

**INVITATION TO THE 3GPP TSG-SA WG4 (CODEC) MEETING #3  
TO BE HELD ON 24 - 26 MARCH 1999 IN YOKOSUKA, JAPAN**

Dear 3GPP TSG-SA WG4 delegates,

On behalf of Alain Ohana, Chairman of TSG-SA WG4, NTT Mobile Communications Network Inc. (NTT DoCoMo) has the pleasure to inform you of the arrangements for the meeting.

The venue of this meeting will be:

YRP Center #1, Yokosuka Research Park  
3-4 Hikarinooka, Yokosuka-shi, Kanagawa  
239-0847, Japan

Special telephone and fax:

Numbers will be available at the meeting. The details will be provided upon arrival.

The meeting will start on 24 March at 0900 and will end on 26 March at approx. 1630.

Registration will take place on 24 March between 0830 and 0900 on.

The secretary of the meeting is Mr. Paolo Usai.

In addition to this invitation, you will find information on meeting registration, hotel reservation and transportation.

I look forward to seeing you in Yokosuka.

Yours sincerely,

Hiroataka Nakano, Dr. Eng.  
Vice President  
Executive Manager  
Multimedia Laboratories

NTT Mobile Communications Network Inc. (NTT DoCoMo)

**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 #3**

FROM 24 TO 26 March 1999 In Yokosuka, Japan

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

Ms. Kumiko Ishii                      **FAX:** +81 468 40 3788

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<sup>(1)</sup> 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 Kumiko Ishii  
Telephone: +81 468 47 4422  
Fax: +81 468 40 3788

Or via E-mail: [tsgs4@spg.yrp.nttdocomo.co.jp](mailto:tsgs4@spg.yrp.nttdocomo.co.jp)

**The documents should be at NTT DoCoMo no later than 22 March 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](mailto: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 #3**) to this **E-mail address** (in an ETSI recognized format, use MIME for attachments):

[tsgs4@spg.yrp.nttdocomo.co.jp](mailto:tsgs4@spg.yrp.nttdocomo.co.jp)

## HOTEL INFORMATION

There is no accommodation facility in YRP area. Hotel block booking have been made at the hotel about 30 min distance from meeting venue by public transportation:

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### **Yokosuka Prince Hotel**

3-27, Hon-cho, Yokosuka-shi,  
Kanagawa, 238-0041 Japan

Telephone: +81 468 21 1111

Fax : +81 468 21 1141

Special rate (single room): 11,025 Yen / night  
(incl. Breakfast, tax, and service charge)

Web address: <http://www.princehotels.co.jp/yokosuka-e/index.html>

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If you would like to make use of the block reservation, please return the enclosed **Hotel Reservation form to Ms Kumiko Ishii, no later than 17 March 1999**. The "first come first served" principle apply. Confirmation of your reservation will be sent by 19 March.

You should **NOT** make the reservation directly to the hotel.

## HOTEL RESERVATION FORM

For the 3GPP TSG-SA WG4 Meeting #3—24 - -26 March 1999, in Yokosuka.

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

**Ms Kumiko Ishii, fax: + 81 468 40 3788. (Tel: + 81 468 47 4422.)**

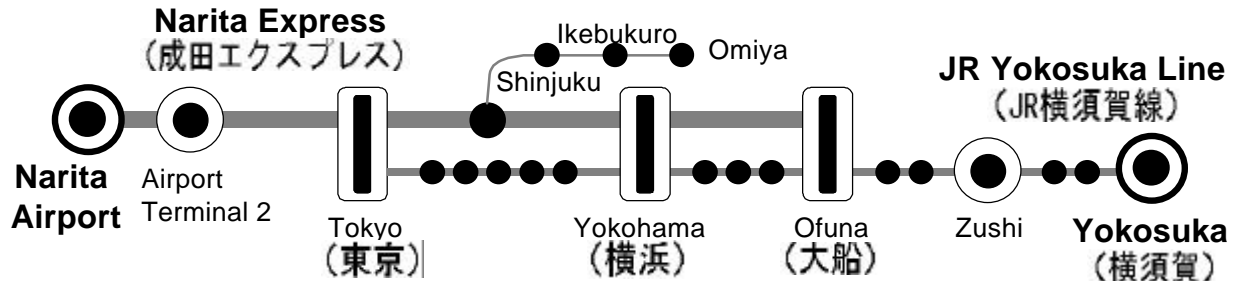
The "first come first served" principle apply.

