oneM2M Technical Plenary (TP) #43 Meetings  
2-6 December 2019  
in Washington, DC, USA

Dear Sir/Madam,

ATIS is pleased to invite you to the 43rd oneM2M Technical Plenary (TP#43) meetings. Below please find the meeting logistics and details associated with TP#43.

|  |
| --- |
| **Meeting Location** |
| **ATIS Headquarters** 1200 G Street, NW, Suite 500 Washington, DC, United States 20005 Phone: +1-202-628-6380 (ATIS Front Desk) visit the [ATIS web site](http://www.atis.org/01_about/location) |

|  |  |
| --- | --- |
| **Anticipated TP Meeting Schedule** | |
| Monday (December 2) | 09:00 to 17:30 |
| Tuesday (December 3) | 09:00 to 17:30 |
| Wednesday (December 4) | 09:00 to 17:30 |
| Thursday (December 5) | 09:00 to 17:30 |
| Friday (December 6) | 09:00 to 17:30 |

|  |
| --- |
| **oneM2M Meeting Contact** |
| **Steve Barclay ATIS Sr. Director, Global Standards Development**  Tel: +1 202 434-8832 FAX: +1 202 393 5453 Email: [sbarclay@atis.org](mailto:sbarclay@atis.org) |

|  |
| --- |
| **Meeting Registration** |
| Please register for the meeting on the oneM2M portal via the [on-line registration](http://member.onem2m.org/Application/Meeting/updateRegistration/?meetingId=1337&registrationId=-1&adminMode=true) if you have a oneM2M portal account Alternatively, login to the portal, go to the Meeting tab, scroll to the bottom of the page (or search for the TP#43 meeting) and click on the “R” for registration next to the TP#43 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)).

ATIS acknowledges that participants may choose to select their own hotel. However, contained in the invitation is additional information regarding hotel options.

I look forward to seeing you again in Washington, DC!

Regards,

Steve Barclay

ATIS Sr. Director, Global Standards Development

ANNEX A

Meeting Location, Logistics, and Hotel Information

|  |  |
| --- | --- |
| **Meeting Location:** | **Alliance for Telecommunications Industry Solutions (**[**ATIS**](http://www.atis.org/01_about/location/)**) Headquarters**  1200 G Street, NW, Suite 500  Washington, DC, USA 20005  +1 202-628-6380  [Map](https://www.google.com/maps/place/The+Alliance+for+Telecommunications+Industry+Solutions/@38.898028,-77.028569,14z/data=!4m5!3m4!1s0x0:0x7780f4c8c2311409!8m2!3d38.8980284!4d-77.0285694?hl=en-US) |
| **Optional Hotel Reservations:** | Please note that the following is accurate as of September 26, however, is subject to change. Attendees also are encouraged to examine if better rates may be available.  ATIS has a limited number sleeping rooms at a negotiated rate available at the following hotel:  HYATT PLACE WASHINGTON DC/WHITE HOUSE  1522 K Street, NW  Washington, DC, USA, 20005  Tel: +1 202 830 1900  Reservations may be made through Hyatt Place’s toll free number at  +1-888-492-8847 (ask for the ATIS rate) or [online](https://washingtondcwhitehouse.place.hyatt.com/en/hotel/home.html?corp_id=14004).  Room rate of $239 USD (plus tax; based upon availability) for single or double occupancy, which includes complimentary hot breakfast and wireless internet daily. Cancellation Policy: 48 hours prior to check-in to avoid one night fee. |
| Additional Hotel Information: | Additional [hotels](http://www.atis.org/01_about/location/) are also nearby. |
| **Location and Transportation from Airports to ATIS** | ATIS is located 4 miles from Ronald Reagan Washington National Airport (DCA); ~30 miles from Dulles International Airport (IAD); and ~40 miles from Baltimore/Washington International Thurgood Marshall Airport (BWI).  Various transportation options are available (taxi, [Uber](https://www.uber.com/), [Lyft](https://www.lyft.com/), etc.), including [Metro](https://www.wmata.com/service/rail/) (subway system) from DCA to ATIS, which is directly across the street from the *Metro Center* Metro station. Please note that you must obtain a [SmarTrip® card](https://www.wmata.com/fares/smartrip/) to enter and exit the Metro system.  Click [here](http://www.atis.org/01_about/location/) for additional information about ATIS’ location. |

Meals

1. Individuals are responsible for their own breakfast, lunch and dinner arrangements.
2. There are restaurants in the vicinity of ATIS.
3. ATIS will provide all day coffee/tea as well as afternoon snacks/refreshments.

Meeting facilities

1. Meeting registration will open at 08:30 on Monday, 2 December for badge collection.
2. Free WLAN access will be provided.
3. Paper copies of documents will not be provided.

Invitation letter

1. An entry visa may be necessary for participants from some countries to enter the United States. To check the visa requirements, please contact the American Embassy in your country.
2. Those participants who require visa-supporting documents to enter the United States are advised to complete the attached “INVITATION LETTER REQUEST FORM for VISA” and e-mail the form together with a copy of his/her passport (photograph page) to Mr. Steve Barclay ([sbarclay@atis.org](mailto:sbarclay@atis.org)) **at your earliest opportunity.**
3. As requirements for visa application may change from time to time, please check with your nearest American Embassy before departure.
4. Advance submission of applications is recommended.
5. By default, visa invitation letters will be issued via e-mail unless requested otherwise.

Practical Information

**Weather:**   
In December, the min/max temperatures in Washington, DC, generally range from 0 °C (33 °F) to 8 °C (47 °F).

**Transportation:**

[View](http://www.atis.org/01_about/location/) information about the ATIS office location, including transportation.

**Time Zone:**

GMT - 4 hours in July (Eastern Daylight Time (EDT)).

**Currency & Exchange:**

The United States [currency system](http://www.xe.com/) uses dollars ($) and cents (¢) similar to Canada, Australia and New Zealand.

**Electricity:**

Voltage: 110-120 Volts

Primary Socket Type: North American Grounded

**Emergencies:**

Dial 911

**Tipping:**    
Tipping for restaurant service, taxis, etc., is customary in the United States. Please visit <http://www.tripadvisor.com/Travel-g191-s606/United-States:Tipping.And.Etiquette.html> for additional information.

**Local Information:**

<https://washington.org/>

**INVITATION LETTER REQUEST FORM for VISA**

**oneM2M TP#43 Working Group Meetings, Washington, DC, United States**

**2-6 December 2019**

**For those who require a VISA to visit the United States,** please fill out below information completely and send it along with a photocopy of your passport to the contact person as soon as possible. Please contact the American Embassy in your country for further information.

|  |  |
| --- | --- |
| **First Name  (Given Name)** |  |
| **Last Name (Family Name)** |  |
| **Gender** |  |
| **Birth date (DD/MM/YYYY)** |  |
| **Passport number** |  |
| **Passport Issue Date** |  |
| **Passport Expire Date** |  |
| **Expected Travel Dates (DD/MM - DD/MM)** |  |
| **Nationality** |  |
| **Company Name** |  |
| **Position (Title)** |  |
| **Mailing Address** |  |
| **City, State/Province, Country** |  |
| **Postal Code** |  |
| **E-mail Address** |  |
| **Phone Number** |  |
| **Fax Number** |  |

Contact person for visa invitation letter:

Steve Barclay, ATIS Sr. Director, Global Standards Development ([sbarclay@atis.org](mailto:sbarclay@atis.org)).