***1903-14-0072-00-INVT***

***MEETING INVITATION***

**IEEE P1903 NGSON**

10, 11 & 12 December 2014

Co-located with IEEE GLOBECOM 2014

Austin, Texas, USA

Chair: Ulema Mehmet

Vice Chair: Ashutosh Dutta

Secretary: Niranth Amogh

***We invite you to participate in the IEEE P1903 WG standardization meeting.***

Please note the following details for participating in the Austin Meeting:

**1. Date and Venue**

**10th December 2014 - 9:00 AM to 6:00 PM – Hilton Garden Inn (TBD)**

**11th December 2014 – 9:00 AM to 6:00 PM – Hilton Garden Inn (TBD)**

**12th December 2014 – 9:00 AM to 6:00 PM– Hilton Garden Inn (TBD)**

**Hilton Garden Inn**

500 N Interstate 35

Austin, Texas

USA 78701

**Tel:** +1-512-480-8181

**Fax:** +1-512-457-7990

**2. Registration**

Registration is free for participating in IEEE P1903 WG meeting. You must provide your registration details using this link ->

<http://www.cvent.com/d/m4qv4t/4W>

**3. IEEE P1903 WG Meeting Agenda**

10th Dec’14, 9:00 AM to 6:00 PM – IEEE P1903 WG Meeting (Opening Plenary, Contributions for P1903.1, P1903.2, P1903.3)

11th Dec’14, 9:00 AM to 6:00 PM – IEEE P1903 WG Meeting (Continued Contributions Discussion for P1903.1, P1903.2, P1903.3)

12th Dec’14, 9:00 AM to 6:00 PM – IEEE P1903 WG Meeting (Contd. Contributions Discussion, Informational Contributions, Closing Plenary)

**4. Call for Contributions**

We invite you to provide contributions towards the specifications of P1903.1 (Content Delivery), P1903.2 (Service Composition) and P1903.3 (Self Organization).

In order to be able to upload your contributions, you need to create an IEEE account and access the IEEE mentor system. The information regarding account creation can be found in Lisa’s presentation slides (Last slides) in the link -> <https://mentor.ieee.org/1903/dcn/13/1903-13-0003-00-TUTL-p1903-ngson-webinar-slides.pdf>

Please use the following templates for contributions:

PPT Format -> <https://mentor.ieee.org/1903/dcn/13/1903-13-0008-00-TMPL-p1903-contribution-presentation-template.ppt>

P1903.1 Word Format -> <https://mentor.ieee.org/1903/dcn/13/1903-13-0009-00-TMPL-p1903-1-contribution-word-template.doc>

P1903.2 Word Format -> <https://mentor.ieee.org/1903/dcn/13/1903-13-0010-00-TMPL-p1903-2-contribution-word-template.doc>

P1903.3 Word Format -> <https://mentor.ieee.org/1903/dcn/13/1903-13-0011-00-TMPL-p1903-3-contribution-word-template.doc>

**5. VISA Assistance**

You can request the Visa assistance from IEEE ComSoc by visiting the below link ->

<http://www.comsoc.org/node/add/visa-assistance-request>

In the request, please mention that you will participate at the IEEE P1903 WG Meeting at GLOBECOM 2014 and include Prof. Ulema Mehmet as the P1903 WG Chair as a reference.

You will receive email communication from VISA assistance team to acknowledge your request. You will then be receiving the standard "visa assistance letter".

IEEE cannot supply letters of "invitation", and does not "Host" its registrants. Also it is not its policy to include personal information such as Passport number in the correspondence.

For some countries the VISA processing may take around 20 days. Request you to initiate the VISA assistance request as soon as possible.

Please note that there will be no respone to requests submitted after 21 November 2014. Please note that there will be a $25USD mailing fee for hard copy request.

**6. General Arrangements**

The general arrangements (travel, hotel, weather, etc) information is available under the link -> <http://globecom2014.ieee-globecom.org/>

Hotel Info -> <http://globecom2014.ieee-globecom.org/hotel.html>

This is a paper-less meeting, so please carry your laptops. Please refer the following link for the electrical specification in USA ->

<http://www.adaptelec.com/index.php?main_page=document_general_info&products_id=281>

**Hoping to see you all in Austin!**