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| **Sophia-Antipolis, 08 January 2020**  **Invitation to OSM Mid-Release#8 meeting**  **09 - 13 March 2020** **in Madrid, Spain**  **Link to registration & meeting documents:** [**OSM-Mid-Release#8**](https://portal.etsi.org/Meetings.aspx#/meeting?MtgId=37070) | | |
| Dear Colleague,  On behalf of Vanessa Little, (vlittle@vmware.com), Chair of OSM TSC, ETSI has the pleasure of informing you of the arrangements for the above-mentioned meeting that will be hosted by Telefónica. | |
| **Address of the meeting** | | | Distrito Telefónica, Norte-1 (North-1) building  Ground Floor, Room B22  Ronda de la Comunicación, S/N  28050, MADRID  SPAIN  Building open hours 08.30 to 19:00 (local Spanish time) |
| **mEETING SCHEDULE** | | | The meeting will start on **Tuesday 10 March 2020** at **09:00 CET**  The meeting will close on **Friday 13 March** at **13:00**  **On Monday 09th March the LG, EUAG and TSC will meet consecutively. More details will follow on the exact timings.**  **A Hackfest will also take place from Monday afternoon until Friday lunchtime in the campus in Edificio Central “A” (Central Building “A”), at Auditorium "Sala de los Ciria".**  Lunch breaks will be 1h30 and will be taken at the campus canteen – at the expense of the delegate. |
| **REGISTRAtion** | | | Please use this link to [REGISTER](https://portal.etsi.org/Meetings.aspx#/meeting?MtgId=37070) asap.  Please collect your badge at the registration desk from 08:30. |
| **VISa** | | | Should a delegate require a personal invitation letter for their visa application please send the completed template available in Annex A to Antonio Elizondo Armengol, email: [antonio.elizondo@telefonica.com](mailto:%20antonio.elizondo@telefonica.com) |
| **Documents for the meeting** | | | See OSM Wiki**:** <https://osm.etsi.org/wiki/index.php/OSM-MR8>  For any questions contact [OSMSupport@etsi.org](mailto:OSMSupport@etsi.org) |
| **ELECTRONIC WORKING** | | | See <https://osm.etsi.org>  Wi-Fi connection details will be provided onsite |
| **Power and plugs** | | | Voltage 220 V European style plug |
| **SEcurity & RESPECT RULES** | | | Note that neither Telefónica or 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.  Delegates should wear their badges at all times while they are on site. |
| **Local information** | | | The meetings will take place on the Distrito Telefónica campus:  [**https://goo.gl/maps/8d3S9N4HZTXRy9749**](https://goo.gl/maps/8d3S9N4HZTXRy9749)    **Hotels:**  ***Accommodation in Madrid near the meeting venue***  All the following hotels are located close to the meeting venue, few minutes away by taxi, around 15 minutes walking:   * Hotel Holiday Inn Madrid Las Tablas * Hotel NH Madrid Las Tablas * Hotel Novotel Madrid Sanchinarro   ***Other accommodations in downtown Madrid***  If you prefer to book a hotel in downtown Madrid, the best option is to look for those that are close to a Metro Line 10 stop (e.g., “Cuzco”, “Santiago Bernabéu”, “Gregorio Marañón” or “Alonso Martínez”), such as:   * AC Hotel Cuzco by Marriott * Holiday Inn Madrid Bernabéu * NH Collection Madrid Abascal * NH Madrid Zurbano * NH Madrid Alonso Martínez * INNSIDE Madrid Génova * Petit Palace Santa Bárbara   **Local transport:**  ***Metro***  The Metro station for Distrito Telefónica is “Ronda de la Comunicación”, part of MetroNorte, the northern extension of Line 10 of the Madrid Metro underground system. It starts in “Tres Olivos” and ends in “Hospital Infanta Sofía” in San Sebastián de los Reyes. Passengers transfer from Line 10 to MetroNorte at “Los Olivos” station, where another train departs from the track on the other side of the same platform.  "Ronda de la Comunicación" is located in zone A of the Madrid Region transport system. This means that passengers can use a season ticket for zone A, a single Metro ticket or a 10-trip carnet.  To exit any of the Line 10 Metro stations (from “Tres Olivos” to “Hospital Infanta Sofía”) passengers must retain their ticket to pass through the turnstiles. Tickets must also be inserted in the turnstiles when changing from MetroNorte to Line 10 at “Tres Olivos”.  Services on the Metro network in Madrid region start at 06.00 and end at 01.30. For more information on stops, plans and timetables consult the [official website of the Metro de Madrid](https://www.metromadrid.es/en/index.html).  ***Bus***  Distrito Telefónica is served by two bus lines operated by the Empresa Municipal de Transportes de Madrid (EMT): The T 61 line, which covers the “Fuencarral railway station”-“Telefónica” route, and line 172L “Mar de Cristal”-“Telefónica”. Both run from Monday to Friday.  For more information on stops, plans and timetables consult the [official website of the EMT](http://www.emtmadrid.es/Index.aspx?lang=en-GB).  ***Taxi***  Getting a taxi in Madrid city center is easy, any taxi with the top green light on can be taken (usually you can also spot a sign “LIBRE” in the windshield). Taxis from Madrid city center to Disitrito Telefónica, depending the location, can take up to 40 minutes, if you take it in the rush hour (from 08:00 to 09:30 in the morning, from 17:30 to 19:00 in the evening). There are several well-served taxi stands around Distrito Telefónica.  Uber and Cabify operate in the Madrid metropolitan area.  **Distance from airport:**  To reach Distrito Telefónica from Madrid Airport, or vice versa, the best option is to take a taxi. Taxis between downtown and Madrid Airport are a 30€ flat rate (no supplements for luggage or holidays). Since Distrito Telefónica is not within Madrid downtown limits, the flat 30€ rate does not formally apply, though prices are around this amount.  Using public transport, the best option is to take the train to “Chamartin”, and there switch to Metro Line 10 towards “Hospital Reina Sofía”, exiting at “Ronda de la Comunicación” station.  **Parking:**  Parking space near Distrito Telefónica is really scarce during business hours and often requires pre-authorizations due to security reasons. Therefore, bringing your own car is highly discouraged. |
| We look forward to seeing you in Madrid.  Yours sincerely,  Silva Almagia & Louise Clarke  OSM Support Team | |

