



Sep 8, 2004

**Subject: Invitation to the 3GPP SA3#36 Meeting
November 23 ñ 26, 2004
in Shenzhen, P.R.China**

Dear Colleagues,

Huawei Technologies co., LTD & CCSA/CWTS is pleased to invite you to the **3GPP SA3#36 meeting** in Shenzhen, P.R.China.

The meeting will be held at the [MING WAH CENTRE in Shenzhen](#). A block of rooms has been reserved at the hotel under the name **3GPP SA3#36 Meeting**. The room rate is \$75USD (Deluxe Twin) and \$85USD (Deluxe Suite) per night (breakfast and lunch is included). Delegates are responsible for their own hotel reservations. For your hotel reservation, **you should send hotel reservation form by fax directly to the hotel. Reservations must be made by November 10th 2004** and you must mention **3GPP SA3#36 Meeting** in order to guarantee the special group rates. You are strongly recommended to perform the online meeting registration at the following website: <http://webapp.etsi.org/3GPPRegistration> by the end of October 2004.

You may need a **VISA** to enter mainland China, and further information as well as request form for invitation letter are attached below.

The meeting will start on Tuesday 23 at 09:00 and it's expected to end on Friday 26 November by 16:00.

We look forward to seeing you all in Shenzhen, China.

Yours sincerely,

***Huawei Technologies Co., Ltd.
CCSA/CWTS***

Mr. Liangzhong Gong (Tel : +86 755 28786346 Email: dmyglz@huawei.com)
Ms. Jingjing Fu (Tel : +86 755 28971807 Email: JJflaschen@huawei.com)



General Meeting Information

Meeting&Dates:

3GPP TSG SA3#36 Meeting
November 23~26, 2004

Location:

Shenzhen, P.R.China

Hosts:

Huawei Technologies Co., Ltd.

Contact from the host:

Ms. Jingjing Fu
Huawei Technologies co., LTD
Tel : +86 755 28971807
Fax : +86 755 28971806
Email:JJflaschen@huawei.com

Hotel Information:

MING WAH CENTRE
Address: No.8 guishan road, shekou, Shenzhen, P.R.China
Post Code: 518000
Tel: +86 755 26689968
Fax: +86 755 26679615
E-mail: market@mhctr.com
Website: <http://www.mhctr.com>

Note: HUAWEI is not responsible for reservation confirmations, cancelled or charged reservations or no-shows. Please contact the hotel directly to make any changes. Please make your own booking filling in the hotel registration form attached below.

Contribution submission:

Please visit the 3GPP website (<http://www.3gpp.org>) or contact the Chairperson for relevant policies.

EDH requirements:

This will be a paperless meeting. In order to electronically view documents, participants should bring a laptop computer. To access documents developed during the meeting, participants are requested to bring a wireless LAN card ([802.11B compliant](#)) for their laptops.

Note: Commercial power in China is 220V. Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting.



How to reach the hotel

Access to **MING WAH CENTRE** from **HongKong International Airport**

Please follow the tips below step by step, you will find it is easy and nice for you to get to Shenzhen **MING WAH CENTRE**, the 3GPP SA3 #36 venue and accommodation.

There are the cross-boundary shuttle bus services from HongKong International Airport to Shenzhen **MING WAH CENTRE** (through the **Shenzhen HuangGang** Checkpoint). HUAWEI would recommend the popular E&E Bus service. It has 15 services daily from 10:30 to 20:30.



When you arrive at **HongKong International Airport** and pass the Immigration and the Customs, please contact the E&E Reception Counter, near Arrival Hall à Aî Exit, as indicated in the following chart. You can enlarge and print it.



Important note: If you arrive later than 20:30, you may not have enough time to catch the shuttle bus, meanwhile, the **checkpoint in both HongKong and Shenzhen will be closed at 23:00**. It is proposed that you should stay at the Regal Hotel that is only 300 meters away from the exit of the Arrival Hall; the tariff is around USD150 per night.

You should mention your destination is Shenzhen **MING WAH CENTRE** when buying bus ticket. The total trip will charge you RMB180 Yuan (Approx \$22USD).



