**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 name  Full address  Zip code  Country  State  Mobile  Email  Date 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>