Hotel	Special rate Single room
Yokosuka Prince	<input type="checkbox"/> 11,025 YEN / night
I would like to reserve ..... single room (s) for the following nights at the above marked hotel at the special rate.	
Dates:      Arrival: .....      Departure: .....	
Name: _____	
Company: _____	
Address: _____ _____	
Fax*: _____	
Tel*: _____	
(* = including country code)	

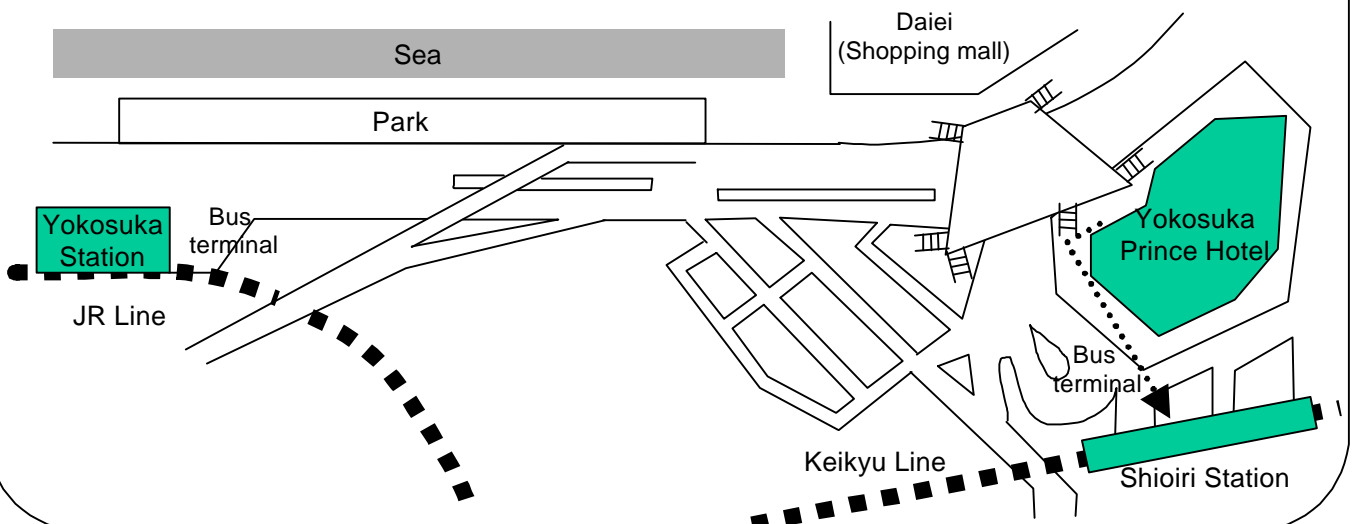
## TRAVEL INFORMATION

### From Narita Airport to Yokosuka

- It takes about 2h. 30min from Narita Airport to Yokosuka.



- From **Narita Airport** or **Airport Terminal 2**, take JR Line train called “Narita Express” to **Tokyo**, **Yokohama** or **Ofuna**.
  - You can take Narita Express bound for Shinjuku, Ikebukuro or Omiya, however, you have to transfer to Yokosuka Line at **Tokyo**.
- From **Tokyo**, **Yokohama** or **Ofuna**, take JR Yokosuka Line train bound for Yokosuka, Kurihama (久里浜) or Zushi (逗子) and get off at **Yokosuka**.
  - If you take a train bound for Zushi, you have to transfer to the one bound for Kurihama at Zushi Station.
- Total amount of the transportation fare is approximately 5000 yen, depends on where you transfer from Narita Express to Yokosuka Line.
- From Yokosuka Station to Yokosuka Prince Hotel, (横須賀プリンスホテル) it is 10 minutes walk. See the map below. You can also take a taxi to the hotel.



