



Sophia-Antipolis, 04 December 2018

**Invitation to the ETSI ISG CIM #10 Plenary Meeting
from 10 to 12 December 2018 in Sophia Antipolis, France**

Link to registration & meeting documents

https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=35052

Dear Colleague,

On behalf of Lindsay Frost (Lindsay.Frost@neclab.eu) Chairman of ETSI ISG CIM (cross-cutting Content Information Management), ETSI has the pleasure of informing you of the arrangements for the **10th** Plenary Meeting.

ADDRESS OF THE MEETING	ETSI Main Building, IRIS G4 (Check room allocation on display screens) 650 Route des Lucioles, 06921 Sophia Antipolis, France Phone: +33 492 94 42 00 (switchboard) Fax: +33 493 65 47 16 Building open hours 7.30 am to 8 pm (local French time)
MEETING SCHEDULE	The ISG CIM #10 Plenary meeting will start on Monday 10 December 2018 at 14:00 and end on Wednesday 12 December 2018 at 16:00 Distribution of badges will start ½ hour before the start of the meeting
G2M DETAILS	G2M/Telco details will be shared by email with the registered remote participants right before the meeting start on Monday 10 December at 14:00
REGISTRATION	Please use the link above to REGISTER asap. Non ETSI members are usually not permitted to attend ETSI meetings unless authorized by the Chairman. Registered ETSI ISG CIM Participants are asked to pay the meeting fee in advance. Please collect your badge at the reception after 13:30 and wear it while inside ETSI.
VISA	Delegates who require a personal invitation letter for their visa application should contact the ETSI Technical Officer Patrick Guillemin (Patrick.Guillemin@etsi.org)
DOCUMENTS FOR THE MEETING	Reserve your contribution numbers HERE . Submit your documents for the meeting at least 1 week in advance please. 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 Patrick Guillemin Patrick.Guillemin@etsi.org
ELECTRONIC WORKING	Internet access will be provided by ETSI to the registered delegates.
POWER AND PLUGS	220-230V AC Type F plugs (France) 
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.
DISABLED PEOPLE	Contact 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 56 Meetings@etsi.org

We look forward to seeing you in ETSI Headquarters, at Sophia Antipolis.

Yours sincerely,
Patrick Guillemin
Lindsay Frost