***1903-13-0044-01-INVT***

***MEETING INVITATION***

**IEEE P1903 NGSON**

10-12 December 2013

Co-located with IEEE GLOBECOM 2013

Atlanta, GA, USA

Chair: Ulema Mehmet

Secretary: Niranth Amogh

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

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

**1. Date and Venue**

**10th December 2013 - 9:30 AM to 6:00 PM – Hotel Hilton Atlanta, Room 203 – 2nd Floor**

**11th December 2013 – 9:00 AM to 6:00 PM – Hotel Hilton Atlanta, Room 203 – 2nd Floor**

**12th December 2013 – 9:00 AM to 11:00 AM– Hotel Hilton Atlanta, Room 203 – 2nd Floor**

**NGSON Participation in Panel Discussion - Emerging Standards in Autonomic Management, SDN & NFV, and Unified Management of Converged Networks I & II – 11:30 AM to 4:30 PM**

**2. Registration**

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

<https://www.cvent.com/events/2013-ieee-globecom/registration-6c4483c5c4794fc0bca697f9771ea889.aspx?r=35cf1203-fb60-4684-abfe-dd213b7bf2eb>

**3. IEEE P1903 WG Meeting Agenda**

10th Dec’13, 9:30 AM to 6 PM – IEEE P1903 WG Meeting (Opening Plenary, Contributions for P1903.1, P1903.2, P1903.3)

11th Dec’13, 9 AM to 6 PM – IEEE P1903 WG Meeting (Continued Contributions Discussion for P1903.1, P1903.2, P1903.3, Informational Presentations)

12th Dec’13, 9 AM to 11 AM PM – IEEE P1903 WG Meeting (Closing Plenary)

12th Dec’13, 11:30 AM to 4:30 PM – NGSON Participation in Panel Discussion - Emerging Standards in Autonomic Management, SDN & NFV, and Unified Management of Converged Networks I & II

**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 2013 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" directly from the Committee in USA with an original signature on it.

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

**6. General Arrangements**

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

Hotel Info -> <http://www.ieee-globecom.org/hotel.html#.UnvjDPlupWA>

 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 Atlanta!**