



7 January 2005

## **Invitation to the 3GPP RAN WGs on Long Term Evolution meeting to be held from 7 to 8 March 2005 in Tokyo, Japan**

## **Invitation to the 3GPP TSGs#27 Meetings to be held from 9 to 17 March 2005 in Tokyo, Japan**

Dear Delegates,

The Japanese Friends of 3GPP, Association of Radio Industries and Businesses (ARIB) and the Telecommunication Technology Committee (TTC) have the pleasure of inviting you to the above meetings.

### **Accommodation and Meeting Venue:**

**Keio Plaza Hotel Tokyo**

*2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330, Japan*

**Phone: +81 3 3344 0111**

**Fax: +81 3 3345 8269**

<http://www.keioplaza.com/index.html>

### **The meetings will take place as follows:**

**RAN WGs on Long Term Evolution: Monday 7<sup>th</sup> ñ Tuesday 8<sup>th</sup> March 2005**

**Registration at: <http://webapp.etsi.org/MeetingCalendar/MeetingDetails.asp?mid=24690>**

**TSG-RAN #27: Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005**

**Registration at: <http://webapp.etsi.org/MeetingCalendar/MeetingDetails.asp?mid=23926>**

**TSG-CN #27 : Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005**

**Registration at: <http://webapp.etsi.org/MeetingCalendar/MeetingDetails.asp?mid=23930>**

**TSG-T #27 : Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005**

**Registration at: <http://webapp.etsi.org/MeetingCalendar/MeetingDetails.asp?mid=23934>**

**TSG-SA #27 : Monday 14<sup>th</sup> ñ Thursday 17<sup>th</sup> March 2005 (noon)**

**Registration at: <http://webapp.etsi.org/MeetingCalendar/MeetingDetails.asp?mid=23938>**

Your completed registration helps in the accurate planning of the meeting.

Brief meetings of the newly formed TSGs CT and RAN-new will be held on Friday 11th March following the close of the CN, T and RAN meetings. No separate registration for these meetings is necessary.

Yours sincerely,

**Japanese Friends of 3GPP (Advantest, Fujitsu, Mitsubishi Electric, NEC,  
NTT DoCoMo, Panasonic Mobile Communications, Sharp)**

**Association of Radio Industries and Businesses (ARIB)**

**The Telecommunication Technology Committee (TTC)**

## **General Meeting Information**

### **Meetings and Dates:**

RAN WGs on Long Term Evolution: Monday 7<sup>th</sup> -Tuesday 8<sup>th</sup> March 2005

Room: Ohgi (South Tower 4F) starting time: 9 a.m. Registration starts at 8 a.m.

TSG-RAN #27 : Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005

Room : Ohgi (South tower 4F) starting time: 9 a.m. Registration starts at 8 a.m.

TSG-CN #27 : Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005

Room : Starlight (Main tower 43F) starting time: 9 a.m. Registration starts at 8 a.m.

TSG-T #27 : Wednesday 9<sup>th</sup> ñ Friday 11<sup>th</sup> March 2005

Room : Moonlight (Main tower 43F) starting time: 9 a.m. Registration starts at 8 a.m.

TSG-SA #27 : Monday 14<sup>th</sup> ñ Thursday 17<sup>th</sup> March 2005

Room : Ohgi (South tower 4F) starting time: 9 a.m. Registration starts at 8 a.m.

### **Hosts:**

RAN WGs on Long Term Evolution meeting

Japanese Friends of 3GPP

-Advantest, Fujitsu, Mitsubishi Electric, NEC, NTT DoCoMo, Panasonic Mobile Communications, Sharp-

TSGs #27 meetings

Association of Radio Industries and Businesses (ARIB) and the Telecommunication Technology Committee (TTC)

### **Welcome Dinner:**

Advantest, Fujitsu, Mitsubishi Electric, NEC, NTT DoCoMo, Panasonic Mobile Communications, Sony Ericsson Mobile Communications and Toshiba have the pleasure of inviting participants to a dinner that will be served on:

Wednesday, March 9<sup>th</sup>, 2005 for RAN, CN, T and Monday, March 14<sup>th</sup>, 2005 for SA.

### **Meeting Location and Hotel:**

Keio Plaza Hotel Tokyo

2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo Japan

Phone : +81 3 3344 0111

Fax : +81 3 3345 8269

<http://www.keioplaza.com/index.html>

**Guest Room Rate:**

Twin room (25m<sup>2</sup>), single occupancy: • 16,000.- per night

Twin room (25m<sup>2</sup>), double occupancy: • 24,000.- per night

Twin room (32m<sup>2</sup>), single occupancy: • 21,000.- per night

Twin room (32m<sup>2</sup>), double occupancy: • 26,000.- per night

The above room rates include breakfast(s), service charge (10%), tax (5%) and accommodation tax.

Rates are quoted on a per room basis.

**Cut-off Date:**

**February 07, 2005 (JST)**

Please be sure to make your reservations before the cut-off date to insure the lower group rate. Rates may be significantly higher after the cut-off date.

**Check-in / Check-out Times:**

Check-in 14:00

Check-out 11:00

**Reservations:**

You can make your reservation taking into account your stay not only for the TSGs meeting(s) but also for the RAN WGs on Long Term Evolution meeting.

