

April 15, 1999

SUBJECT: INVITATION TO THE 3GPP TSG RAN WG4 MEETING #5 JUNE 14-16, 1999

Dear Colleagues,

BellSouth, Conexant, Ericsson, Lucent, Motorola Satellite Communications, Nokia, Nortel Networks, Omnipoint Communications Services, Pacific Bell Wireless, & Siemens have the pleasure to invite you to the 5th meeting of the 3GPP TSG RAN WG4 taking place June 14-16, 1999 in Miami, Florida in the USA.

The meeting will be held at the Wyndham Miami-Biscayne Bay Hotel in downtown Miami which is 15 minutes from the Miami International Airport.

We have a block reservation at the meeting location for the duration of the meeting (starting from Saturday June 12 to Saturday June 19). The room rate is \$99.00 per night. You should make your own hotel reservation by calling the hotel or faxing the attached hotel reservation form. Don't forget to mention that you are attending the 3GPP TSG Meeting when making your reservation.

You must provide a credit card number for the hotel reservation.

You will also find attached a meeting registration that you are kindly requested to return to:

VALERIE RITACCO
PREFERRED MEETINGS
Fax: 1+612-673-9994
Email: val@preferredmeetings.com

Meetings directions and general information are provided in the following pages.

The meeting agenda will be sent by the TSG-RAN WG4 Chairman as soon as possible.

We are looking forward to seeing you in Florida.

Sincerely,

Don Zelmer
TSG-RAN Vice Chairman
Ph. 404-249-3689
Email: don_zelmer@bscc.bls.com

General Meeting Information:

Authors should ask a document number for their contributions to the TSG-RAN WG4 secretary before sending a copy to the TSG-RAN WG4 reflector.

The documents should be received by June 11, 1999. Otherwise please bring 70 copies with you.

Please note that the paper format in the US is slightly different from the format used in Europe (Letter vs. A4). Please check that your document formatting is compatible with the Letter size otherwise your document could be truncated when making the copies.

Mailing Information:

Documents can be shipped to the hotel no earlier than three days in advance of the meeting. Please use the address format listed below:

Wyndham Miami-Biscayne Bay
Recipient's name –GUEST (arriving what date?)
1601 Biscayne Boulevard
Miami, FL 33132

Hotel Information:

The meeting will be held at the:

Wyndham Miami-Biscayne Bay
1601 Biscayne Boulevard
Miami, FL 33132
Telephone: 305-374-0000
Fax: 305-374-0146

Please call the Hotel between
8 AM and 7 PM Miami Time
to make reservations
Cut-off date, 17 May 1999

Room Rate:

A block of rooms has been reserved at the Wyndham Miami-Biscayne Bay for the week of June 14-18th (starting from Saturday June 12 to Saturday June 19). The sleeping room rate is \$99.00 single or double. **It is essential that you mention you are attending the TSG Meeting.** Check-in time is after 3:00pm –Check-out time is prior to 12:00 noon. There is a late check-out fee of \$50.00 after 1:00pm.

Reservations Cut-off date:

Reservations must be made no later than **May 17, 1999.**

Airport Information:

The hotel is located above the Omni International Mall in downtown Miami.

The Miami International Airport is just 15 minutes from the hotel. From the airport, follow the signs to SR 836 East (which becomes I-395), exit left at Biscayne Boulevard, and then head north three blocks to the hotel.

You can also find additional directions and information at the hotel Web Site at: www.wyndham.com

Parking:

Valet parking is available to all guests of the hotel at a cost of \$10.75 for overnight/per day, with in/out privileges. Self-parking is available at the rate of \$9.00 per day.

Local Transportation:

Super Shuttle can be taken from the airport outside the baggage claim to Wyndham Biscayne Bay for \$9.00 each way. Taxicab cost is @ \$15.00 to the Wyndham Miami from the airport.

**Don't Forget: You must cancel your reservation 72 hours
prior to arrival to avoid cancellation penalties.**

**If you have questions regarding this meeting, please call the meeting coordinator,
Valerie Ritacco from Preferred Meetings at 1+612-673-9799, Fax: 1+612-673-9994,
E-mail: val@preferredmeetings.com.**

REGISTRATION FORM FOR THE 3GPP TSG RAN WG#4 Meeting #5

June 14-16, 1999 in Miami-FL, USA

PLEASE COMPLETE THIS FORM AND SEND IT BY **June 12, 1999** TO:

Mrs. Valerie Ritacco **FAX: +1+612-673-9994**

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.

Hotel Fax Registration Form
3GPP TSG RAN WG4 #5 Meeting (TSG Meetings)
Wyndham Miami – Biscayne Bay
June 14-16, 1999

If you cannot reach reservations by phone please fax this form to **Reservations fax 1+305 374-0146**
Wyndham Miami –Biscayne Bay on or **before** May 17, 1999

Room Rate: \$99.00 single/double

Contact Information:

Name: _____

Company: _____

Address: _____

City, State, Zip Code, Country: _____

Phone Number (w/ country code): _____

Fax Number (w/ country code): _____

E-mail Address: _____

Billing Information:

Name as it appears on Credit Card : _____

Credit Card Type (Visa, Master card, American Express,): _____

CreditCardNumber: _____ ExpirationDate: _____

Hotel Room Requirements:

Arrival Date: _____

Departure Date: _____

Single or Double Room: _____

Please specify # of people in room: _____

Smoking or Non-smoking Room: _____

Special Needs: _____

To avoid cancellation charges of the first night's room and tax, please notify hotel no later than **72 hours** in advance of your scheduled arrival. A credit card will guarantee your reservation for late arrival.