**From the hotel to YRP Nobi Station**

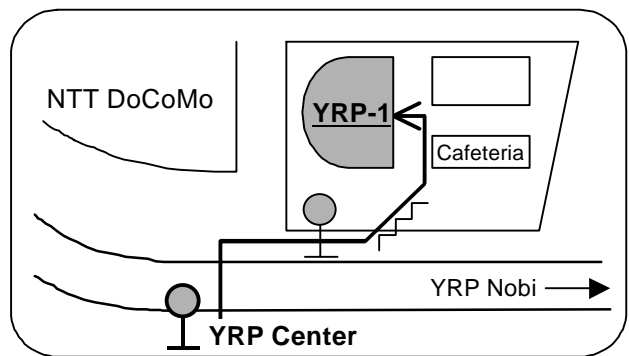
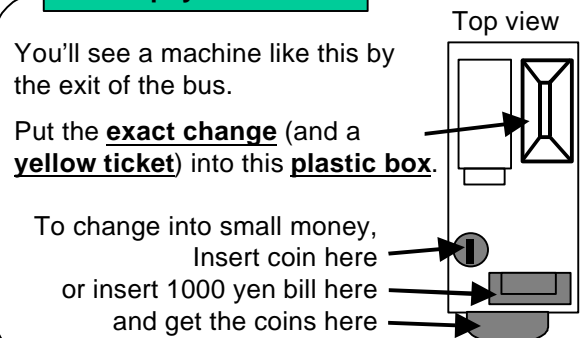
YRP Nobi is the closest station to YRP.

- From **Shioiri** (汐入) Station, take Keikyu Line (京急線), an express train (特急 signed in red) bound for Misakiguchi (三崎口) or Miurakaigan (三浦海岸) and get off at **YRP Nobi** (YRP野比) Station.
- YRP Nobi is the 6th stop from Shioiri. (20 min./ 230 yen)

**From YRP Nobi Station to YRP (Bus)**

- From YRP Nobi Station to YRP, take a bus No. 4, 5 or 6 depart from bus stop No.1 at the station, and get off at **YRP Center**. (YRPセンター) | It is the 4th stop from the station. (10 min./ 180 yen)
- Pay the bus fare when you get off.
- If you see a **yellow ticket** coming out of a machine at the entrance of the bus, **do not forget to take one.**

**How to pay the bus fare**



**For more information**

Web sites

Narita Airport [http://www.narita-airport.or.jp/airport\\_e/index\\_e.html](http://www.narita-airport.or.jp/airport_e/index_e.html)

JR Line <http://www.jreast.co.jp/jehome.htm>

Yokosuka Prince Hotel <http://www.princehotels.co.jp/yokosuka-e/index.html>

Yokosuka City <http://www.city.yokosuka.kanagawa.jp/index.html>

### **ADDITIONAL INFORMATION**

**Visas:** US passport holders and most EU residents do not require a visa if staying less than 90 days. For more information, please ask your travel agents.

Ministry of Foreign Affairs Web address:  
[http://www.mofa.go.jp/j\\_info/visit/visa](http://www.mofa.go.jp/j_info/visit/visa)

**Exchange rate:** US\$ = 115 - 125 Yen

**Tipping:** Tip is usually unnecessary in Japan.

**Electricity supply:** 100 V, 50 Hz.

The shape of plug is the same as that in the US.

**Time:** GMT + 0900

**Climate:** The average high/low temperature is 13 C(55F) / 4 C(39F) in March and April.