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| **Sophia-Antipolis, 25 April 2019**  **Invitation to the CDM#01-Kick-off Meeting**  **29 May 2019 in Sophia Antipolis** [**Link to registration & meeting documents**](https://portal.etsi.org/tb.aspx?tbid=876&SubTB=876#5069-meetings) | | | |
| Dear Colleague,  On behalf of Lorenzo Iapoce, Convenor of ETSI ISG CDM, ETSI has the pleasure of informing you of the arrangements for the above-mentioned meeting. | | |
| **Address of the meeting** | | | ETSI Main Building650 Route des Lucioles 06921 Sophia Antipolis FrancePhone: +33 492 94 42 00 (switchboard) Fax: +33 493 65 47 16  Check room allocation on display screens.  Building open hours 7.30 am to 8 pm (local French time) |
| **mEETING SCHEDULE** | | | The meeting will start on **29 May 2019** at **09:00** and end at **17:30**  Distribution of badges will start ½ hour before the start of the meeting |
| **REGISTRAtion** | | | Please use this link to [REGISTER](https://portal.etsi.org/tb.aspx?tbid=876&SubTB=876#5069-meetings) asap.  Please collect your badge at the registration desk or (in case of late arrival) at the reception. |
| **VISa** | | | Delegates who require a personal invitation letter for their visa application should fill in the form available at: <http://portal.etsi.org/meetings/visa/visa.htm> |
| **Documents for the meeting** | | | Reserve contribution numbers [HERE](https://portal.etsi.org/ngppapp/ContributionCreationType.aspx?TbId=876&MEETING_ID=36389)  Note that contributions assigned to this meeting can be retrieved from the meeting details page or in docbox.  If in doubt or if your company is not an ETSI member contact [ISGsupport@etsi.org](mailto:ISGsupport@etsi.org) |
| **Power and plugs** | | | Voltage 220 V French style plug |
| **SEcurity & RESPECT RULES** | | | Please note that ETSI cannot be held responsible for any loss of or damage to equipment so you should keep your personal belongings with you at all times. Locks for laptops are available at Helpdesk.  Delegates should wear their badges at all times while they are in ETSI. |
| **Local information** | | | [Map of the area, hotels, car rental etc.](http://www.etsi.org/about/getting-to-etsi) |
| **Disabled people** | | | [Meetings@etsi.org](mailto:Meetings@etsi.org) if you need special care on-site (wheelchair access etc.) |
| **Support on-site** | | | Meeting Support at + 33 (0)4 92 94 42 50 [Meetings@etsi.org](mailto:Meetings@etsi.org) |
| I look forward to seeing you in Sophia Antipolis.  Yours sincerely  Marlène Forina  ETSI ISG CDM Support | | |