(1)Online Reservation System (Available after 13th Jan.)

Access the web site shown below and follow the instructions

URL <https://www.kingtour.com/3gpp>

(2)Reservation by FAX

Send the attached Reservation Form to the attention of Mr. Satoshi Nishizaki (Keio Travel Agency).

FAX: +81-3-5351-5612, Phone: +81-3-5351-7161

**Cancellation:**

If you need to cancel your reservation(s), you may do so 24 hours prior the check-in time (14:00 JST) without penalty. If you cancel your reservation within that 24 hour time frame, you will be charged 100% of the daily room charge.

Assuming you need to check-out prior to your scheduled departure date, you may do so without penalty only if the hotel clerk is notified of this at the time of check-in. If you request the hotel for an early departure after checking in, you may be charged according to the hotel's policy.

**Travel:**

From Narita International Airport to Keio Plaza Hotel

<http://www.keioplaza.com/map/index.html>

By airport bus: approx.85 minutes(depends on the traffic)(• 3000.)

[http://www.limousinebus.co.jp/e/timetable/index\\_n/shinjuku\\_h.html](http://www.limousinebus.co.jp/e/timetable/index_n/shinjuku_h.html)

By NEX(Narita Express) train: approx.80 minutes (• 3110.) + 5 minutes by walking from West Exit, Shinjuku Station

<http://www.jreast.co.jp/nex/index.htm>

**Wireless LAN:**

This meeting will be a paperless meeting.

MCC will provide and administer a Wireless LAN for document distribution. Please be sure bring your wireless LAN card to the meeting.

**Voltage:**

100V

Please be sure you have the right adapter. Voltage converters will not be provided at the meeting.

**Internet access:**

High-speed Internet access is available from all guest rooms in Keio Plaza Hotel Tokyo, free of charge.

Please bring LAN cable (RJ-45), if you use Internet in the guest rooms.

**Time Zone (JST):**

GMT + 9 hours

**Weather:**

During the meeting period, the temperature will be in the range of 5~13C (41~55F).

<http://www.japan-guide.com/e/e2273.html>

To find the current weather of Tokyo, please take a look at the following web site:

<http://www.tenki.jp/yoh/lang.html>

**Visa Information:**

1. Consult the web site <[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)> of the Japanese Ministry of Foreign Affairs to find out which countries' nationals require a Visa for entry to Japan.

2. If your nationality is not included among the "[List of Countries That Have Visa Exemption Arrangements with Japan \(As of May 2004\)](http://www.mofa.go.jp/j_info/visit/visa/02.html)" <[http://www.mofa.go.jp/j\\_info/visit/visa/02.html](http://www.mofa.go.jp/j_info/visit/visa/02.html)>, contact the ARIB Secretariat <[arib-3gpp@arib.or.jp](mailto:arib-3gpp@arib.or.jp)> or FAX +81-3-3592-1103 (attn, Tetsu Tanaka and Eiko Iryo) giving the information necessary for the preparation of official documents justifying your visit to Japan.

Following information about each actual participant are required immediately;

1. Nationality
2. Full Name (Surname and Given Name)
3. Date of Birth and Age
4. Sex (Male/Female)
5. Address (Home Country)

6. Phone and Fax number
7. e-mail address
8. Name of Company/Organization
9. Occupation and Job title
10. Valid passport number
11. Schedule for your stay (Arrival date and departure date)
12. Address in Japan (Hotel name, address and phone number)
13. Flight Number and Arrival and Departure Airport in Japan

It will take a few weeks to get the Japanese Visa process completed. Please submit the above information no later than January 31, 2005.

**Japan Travel and Living Guide:**

<http://www.japan-guide.com/>

# HOTEL RESERVATION FORM

ì 3GPP TSGs #27 Meetingsî and/or ì 3GPP RAN WGs Meetingî

Keio Plaza Hotel Tokyo

To be sent by **February 07, 2005 (JST)**

To: Fax: +81-3-5351-5612, Phone: +81-3-5351-7161

Keio Travel Agency / Sales-Tokyo office

Attn. Mr. Satoshi Nishizuka

Title : Prof. Dr. Mr. Ms.

Family Name: \_\_\_\_\_ Forename: \_\_\_\_\_

Company/Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Accompanying Person, If Any Mr. Ms. \_\_\_\_\_

Phone: \_\_\_\_\_ (including country code)

Fax: \_\_\_\_\_ (including country code)

E-mail: \_\_\_\_\_

Arrival Date and Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Choose one:  Twin Room/single occupancy ( 25 square meters ) : 16,000yen

Twin Room/double occupancy ( 25 square meters ) : 24,000yen

Twin Room/single occupancy ( 32 square meters ) : 21,000yen

Twin Room/double occupancy ( 32 square meters ) : 26,000yen

● The above room rates include breakfast(s), service charge (10%), tax (5%) and accommodation tax.

● Rates are quoted on a per room basis.

Non-smoking  Smoking

Credit Card to guarantee this reservation:

AMEX VISA DINERS MASTER Other: \_\_\_\_\_

Number: \_\_\_\_\_

Exp. date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_