**oneM2M Technical Plenary (TP) #31 Meeting  
  
18-22 September 2017  
in Bangalore, India**

Dear Sir/Madam,

TSDSI is pleased to invite you to the 31st oneM2M Technical Plenary (TP#31) meeting. Below please find the meeting logistics and details associated with TP#31.

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| **Meeting Location** |
| **Courtyard by Marriott Bengaluru ORR** Outer Ring Road, Marathahalli- Sarjapur Road, Bellandur,  Bangalore - 560103  Phone: +91-80- 71203040; Fax: +91-80-71203050  Web site: http://www.marriott.com/hotels/travel/blrgt-courtyard-bengaluru-outer-ring-road/  Reservations: [**Book your group rate for OneM2M Technical Plenary Meeting**](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=OneM2M%20Technical%20Plenary%20Meeting%5Eblrfi%60tsstssa%606350%60INR%60false%602%609/15/17%609/23/17%608/17/17&app=resvlink&stop_mobi=yes) |

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| **TP/WG Meeting Schedule** | |
| Monday | 08:00 to 18:00 |
| Tuesday | 08:00 to 18:00 |
| Wednesday | 08:00 to 18:00 |
| Wednesday (MARCOM) | TBD |
| Thursday | 08:00 to 18:00 |
| Friday | 08:00 to 17:30 |

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| **oneM2M Meeting Contact** |
| **Bindoo Srivastava  General Manager, TSDSI**  **Alternate: Harsh Arora, Assistant Manager**  Tel: +91 124 4217423 FAX: +91 124 4201759 Email: [bindoo@tsdsi.org](mailto:bindoo@tsdsi.org); harsh@tsdsi.org |

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| **Meeting Registration** |
| Please register for the meeting on the oneM2M portal via the [on-line registration](http://member.onem2m.org/Application/Meeting/updateMeeting/?meetingId=836&view=true) if you have a oneM2M portal account (after arriving to the TP#31 meeting page, click the “Registration” link). Alternatively, login to the portal, go to the Meeting tab and click on the “R” for registration next to the TP#31 meeting. |

If you do not already have a oneM2M portal account please apply by going to the oneM2M portal (<http://Member.oneM2M.org>) and request a username and password using the link on the bottom left of the home page ([Get login ID](http://member.onem2m.org/Application/Administration/updatePerson/?personId=-1&requestMember=true&adminMode=false)).

**TSDSI negotiated a favourable sleeping room rate and has committed to a minimum number of sleeping room nights for the meeting attendees. We sincerely request and strongly recommend that you make your hotel reservation in the TSDSI hotel block (Courtyard by Marriott Bengaluru ORR & Fairfield by Marriott Bengaluru ORR).**

I look forward to seeing you in Bangalore.

Regards,

Bindoo Srivastava

General Manager, TSDSI

**ANNEX A**

**Meeting Hotel Information**

**Hotel with TSDSI negotiated rate *(attendees are strongly encouraged to make sleeping room reservations at the following hotel(s)*:**

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| **Hotel:** | **Courtyard by Marriott**, **Outer Ring Road, Bengaluru (or Bangalore), India and**  **Fairfield by Marriott, Outer Ring Road, Bengaluru, India**  **(co-located hotels)** |
| **Reservations:** | Reservations may be made online. Alternatively, please call the hotel directly at +91-80-71203040 and identify yourself as a member of the **“oneM2M TP Meeting”.** |
| **Room Rate\*:** | **Room Rate: Courtyard by Marriott, Outer Ring Road**   |  |  |  | | --- | --- | --- | | **Room Category** | **Single (MAP++)** | **Double (MAP++)** | | Deluxe Room | INR 8,200 exclusive of taxes | INR 8,900 exclusive of taxes | | Executive Deluxe Room\* | INR 10,700 exclusive of taxes | INR 11,400 exclusive of taxes |   **Room Rate: Fairfield by Marriott, Outer Ring Road**   |  |  |  | | --- | --- | --- | | **Room Category** | **Single (MAP++)** | **Double (MAP++)** | | Deluxe Room | INR 6,350 exclusive of taxes | INR 7,050 exclusive of taxes |   Tax: 21% extra on room tariff (present tax rates, may change) |
| **Remarks:** | * Complimentary WiFi access to Marriott Rewards Members * Check-in time is 15:00 hrs on arrival day; Check-out is 12:00 hrs on departure day. Early check-in/late check-out will be given subject to availability.   \*Includes complimentary access to Executive Lounge   * ***Cancellation Policy***:   Cancellations made within two weeks of the meeting will attract penalty.  Please note that TSDSI is not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes to your reservation. |
| **Transportation from Airport to Hotel** | Bengaluru International Airport (BLR) (also called Kempegowda International Airport) is some 50 Km from the meeting venue.  Directions to the meeting venue: Please refer to the [Courtyard hotel link](http://www.marriott.com/hotels/maps/travel/blrgt-courtyard-bengaluru-outer-ring-road/#directions) for directions.  This airport is served by several international carriers, and is operational throughout the day. Please refer to the [Wikitravel link](http://wikitravel.org/en/Bangalore) and [Wikipedia link](https://en.wikipedia.org/wiki/Kempegowda_International_Airport) for details.  The airport is served by Chauffeur driven rental cars (Akbar Travels, Carzonrent and Myles) to be booked on arrival at the terminal, by Radio taxis (Meru Cabs, Mega Cabs and KSTDC Cabs) waiting outside the arrival terminal and by App aggregators (Uber Cabs and Ola Cabs) waiting in the reserved parking lots.  The radio taxi charges are around 1,100/- INR, and will incur another INR 150/- when coming from the airport only.  Bangalore has its share of traffic woes. Travel time between the airport and the hotel can be up to 1.5 hrs or more during day time. |

