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Email Address: «Email»

Date: <<Today's Date>>

1. Surname/Family name (LAST name): «Last_Name»
2. Forename (FIRST name): «First_Name»
3. Birth date (Month/Date/Year): «Birthdate»
4. Passport number/issuing country/expiration:
«Passport_number»/«Passport_issuing_country»/«Passport_Expiration_Date»
5. Gender: «Gender»
6. Company name: «Company_name»
7. Occupation/Position: «Position»
8. Company/mailing address: «Company_mailing_address_1» «Company_mailing_address_2» «City»
«State»
9. Postal Code: «Postal_Code»
10. Country: «Country»
11. Telephone number: «Phone»
12. Fax number: «Fax»
13. Name of meeting: <<Name of 3GPP Working Group Meeting >>
14. U.S. Arrival/Departure Dates: «Date_of_Arrival»/«Date_of_Departure»
15. Location while in <<Meeting City>> (Hotel Name): «Hotel_Name»
16. Hotel Confirmation Number: «Hotel_confirmation»

Dear «First_Name» «Last_Name»,

On behalf of ATIS, I am pleased to invite you to the 3GPP Working Group meeting that will be held in <<Meeting City>> on <<Meeting Dates>>.

As you know, the technical standardization meetings of the 3GPP further the vital work of developing international specifications and standards for wireless communications across the globe. As your technical expertise is necessary for ensuring good progress within the 3GPP Working Groups, and as your company is a member of 3GPP, you are specifically invited to participate.

Please allow adequate time to address necessary visa requirements. Your company is responsible for all your expenses while in <<Meeting Country>>. Please feel free to contact me should you have any questions.

Signed on behalf of ATIS:

Jo Seibel
visas@atis.org