**Annex A**

# *Visitor Visa Invitation Letter*



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**Telefónica Investigación y Desarrollo S.A.U.**

Ronda de la Comunicación, 2

Distrito Telefónica, Edificio Sur-3

28050, MADRID

SPAIN

[DATE]

To: Visa Officer

Dear Sir/Madam,

# Subject: INVITATION LETTER FOR SPAIN TRAVEL VISA APPLICATION

Traveller:

Company Name:

Telefonica S.A., along with the European Telecommunications Standards Institute (ETSI), is hosting OSM-MR#8 meeting and hackfest in Madrid, Spain from March 09-13, 2020. This is to certify that the requester is required to attend ETSI OSM-MR#8 meeting or hackfest for business purposes.

The traveller is responsible for their own travel/flight arrangements to and from Madrid, Spain all travel related expenses, including accommodation, travel food/beverage, and transportation from the airport.

Please find the following personal data for the visa application:

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| --- | --- |
| 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 |  |

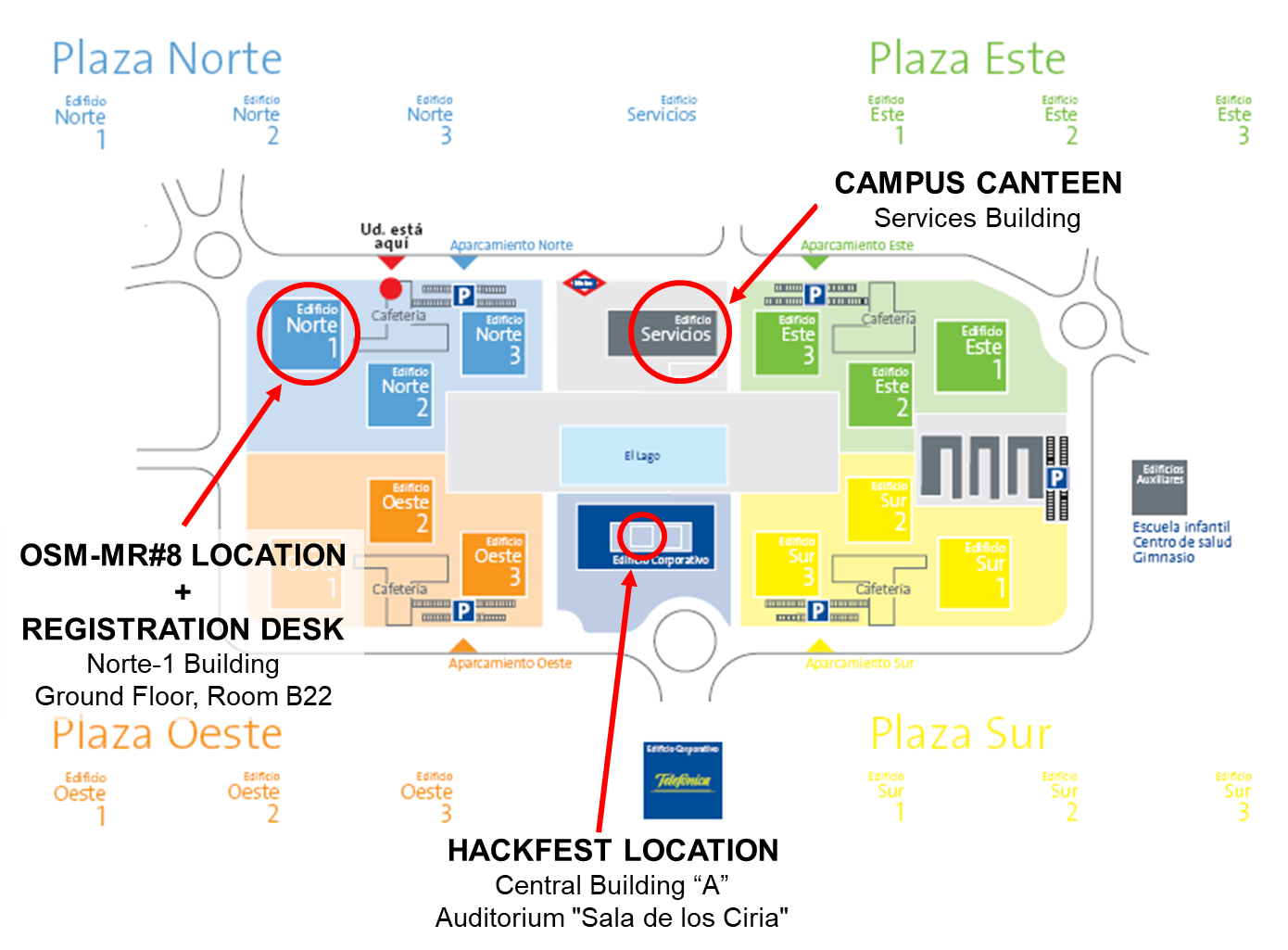
Yours truly,

Antonio Elizondo Armengol

Zero Touch Architecture Manager

**Annex B**

**Distrito Telefónica Map**

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