**\*All hotel reservations must be made prior to the   
August 17, 2017 cut-off date\***

**Meals**

1. Breakfast and buffet lunch at designated venue included in the room charges.
2. There will be 02 sessions of coffee/tea with cookies during meetings.
3. 15% discount on food and beverages for resident guests (Restaurant and in-room dining)

**Meeting facilities**

1. Meeting registration will open at 08:00 on Monday, 18 September for badge collection.
2. Free WLAN access will be provided.
3. Paper copies of documents will not be provided.

**Invitation letter**

1. 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 eVisa. Please check with the Indian embassy website in your country for more information. You might need an invitation letter from TSDSI for visa purpose. Please complete the details in Annex 1, and follow the procedure mentioned for Visa Processing. Request for Visa invitation letters should be sent to the points of contact as mentioned in Annex 1 before 17th Aug 2017.
2. By default, visa invitation letters will be issued via e-mail unless requested otherwise.

**Practical Information**

**Weather:**   
Most tourists visit Bangalore in the winter months, between September and March when the temperature are between **28 to 32 degrees Celsius** (82 to 90° Fahrenheit).

**Time Zone:**

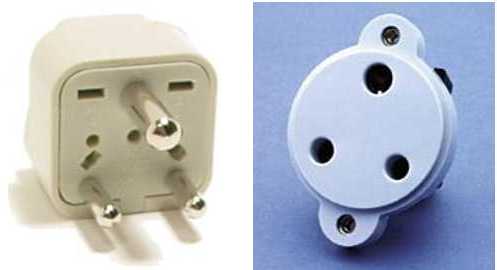
Indian Standard Time (IST) GMT +5:30

**Currency & Exchange:**

The Indian currency is Indian Rupee (code INR).

**Electricity:**

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.



**Emergencies:**

Police 100, Fire 101, Ambulance 102, Women’s helpline 181. Please contact hotel reception for any assistance or in emergencies for proper guidance.

**Local Information:**

Bangalore is the capital city of Karnataka, one of the southern states of India. You can get more information about Bangalore from the Karnataka Tourism site:

<http://www.karnatakatourism.org/Bangalore/en/>

**Annex 1: Visa Information**

Should you need a visa support letter, complete the information below, print on your company’s letter head, scan and email to Mr Harsh Arora at [harsh@tsdsi.org](mailto:harsh@tsdsi.org). Please make your request for the invitation letter as soon as possible (preferably **before Aug 17, 2017, accounting for holidays**). Letters will be processed within 14 days of receiving an email request. Scanned copy of the invitation will be sent to you via email and be sent only via Speed Post upon special request. If you have not received your letter within 14 days or have any changes after receiving an email copy, please contact Mr Harsh Arora again, via email at [harsh@tsdsi.org](mailto:harsh@tsdsi.org), copied to [secretariat@tsdsi.org](mailto:secretariat@tsdsi.org).

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| **Title / Salutation:** | Example: Ms/Mr/Dr/Prof |
| **Family Name:** | Example: Mitchell |
| **Given / First Name:** | Example: Victoria |
| **Father’s Name / Husband’s Name (First, Last):** |  |
| **Gender** |  |
| **Date of Birth (DD/Mon/YYYY):** | Example: 01/Jul/2016 |
| **Place of Birth:** |  |
| **Nationality:** | Example: Indian |
| **Passport Number:** |  |
| **Passport Issue Date:** |  |
| **Passport Expiry Date:** |  |
| **Place of Passport Issue:** |  |
| **Name of the Delegation:** | Example: TIA |
| **Affiliation/Company:** | Example: National Informatics |
| **Function / Designation:** | Example: Sr. Project Manager |
| **Company Mailing Address:** |  |
| **Postal Code** |  |
| **Country** |  |
| **Email Address:** | Example: [abcd@xyz.com](mailto:abcd@xyz.com) |
| **Cell Phone No:** |  |
| **Phone Number:** | Example: + 91 124 420 1759 |
| **FAX No:** |  |
| **Arrival Date (DD/Mon/YYYY):** | Example: 24/Apr/2016 |
| **Departure Date (DD/Mon/YYYY):** | Example: 26/Apr/2016 |
| **Applicable Embassy / Consulate etc.:** | Example: Embassy of India, Washington, D.C. |
| **Copy of passport:** | Attached |
| **Hotel Marriott ORR Reservation Number:**  (may be sent later) |  |

CERTIFIED THAT ALL INFORMATION PROVIDED ABOVE IS ACCURATE AND WILL BE VALID AT THE TIME OF THE MEETING

**Authorized Signatory**

**Date:**

**Organization Stamp (if any)**