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| **Meeting Dates:** | 24-26 July 2012 |
| **Name of Group:** | oneM2M Steering Committee |
| **Host:** | ATIS and TIA |
| **Convener:** | David Foote, Hitachi |
| **Co-Conveners:** | Dr. Yong Chang, SamsungJonas Sundborg, Ericsson |
| **Secretary:** | Victoria Mitchell, TIA |
| **Meeting Contacts:** | Victoria Mitchell (TIA) and Steve Barclay (ATIS) |
| **Meeting Registration:** | Meeting attendees are required to register in advance. Please complete the <registration form> by July [xx], 2012. |
| **Meeting Location:** | [**Hyatt Regency Bellevue**](http://bellevue.hyatt.com/) (on Seattle's Eastside)900 Bellevue Way NE,Bellevue, Washington, USA 98004-4272Tel: +1 425 462 1234    Fax: +1 425 646 7567 |
| **Sleeping Room Rate:** | $175.00 (USD) - Single/Double occupancy +Tax (currently 14.4%)$214.00 (USD) - Triple occupancy +Tax (currently 14.4%)$239.00 (USD) - Quad occupancy +Tax (currently 14.4%)Group rate includes complimentary Internet access |
| **Hotel Cut-Off:** | **25 June 2012** |
| **Reservation Information:** | To make your reservation online, please go to <https://resweb.passkey.com/go/tiamtm> Phone: 888-421-1442 – please ask for the oneM2M Steering Committee Check In time: 3:00pmCheck Out time: 12:00pmIf you need to check out sooner than originally reserved, the hotel’s front desk must be notified by noon the day prior to the new departure date to avoid a one night’s room and tax charge. |
| **Visa Information:** | You may be required to obtain a visa for admittance into the United States. If you require an invitation letter in order to secure a visa, please submit a completed [visa invitation form](#Invitation) to Victoria Mitchell. |
| **Cancellation Policy:** | If you need to cancel your reservation, it must be canceled by 3:00pm (local Bellevue time) the day prior to arrival to avoid penalty.  |
| **Transportation Information:** | * [Sea-Tac International Airport](http://www.portseattle.org/Sea-Tac/Pages/default.aspx/) (SEA) is approximately 20 miles from the hotel (approximately 30 minutes, depending upon traffic).
* Shuttle Express - One-way fares (24 Hours/7 days a week) starting at $19 per person. Children 12 and under complimentary with each paying adult. Please call +1 425-981-7000 or 1-800-487-7433, or visit [www.shuttleexpress.com](http://www.shuttleexpress.com) for additional information and to make your reservation.
* Taxi - approximately $40 (USD)
* Limousine - Carey Seattle, Call +1 206-762-3517 for rates and reservations. Reservations are required.
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| **Electricity:** | USA's A/C supply is 120v-60hz. The image below is a visual representation of the adapter you will need if your equipment does not have the correct plug. Electrical outlets accept the two-prong flat blade plug (Type A) and/or a two-prong flat blade plug with a round grounding pin (Type B).http://www.3gpp2.org/public_html/graphics/us1.jpghttp://www.3gpp2.org/public_html/graphics/us2.bmp |
| **Climate:** | July in Seattle averages approximately 13°C (56°F) at night and 24°C (76°F) during the day. [Additional weather information](http://www.weather.com/weather/right-now/Bellevue%2BWA%2BUSWA0027) is available.  |
| **Tipping:** | Most restaurants automatically add an 18% gratuity for large groups. If the gratuity is not included, the recommended gratuity is 15-20% of your meal or bar bill. Other tips: 15% for a taxi; $1.00-$1.50 per bag for airport porters and hotel bellmen. |
| **Attire:** | Business Casual |
| **Additional Information:** | * Rollaway Beds are available for $25.00 (USD)/ night.
* Parking - Overnight guest, $20.00 (USD) for self-parking, $24.00 (USD) for valet. Both include in/out privileges. While parking is complimentary for up to three (3) hours, you will need parking validation from a retail area of the hotel or from the hotel’s front desk.
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If you need an invitation letter to assist in obtaining a visa for entry into the US, please complete the form below and return it to Victoria Mitchell.

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| **Family name:** |  |
| **Given name:** |  |
| **Gender** |  |
| **Birth date (yyyy/mm/dd)** |  |
| **Passport number:** |  |
| **Passport Expiration Date:** |  |
| **Nationality:** |  |
| **Company:** |  |
| **Mailing address:** |  |
| **E-mail address:** |  |
| **Phone number:** |  |
| **Arrival Date:** |  |
| **Departure Date:** |  |

Additional information is available via:

[*http://travel.state.gov/visa/temp/temp\_1305.html*](http://travel.state.gov/visa/temp/temp_1305.html) (Temporary Visitors to the U.S.)