Invitation to the QKD#34 meeting of ETSI ISG QKD
5–6 June 2023 in ISPRA (Italy)

Dear Colleague,

On behalf of Martin Ward, Chair of ETSI ISG QKD, the Joint Research Centre of the European Commission has the pleasure of informing you of the arrangements for the above meeting.

ADDRESS OF THE MEETING	European Commission – Joint Research Centre Via Enrico Fermi, 2749 21027 Ispra (VA), Italy https://joint-research-centre.ec.europa.eu/jrc-sites-across-europe/jrc-ispra-italy_en
MEETING SCHEDULE	The meeting will start at 09:30 on Monday, 5th June 2023 and end at 16:30 on 6th June 2023. Distribution of badges will start ½ hour before the start of the meeting.
REGISTRATION	Please register on the ETSI portal ASAP at: https://portal.etsi.org/Meetings.aspx#/meeting?MtgId=43123 You will also need to register with JRC to access the site. See **JRC REGISTRATION** below.
DOCUMENTS FOR THE MEETING	Reserve contribution numbers on the portal at: https://portal.etsi.org/ngppapp/ContributionCreationType.aspx?TbId=723&MEETING_ID=43123 Note that contributions assigned to this meeting can be retrieved from the meeting details page or in docbox. **The deadline for contributions for decision to be posted is 6 May 2023.**
POWER AND PLUGS	Voltage 230 V ~ 50 Hz European style plug (https://www.power-plugs-sockets.com/it/italy/)
SECURITY & RESPECT RULES	European Commission – Joint Research Centre will kindly host the meeting. Refer to ***Entrance and daily permits*** at this URL In order to enter the site, visitors should be registered and issued a daily permit, delivered to them at our reception upon presentation of an identity document. (Please read the Privacy Statement regarding the collection of personal data from visitors.) • Daily permits are issued following prior request by a JRC staff member sponsoring the visit. • Visitors entering the site with any vehicle have to register it. • A special entrance procedure is in place to facilitate the registration and entry of big groups. **JRC REGISTRATION: Enter your details at the registration link below so JRC can arrange your local ground transport and your site entry permit. This link also allows you to book hotel accommodation.** Please, note that, at this moment, transportation from/to JRC will be ensured only from the hotel(s) indicated in the registration form. https://web.jrc.ec.europa.eu/remjrc/screen/meeting/13468/registration-form
LOCAL INFORMATION	If coming by air, book to **Milan Malpensa Airport** (26 km from JRC). We regret that, due to unforeseen circumstances, JRC cannot at the moment guarantee a shuttle from other hubs (see JRC REGISTRATION). For delegates coming by private car, parking is available but registration is required. For hotel information including a booking option, please see JRC REGISTRATION above. The social dinner will be held on Monday evening at the Hotel Europa in Ispra and will be free of charge for attendees.
VISA	For VISA requirements, please visit the following website: https://www.worldtravelguide.net/guides/europe/italy/passport-visa/ Please ensure you allow ample time to arrange your visa. Timely receipt of Letters of Invitations cannot be guaranteed for late requests. Each delegate is responsible for their personal travel, accommodation and business expenses. Requests for Letters of Invitations must include the necessary information as per the relevant embassy; please provide this when requesting your Letter of Invitation:

	Full Name as shown on Passport Company name Full address Zip code Country State Mobile Email Date of birth Place of birth Sex Nationality Passport Number Place of Issue Date of Expiry Those requiring a Letter of Invitation to obtain a Visa should, as soon as possible, please contact: Adam LEWIS **European Commission – Joint Research Centre** adam.lewis@ec.europa.eu
SUPPORT ON-SITE	Details will be provided at the beginning of the meeting. If in doubt, contact your host.

I look forward to seeing you in ISPRA, Italy.

Yours sincerely,

ADAM M. LEWIS

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Joint Research Centre
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On behalf of the ISG QKD Chair
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