR 10,250/-
Club	INR 11,000/-	INR 11,500/-

### Notes:

- The group check in time is 15:00 hours and check out time is 12:00 hours. Early check in/late checkout will only be possible subject to availability
- **Room rates are inclusive of applicable GST prevailing** during the preparation of this invitation.

### Room Inclusions:

- **Buffet breakfast & Buffet Lunch** for residential guests at a designated venue
- Complimentary access to swimming pool and health center
- Complimentary Wi-Fi access at rooms
- **15% discount on food and soft beverages consumed at the hotel**
- Club rooms allow complementary access to the club lounge, and cocktail served during select hours

**Reservation Details:**

Guests are requested to complete the reservation form made available in Annexure 1, and email the same to the hotel contacts at [sherin.joy@lemeridien.com](mailto:sherin.joy@lemeridien.com) and [reservations.cochin@lemeridien.com](mailto:reservations.cochin@lemeridien.com). Reservations requests will be honored within two working days. In case of any difficulty, the guests may please reach out to the meeting coordinators.

**Cut-off Date:**

The 3GPP block rates will be available **until 18:00 Hrs., IST on 21 Dec 2018**, or until they are all run out – whichever happens first. Please make your reservation before the cut-off date to ensure hassle free booking. Rates may be significantly higher after the cut-off date, and is subject to availability.

**Cancellations:**

Since the rooms are reserved as part of a meeting block, **cancellations made after Jan 11 will attract penalty**. Please note that COAI, IF3 and the 3GPP are not responsible for reservation confirmations, cancelled or changed reservations, or no-shows.

**Visa aspects:**

You may be required to obtain a visa for admittance into India. As of date, [India allows citizens from most countries to apply and secure an e-Visa](#). This is a convenient process, and covers citizens from most countries. Please check with the Indian embassy website of your country for more information.

In case you need an invitation letter from COAI for visa purpose, **please complete the details in the Visa Section of the [Indian Friends of 3GPP main page](#)**. It is necessary that you book the hotel first, and cite the hotel booking reference number in the invitation request. Letters will be processed within five working days of receiving your request. Do ensure that your requests reach us **before 24 Jan 2019**. **Please do not contact ETSI or the meeting chairman for visa letters.**

**Airport:**

Cochin International Airport (COK)

Directions to the meeting venue: Please refer the [Le Meridien Kochi link](#) for directions.

This airport is served by several international carriers, and is operational throughout the day. Please refer to the [Wikitravel link](#) and [Wikipedia link](#) for details.

**Wireless LAN:**

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

**Mobile Coverage:**

There is GSM, CDMA, HSPA and LTE coverage in India.

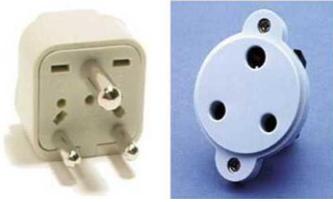
**Time Zone:**

Indian Standard Time (IST)

GMT +5:30

**Voltage:**

Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting. India's A/C supply is 230V-50Hz. The plug is a "Type D." The image below is a visual representation of the adapter you will need if your equipment does not have the correct plug.

**About Kochi:**

Kochi (formerly Cochin) is a cosmopolitan city in the Indian state of Kerala, with a bustling commercial port. Kochi is also the financial capital of Kerala and with a population of about 2 million is the biggest urban agglomeration in the state, and a major tourist destination. Kochi merchants began trading in spices such as black pepper and cardamom with the Arabs, Dutch, Phoenicians, Portuguese, and Chinese more than 600 years ago. This helped Kochi to prosper and to become the gateway to old India. The foundations of modern Kochi city started when Sir Robert Bristow, a senior Royal Navy Engineer felt the need of a modern large port after the opening of Suez Canal. This made creation of the largest man-made island of the country, the Willingdon Island to house new Kochi Port. Since the formation of Kerala in 1957, Kochi has been the commercial capital of Kerala as well as the seat of the Kerala High Court. Since 2000, Kochi has revitalized its economy, with a focus on tourism, information technology and the port.

Kochi has a typical tropical climate. Temperatures range between 30°C and 35°C during daytime and around 24°C during night. From September to early February, the weather is fine, marked with cool winds and light showers in between.

Like many other fast-growing cities, Kochi also has its traffic woes. Its roads can get very crowded during the peak hours of the day. This may be kept in mind while planning any travel inside the city.

Kochi has a cosmopolitan culture, highly influenced by historical trading partners, Portuguese, Dutch, Arab, Chinese, and Japanese. Kochi is the seat of the Latin church of Kerala and has many Catholic churches and followers. You can get more information about Kochi tourism here: <http://www.cochin.org/tourism.htm>

Please don't hesitate to direct any questions regarding the logistical arrangements of this meeting to the Meeting Coordinators.

Annexure 1:

**RESERVATION FORM FOR 3GPP SA5#121 and SA4#100 MEETINGS  
BY IF3 and COAI in KOCHI**

Guest Name	First Name :	Surname :
Check-in Date		
Check -Out Date		
MRW/ SPG number (If member of Marriott/ Starwoods)		

**Special Rates for Delegates**

Room Category	Single	Double
Deluxe Room	INR 9500	INR 10250
Club Room	INR 11000	INR 11500

The above rates are inclusive of the applicable taxes (18.00 % for rate below 7500 and 28% for rate above 7500).  
This rate Includes Breakfast & Lunch, wifi and 15% Discount on Food & Beverage for the duration of stay

Smoking Room	Yes / No	Non Smoking Room	Yes / No
Bed Preference	King Bed (01 Large bed)	Yes/No	Twin Bed (02 single Bed)
Special Request	(if any)		
Credit Card No.		Expiry Date	
Email Id		Mobile Number	
Authorised person's Signature			

**Airport Transportation**

Please advise the Airport transfers required or not	YES / NO
If the Airport Transfers are required, Kindly fill the below details	
Flight Details	Arrival Flight : Departure Flight :
Date of travel	Arrival Date : Departure Date :
Time of Arrival/ Departure	Arrival Flight Time : Departure Flight Time :
Airport transport	Arrival pick up - Yes / No Departure Drop – Yes / No
Preferred Car Type	(see below) (see below)

Airport Transfer Rates

TARIFF FOR AIRPORT TRANSFERS	
TYPE OF VEHICLE	RATES (One Way)
TATA INDIGO	INR 2000 + 5% Taxes
TOYOTA INNOVA	INR 2400 + 5% Taxes

**Please note the following:-**

- Our Check-in time is 15:00 hours and check out time 1200 hours. Reservation requests will be honored within two working days
- Booking cut off date will be 21<sup>st</sup> December, 2018, 18:00 hrs IST. Post cut off date reservation would be subject to the availability of room.
- 100% of reservation will be charged for no shows and early departures.
- Please send your completed reservations request form

To : [sherin.joy@lemeridien.com](mailto:sherin.joy@lemeridien.com), [reservations.cochin@lemeridien.com](mailto:reservations.cochin@lemeridien.com)  
Cc : [ruchi.tripathi@lemeridien.com](mailto:ruchi.tripathi@lemeridien.com), [Vivekanand.Singh@lemeridien.com](mailto:Vivekanand.Singh@lemeridien.com), [coordinatorif3@coai.in](mailto:coordinatorif3@coai.in)

**Le Meridien Kochi Contact No. + 91 484 2705777**

**Cancellation Policy**

Cancellation can be done to the reservation, without penalty until 11 January 2019. Any Cancellation made beyond 11<sup>th</sup> January, 2019 1800 hrs IST will be considered as a no show.