**Annex 1: Meeting Invitation template**

**Invitation to the XX#%% meeting
<start to end date> in <town> (<country>)**

Dear Colleague,

On behalf of <First\_Lastname>, Chair of ETSI <GROUP>, ETSI has the pleasure of informing you of the arrangements for the Meeting as mentioned earlier.

|  |  |
| --- | --- |
| **Address of the meeting** |  |
| **mEETING SCHEDULE** | **<schedule> +** Distribution of badges will start ½ hour before the start of the Meeting |
| **REGISTRAtion** |  |
| **Documents for the meeting (contributions)** |  |
| **Power and plugs** | **e.g.**Voltage 230 V ~ 50 Hz European style plug<https://www.power-plugs-sockets.com/> <http://www.worldstandards.eu/electricity.htm#plugs> |
| **SEcurity & RESPECT RULES**  |  |
| **Local information** | **LOCAL Access MAPS****CLosest Airport(s), train stations, BUS LINES and STOPS, Highways (driving time)** **LOCAL ACCOMMODATIONS, PRICES CHOICES** |
| **VISA**  | [**https://www.worldtravelguide.net/guides/**](https://www.worldtravelguide.net/guides/)**WHo TO CONTAcT in THE meeting host organization to request a letter of invitatIon with**Full Name as shown on Passport:Company nameFull address     Zip codeCountryStateMobile EmailDate of birth:Place of birth: ~~Sex~~Gender: Nationality:Passport Number: Place of Issue: Date of Expiry: |
| **Support on-site** | **or this text:** Details will be provided at the beginning of the Meeting. If in doubt, contact your Meeting Host. |

**Yours sincerely,**

<First\_Lastname of TO>

ETSI <GROUP> Technical Officer

< Technical\_Officer\_email>