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| **CableLabs, 19 October 2015****Invitation to the NFV ISG Information Modelling Workshop** **January 13-14, 2016 in Louisville, Colorado, USA****Registration Link:** [**NFV-ISG Information Modelling Workshop-Louisville**](http://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=17379)  |
| Dear Colleagues,On behalf of Cablelabs, ETSI and NFV ISG Chairman Steven Wright, ETSI has the pleasure to inform you of the arrangements for the above-mentioned meeting. |
| **Address of the meeting** | **CableLabs**858 Coal Creek CircleLouisville-Colorado 80027, USATel: +1 (303) 661-3859 (Jennifer Bane)[CableLabs Website](http://cablelabs.com/home/contact-us/) |
| **mEETING SCHEDULE** | ***Wednesday January 13, 2016*** **Registration 08:00 – 08:30 (CableLabs Lobby)****Meeting Start: 08:30****Meeting Finish (Day-1): 18:00*****Thursday January 14, 2016.*** **Meeting Start: 08:30****Meeting Finish (Day-2): 15:30** See **Annex A** for a tentative schedule |
| **REGISTRAtion** | Please use this link to [**REGISTER**](https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=17379) asap. If you require assistance with your ETSI on-line account, please contact nfvsupport@etsi.org. |
| **VISa** | Delegates requiring a Personal Invitation Letter for their Visa Application should complete the form in ***Annex B*** of this invitation.Any further enquiries contact: **Jennifer Bane, j.bane@cablelabs.com** +1 (303) 661-3859 |
| **Documents for the meeting** | Reserve contribution numbers [**HERE**](https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=17379)Note: contributions assigned to this meeting can be retrieved from the meeting details page or in docbox. |
| **ELECTRONIC WORKING** | This will be a paperless meeting.  |
| **Power and plugs** | Commercial power in the USA is **110V**. Please be sure you have the correct adapter (as for UK). Voltage converters will **not** be provided at the meeting. |
| **SEcurity & RESPECT RULES**  | Please note that neither CableLabs nor ETSI can be held responsible for any loss of or damage to equipment; so you should keep your personal belongings with you at all times. |
| **Local information** | **Nearby hotels:****Select COLORADO Link:** [http://cablelabs.com/home/contact-us/](http://cablelabs.com/home/contact-us/%20) **Transportation information:****Select COLORADO Link:** [http://cablelabs.com/home/contact-us/](http://cablelabs.com/home/contact-us/%20) **General information:****Time Zone**: Mountain Time **Weather:** In January: High: 46ºC Low: 21ºC**Visitors’ Guide:** [Louisville CO Guide](http://www.downtownlouisvilleco.com/) |
| We look forward to seeing you in Louisville-CO, USA.Yours sincerely,Laurent Vreck and Louise ClarkeETSI NFV Support team |

# Annex A

***NFV ISG Information Modelling Workshop draft schedule***

**ETSI NFV ISG Network Operator Council Meeting (ETSI NFV NOC Members Only + Invitees)**

***Tuesday January 12, 2016***

**Registration 08:00 – 08:30 (CableLabs Lobby)**

**Meeting Start: 08:30**

**Meeting Finish: 18:00**

**Modelling Workshop (ETSI Members + SDO Invitees)**

***Wednesday January 13, 2016***

**Registration 08:00 – 08:30 (CableLabs Lobby)**

**Meeting Start: 08:30**

**Meeting Finish Day 1: 18:00**

***Thursday January 14, 2016.***

**Meeting Start: 08:30**

**Meeting Finish Day 2: 15:30**

**ETSI NFV ISG Technical Steering Committee Meeting (ETSI NFV TSC Members Only + Invitees)**

***Thursday January 14, 2016***

**Meeting Start: 16:00**

**Meeting Finish (Day-2): 18:00**

**ETSI NFV ISG Technical Steering Committee Meeting (ETSI NFV TSC Members Only + Invitees)**

***Friday January 15, 2016***

**Meeting Start: 08:30**

**Meeting Finish (Day-2): 14:00**

# Annex B

# *VISA Invitation Letter*

 Date:

To:

Subject: **Invitation to ETSI NFV ISG Meeting, Louisville, January 12 to January 15, 2016**

Dear Sir/Madam,

This is to certify that*<<requester First name & Family name>>* from *<< requester company>>* would be required to attend the ***NFV ISG Information Modelling Workshop*** for business purposes.

During the stay *<< requester company>>*will pay the accommodation, food and beverage and all the personal cost. I am the contact person for *CableLabs*and my contact details are as below:

CableLabs Inc.

858 Coal Creek Cir.
Louisville, CO 80027

USA

Host Contact Phone: +1-303-661-3859

The venue of the meeting will be: **CableLabs Inc. 858 Coal Creek Cir. Louisville, CO 80027, USA**

Please find the following personal data for *<< requester First name & Family name>>*:

|  |  |
| --- | --- |
| Family Name(Last Name) |  |
| Forename(First Name) |  |
| Gender |  |
| Birth Date(DD/MMM /YYYY) |  |
| Birth Place |  |
| Passport Number |  |
| Company Name |  |
| Company/Mailing Address |  |
| Postal Code |  |
| Telephone Number |  |
| Fax Number |  |

Yours sincerely,

Jennifer Bane.

j.bane@cablelabs.com

CableLabs Inc.

858 Coal Creek Cir. Louisville, CO 80027, USA