

TO MEMBERS OF 3GPP TSG RAN WG4

Invitation to the 3GPP TSG RAN WG4 meeting #6 to be held on 26-29 July 1999 in South Queensferry, Scotland.

Dear Colleagues

On behalf of 3GPP TSG RAN WG4 Chairman, Mr. Howard Benn, Hewlett Packard Ltd. has the pleasure to inform you of the arrangements for the above-mentioned meeting.

The venue for this meeting will be:

Hewlett Packard Ltd.
South Queensferry
West Lothian
Scotland
EH30 9TG

The meeting will start on Monday 26th July 1999 and will end on Thursday 29th July 1999. Registration will take place on the first day of the meeting between 08:45 and 09:15.

Documents for the meeting should be delivered by e-mail to andrea_macaulay@hp.com by 19th July 1999. After that please bring 60 copies with you.

The secretary responsible for this meeting is Andrea MacAulay to whom you should return the registration form (either by e-mail or fax) before 19th July 1999 and should contact concerning any administrative arrangements.

Fax: +44 131 335 7234 Tel: +44 131 335 7358 E-mail: andrea_macaulay@hp.com

Attached to this invitation you will find information about booking the hotel and a registration form.

We look forward to seeing you in South Queensferry.

REGISTRATION FORM

**For the 3GPP TSG RAN WG4 Meeting #6
26-29 July 1999
South Queensferry, Scotland**

Please fill in this form and send it by **19th July 1999** to:

Andrea MacAulay
E-mail andrea_macaulay@hp.com or
Fax: +44 131 335 7388

Title:	Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>
Family Name:	
Forename:	
Mailing address:	
Telephone:	
Fax:	
E-mail:	
Date and time of arrival:	
Date and time of departure:	
I will attend:	<input type="checkbox"/> WG4
I am unable to attend on this occasion:	<input type="checkbox"/>

Status of Represented Membership (tick one box in one column 1, 2 or 3):		
<p>1) <input type="checkbox"/> Organizational Partner Representative (SDO) (tick one box below)</p> <p>Representing Partner: (tick one box below)</p> <p><input type="checkbox"/> ARIB <input type="checkbox"/> ETSI <input type="checkbox"/> T1 <input type="checkbox"/> TTA <input type="checkbox"/> TTC <input type="checkbox"/> Other:</p>	<p>2) <input type="checkbox"/> Individual Member Representative (tick one box below)</p> <p>Representing Partner: (tick one box below)</p> <p><input type="checkbox"/> ARIB <input type="checkbox"/> ETSI <input type="checkbox"/> T1 <input type="checkbox"/> TTA <input type="checkbox"/> TTC <input type="checkbox"/> Other:</p> <p>Individual Member organization* name:</p> <p><input type="checkbox"/> I am the voting representative for this Individual Member.</p>	<p>3) <input type="checkbox"/> Market Representation Partner Representative (tick one box below)</p> <p>Representing Partner: (tick one box below)</p> <p><input type="checkbox"/> UMTS Forum <input type="checkbox"/> GSA</p> <p><input type="checkbox"/> Other:</p>

* For a list of Individual Member organisations, see http://www.3gpp.org/Individual_Member.htm

SHERATON GRAND HOTEL RESERVATION FORM

Attention of: Andrea MacAulay
Tel. + 44 131 335 7358
Fax.+ 44 131 335 7388
E-mail. andrea_macaulay@hp.com

For the 3GPP TSG RAN WG4 #6 Meeting.
Please complete ALL sections in BLOCK CAPITALS and send it as soon as possible to: Andrea MacAulay

The special conference rate is £114.50 per person per night, which includes VAT and a Scottish Breakfast.

I will arrive on _____ at _____

I will leave on _____ at _____

I would like to attend the Whisky Distillery visit / Evening Meal on Wed 28th July YES / NO

Name: _____

Company: _____

Address: _____

Fax*: _____

Tel*: _____

(* = including country code)

Please guarantee my room for late arrival.

Credit Card no: _____

Expiry Date: _____

Signature: _____

Transportation

The easiest way to get from the airport to the hotel is by taxi.

Note that there are two different types of taxi you may see at the airport; the traditional "London Black Cab" and Airport Taxis. The black cabs are only allowed to deliver people to the airport, they are not permitted to collect people unless pre-booked.

You should use the airport taxis.

The fare from the airport to the Sheraton Hotel should be approximately £14 depending on traffic conditions.

Transportation between the hotel and Hewlett-Packard will be provided on each day.

The coach will pick up from the Sheraton Hotel at approximately 08:30 for arrival at Hewlett Packard by 09:00. In the evening the coach will pick up from Hewlett Packard at approximately 18:00 for return to the Sheraton Hotel.

On leaving the meeting, the best way to return to the airport is by taxi. This takes approximately 15 minutes, subject to traffic conditions, and costs approximately £10.

An evening's entertainment has been arranged for Wednesday 28th July starting with a tour round the Pencaitland Distillery, starting at 18.00, where you can sample the Whisky produced there and then on to Howie's Restaurant for dinner at 20.00.