

To members of 3GPP TSG SA WG4 Meeting #2

INVITATION TO THE 3GPP TSG SA WG4 (CODEC) MEETING #2 TO BE HELD ON 24 - 26 FEBRUARY 1999 IN STOCKHOLM, SWEDEN

Dear Colleague,

On behalf of Kari Järvinen, Convenor of SA WG4, Ericsson has the pleasure to inform you of the arrangements for the meeting.

The venue of this meeting will be:

Electrum	Telephone: +46 4 632 3800
Isafjordsgatan 22	Telefax: +46 8 703 9302
SE-164 40 Kista	
Sweden	

Electrum Web address:

<http://www.advisumab.se/kistakartan/electrum/vb/eleceng.htm><http://www.advisumab.se/kistakartan/electrk/electrk.htm>

The meeting will start on 24 February at 09.00 and will end on 26 February at approx. 16.30.

Registration will take place on 24 February between 08.30 and 09.00 on.

The secretary of the meeting is Mr. Paolo Usai.

Added to this invitation you will find registration forms, information about accommodation, Stockholm area and transport.

I look forward to seeing you in Stockholm.

Yours sincerely,

Per Björndahl
Manager
Telecom Standardization and Regulation

ERICSSON RADIO SYSTEMS AB
WCDMA Systems

Encl. Registration form
Information related to submission of documents
Hotel Information
Hotel Reservation form
Travel information
Additional information

REGISTRATION FORM FOR THE 3GPP TSG SA WG4 Meeting #2

FROM 24 TO 26 February 1999 In Stockholm, Sweden

PLEASE COMPLETE THIS FORM AND SEND IT BY 17 FEBRUARY 1999 TO:

Ms. Sharon Petterson **FAX: +46 8 404 80 40**

Title:	Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/>
Last Name:	
First Name:	
Company:	
Mailing address:	
Telephone:	
Fax:	
E-mail:	
Date and time of arrival:	
Date and time of departure:	

Status of Represented Membership (tick one box):

- Organizational Partner Representative Individual Member⁽¹⁾ Representative **
- Representing Partner:** (tick one box)
- ARIB
 - ETSI
 - T1
 - TTA
 - TTC
 - Other: _____

** **I am the Voting Representative for this Individual Member.**

- Market Representation Partner Representative
- UMTS Forum
 - Other: _____

Category of represented Individual Membership: (tick one box)

- Administration
- Manufacturer
- Public Network Operator
- Private Service Provider
- Other: _____

(1) You can only represent an Individual Member organization of the 3GPP. Subsidiaries of Individual Member organizations need the authority of the represented Individual Member organization in order to register.

INFORMATION RELATED TO SUBMISSION OF DOCUMENTS

Questions related to document submission (other than document number allocation) can be put to:

Ms Sharon Pettersson
Telephone: +46 8 757 3249
Fax: +46 8 404 8040

Or via E-mail: meeting.smg@era.ericsson.se

The documents should be at Ericsson no later than 22 February 1999, after having been allocated a number. *OTHERWISE, YOU HAVE TO BRING 50 COPIES OF EACH DOCUMENT WITH YOU TO THE MEETING!*

For **number allocation** please contact: Mr Paolo Usai at ETSI by **E-mail: paolo.usai@etsi.fr** or **telephone: +33 4 92 94 42 36.**

Any **document** that you wish to submit to the meeting should preferably be **sent** (clearly marked as input to **3GPP TSG SA WG4 Meeting #2**) to this **E-mail address** (in an ETSI recognized format, use MIME for attachments):

meeting.smg@era.ericsson.se

HOTEL RESERVATION FORM

For the 3GPP TSG SA WG4 Meeting #2—24 - -26 February 1999, in Stockholm.

Please complete ALL sections in BLOCK CAPITALS and send it no later than 17 February 1999 to:

Ms Sharon Pettersson, fax: + 46 8 404 8040. (Tel: + 46 8 757 3249.)

The "first come first served" principle apply.

Hotel	Special rate	Single room
Hotel Memory	<input type="checkbox"/>	1 090 SEK
First Hotel Amaranthen	<input type="checkbox"/>	925 SEK
Royal Viking	<input type="checkbox"/>	1 210 SEK

I would like to reserve single room (s) for the following nights at the above marked hotel to the special rate.

Dates: Arrival: Departure:

Name: _____

Company: _____

Address: _____

Fax*: _____

Tel*: _____

(* = including country code)

Please guarantee my room for late arrival.

Credit Card no _____

Expire date _____

Signature _____

TRAVEL INFORMATION

A. Travel from Arlanda airport to Stockholm City.

Travel from Arlanda airport can be done by bus or taxi.

1. **Bus:**
There are bus services to Stockholm City. The buses operate at about 10 minutes interval most times of the day. The City Bus Terminal is located in the centre of the city. From there we suggest you take a taxi to the First Amaranten Hotel. The City Bus Terminal is very close to the Royal Viking Hotel.

There are bus services to Kista, but the frequency of operation to Kista is not too high. Inquire at the airport if there is a suitable bus when arriving.

2. **Taxi:**
If you choose to go by taxi, make sure to check with the taxi dispatcher to get a taxi from a "serious" taxi company. Please remember to negotiate the price in advance! Many taxi companies offer flat rates (between SEK 345,- and 450,-) to Stockholm.

B. Transportation/walking directions to the conference venue.

To get to the Electrum from the Memory Hotel, please ask the hotel reception. It is a few minutes walk. There is a map at the URL:
<http://www.advisumab.se/kistakartan/memory/memeng.htm>

To get to Electrum from the First Hotel Amaranten, you can go by the underground (T-bana). The Underground station is "Rådhuset" and is just around the corner from the hotel.

To get to Electrum from the Royal Viking Hotel, you can go by the underground (T-bana). The Underground station is "T-Centralen" and is very close to the hotel.

If you go by underground, take the "Blue line" in direction "Akalla" to station "Kista Centrum". It is approximately 20 minutes journey from "T-Centralen". The trains operate at rush hour with about 10 minutes interval.

When leaving the underground train at "Kista Centrum" use the exit at the rear end of the train, when leaving the station you immediately enter a shopping mall, turn left and walk through the shopping mall to "Kistagången".

As you exit the shopping mall, you will have a Telia tele shop on your right and an Ericsson office on your left. Continue on "Kistagången" to Electrum. It is about 5 minutes walk from the station to Electrum.

Alternatively, you can of course go by taxi from the down town hotels.

ADDITIONAL INFORMATION

Information about the city of Stockholm:

- <http://www.stockholm.se/english/>
- <http://www.stoinfo.se/england/index.html>

Maps of Stockholm, please see Web address:

<http://www.stoinfo.se/england/maps/index.html>

Map showing the underground station "Kista" and Electrum:

<http://www.advisumab.se/kistakartan/electrum/vb/eleceng.htm>

<http://www.advisumab.se/kistakartan/electrk/electrk.htm>

Conference rooms at Electrum:

<http://www.advisumab.se/kistakartan/electrk/konferens.htm>