# Invitation to the QKD#35 meeting of ETSI ISG QKD
# 4–5 December 2023 in UPM, Madrid, Spain

Dear Colleague,

On behalf of Martin Ward, Chair of ETSI ISG QKD, the Facultad de Informatica, Universidad Politecnica de Madrid has the pleasure of informing you of the arrangements for the above meeting.

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| **ADDRESS OF THE MEETING** | **Room SJ A-128.2**<br>**Bloque A**<br>**Escuela Técnica Superior de Ingenieros de Telecomunicación**<br>**Universidad Politécnica de Madrid**<br>**Av. Complutense Nº 30**<br>**28040 Madrid**<br>**Spain**<br>https://goo.gl/maps/2Wxq3C7U3WK2 |
| **MEETING SCHEDULE** | The meeting will start at 09:30 on Monday, 4th December 2023<br>and end at 16:30 on 5th December 2023.<br>Distribution of badges will start ½ hour before the start of the meeting. |
| **REGISTRATION** | Please register on the ETSI portal ASAP at:<br>https://portal.etsi.org/Meetings.aspx#/meeting?MtgId=43123<br>**The deadline for registration for face-to-face participation is Sunday 26 November 2023.** |
| **DOCUMENTS FOR THE MEETING** | Reserve contribution numbers on the portal at:<br>https://portal.etsi.org/ngppapp/ContributionCreationType.aspx?TbId=723&MEETING_ID=44314<br>Note that contributions assigned to this meeting can be retrieved from the meeting details page or in docbox.<br>**The deadline for contributions for decision to be posted is Saturday 4 November 2023.** |
| **POWER AND PLUGS** | Voltage 230 V ~ 50 Hz European style plug |
| **LOCAL INFORMATION** | **Airports**<br>Madrid-Barajas Airport (MAD)<br>**Local travel**<br>The closest metro stations to the meeting are either:<br>"Ciudad Universitaria" https://maps.app.goo.gl/VzbwqH8XgnuBYP7SA (1.1 km)<br>or "Metropolitano" ("Vicente Aleixandre") https://maps.app.goo.gl/knQwnLPNL1cEitLx6 (1.4 km)<br>**Both stations are towards the north east on circular line number 6**<br>English Metro Website<br>Schematic PDF Metro map<br>Touristic PDF Metro map<br>**Hotel information**<br>Some hotels that UPM or their visitors have used before are mentioned below for information but please consult reviews etc. before booking.<br>1) Hotel VP Jardin Metropolitano<br>http://www.metropolitano-hotel.com/en/hotel-castellana-madrid/<br>(2.6 km https://maps.app.goo.gl/QLK3kxdcYWUxnLzo7)<br>2) Hotel NH Madrid Chamberí<br>https://www.nh-hotels.com/hotel/nh-madrid-chamberi<br>(3.9 km https://maps.app.goo.gl/NS89GXS6RAoeR43HA)<br>3) Hotel Tirol<br>https://indigoprincesa.madridhotels360.net/en/<br>(3.1 km https://maps.app.goo.gl/qpcNoZpe7Xhz3vj66) |

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| | 4) Hotel Madrid Gran Via 25<br>http://www.melia.com/en/hotels/spain/madrid/tryp-madrid-gran-via-hotel/index.html<br>(4.9 km https://maps.app.goo.gl/e7B87wCX6DPScHVH8)<br><br>5) Hotel Vincci Vía 66<br>http://www.vinccihoteles.com/eng/Hotels/Spain/Madrid/Vincci-Via-66<br>(4.2 km https://maps.app.goo.gl/MvPB8UXh3UyY1ADP6)<br><br>**Hotels 4) and 5)** are further away from the meeting, but the metro connection should not be bad and they are closer to the more touristic zone.<br>**Hotels 1) and 2)** are somewhat further away from the typical tourist places.<br>1) Has the advantage of being closest to the meeting.<br><br>**Hotel 3)** is between the two areas. May be a good option if you want to walk to the meeting place while staying less far from city sights.<br>(Using the metro is just a matter of a couple of stations and, maybe, a change of line.)<br><br>It is hoped to arrange a social dinner on Monday evening (details to follow but please note that attendees will need to cover their own costs). |
| **VISA** | For VISA requirements, please visit the following website:<br>https://www.worldtravelguide.net/guides/europe/spain/passport-visa<br>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.<br><br>Requests for Letters of Invitations must include the necessary information as per the relevant embassy; please provide this when requesting your Letter of Invitation:<br><br>Full Name as shown on Passport<br>Company name<br>Full address<br>Zip code<br>Country<br>State<br>Mobile<br>Email<br>Date of birth<br>Place of birth<br>Sex<br>Nationality<br>Passport Number<br>Place of Issue<br>Date of Expiry<br><br>Those requiring a Letter of Invitation to obtain a Visa should, as soon as possible, please contact:<br>Pilar Rivas (pilar.rivas@upm.es) and Carla Rocha (cs.rocha@upm.es) |
| **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 Madrid, Spain.**

**Yours sincerely,**

**VICENTE MARTIN**
**vicente@fi.upm.es**

**On behalf of the ISG QKD Chair**
**martin.ward@toshiba.eu**

**Patrick Guillemin**
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