It takes approximately 40 minutes from HongKong Airport to Shenzhen HuangGang Checkpoint depending on the traffic conditions. You will have to get off the bus there and walk through the **HongKong Checkpoint** and **Shenzhen Checkpoint** one by one. First, you will have to complete the procedures of the Customs and immigration (approx. 3 minutes) when you pass through **Hong Kong Checkpoint**, and then you should pass through **Shenzhen (China) checkpoint** and complete the same formality.

(IF THERE IS PLENTY OF TIME, you can exchange the Chinese Yuan at the Bank of China in the checkpoint hall as soon as you pass through the China Customs. Remind you to reserve the receipt of exchange.)

Important note: Alien is just allowed to bring RMB 5000 from overseas into Shenzhen.

The checkpoint is 18 kilometers away from **MING WAH CENTRE**. Walking out of checkpoint, you should find the E&E Bus station, show your ticket and get on the **same bus** as you got on at HongKong Airport or transfer to a minibus. Since the bus will travel to several hotels, you should tell busman the hotel name at which you will get off and she/he will inform you upon arrival.

Access to **MING WAH CENTRE** from **Shenzhen International Airport**

If you choose to flight from your residing country to Beijing or Shanghai instead, you can then transfer to Shenzhen by domestic flight immediately after you arrive at Beijing or Shanghai airport. There are many direct flights between Beijing or Shanghai and Shenzhen every day and you can contact the information count at airport for further information as soon as you land. When you arrive at Shenzhen International Airport, you should take a taxi since it's the most convenient way to get to **MING WAH CENTRE**. However, most taxi drivers do not speak English, so make sure you have the name of your hotel or address written in Chinese. The following is the address of **MING WAH CENTRE**:

深圳市蛇口龟山路8号明华国际会议中心

Note: The charge by taxi from the Shenzhen International Airport to **MING WAH CENTRE** should be **no more than RMB90 (Approx. \$11USD)**.

General Information for stay in Shenzhen

GSM Coverage: There is GSM coverage in Shenzhen.

Currency: local currency RMB Yuan(¥), one US Dollar= 8.25 ¥.

Time Zone: GMT+08:00



Voltage: 220 Volts. Please be sure you have the correct adapter. Voltage converters will not be provided at the meeting.

Sight Seeing:

There are several popular theme parks, such as Splendid China, China Folk Culture Villages, Window of the World and Happy Valley, are located at the OCT (Overseas Chinese Town, a famous cultural and tourism zone in Shenzhen) which is 10 km from the meeting venue.

(See: <http://www.asia-planet.net/china/splendid-china-shenzhen.htm> , or <http://www.china-pictorial.com/chpic/htdocs/English/content/200210/3-3.htm>)

The XiaoMeiSha and DaMeiSha Seashore Parks are two important sight spots in eastern Shenzhen. They are respectively 55 and 50 minutes from the meeting venue by bus.

(See: <http://www.sz.gov.cn/english/city/attraction/200112300065.htm> , <http://www.sz.gov.cn/english/city/attraction/200112300071.htm> , <http://www.szcyc.com/doce/web1.htm>)

More information on attractions please visit <http://www.sz.gov.cn/english/gs/fg.htm> or http://www.cs-air.com/en/hjzz/01/2001_5_5/005.htm .

Taxi:

Typical minimum charge is RMB 12.5 yuan (covering preliminary 3 kilometres), and extra RMB 2.4 yuan per kilometre after preliminary 3 kilometres.

Reminder:

The meeting may start at 9:00 on the first day and may end at approximately 16:00 on the last meeting day.

There will be a Wireless LAN. Please bring with you the WLAN card.

Average temperatures are about 23° C.

Any problem in Shenzhen, please do not hesitate to contact

Ms. Jingjing Fu at +86 755 28971807 / +86-13823793796(mobile) or

Mr. Liangzhong Gong at +86 755 28786346 / +86-13502815048(mobile)

Have a great meeting and enjoy your stay in Shenzhen!



VISA Application

1. To attend the meetings to be held in China, you can apply for a tourist visa, in which case you DON'T NEED an invitation letter in advance.

If you are on a group tour, you can fill in a visa application form and hand it with two photographs to your tour organizer. For those not in an organized tour, a single-entry tourist visa can be obtained through any Beijing embassy or consulate, or through the China Travel Service, which has offices in Hong Kong, Canada, USA and several European countries. The visa is normally valid for 30 days and can be extended, usually only once, at the public security offices in the mainland. The fee for a single-entry visa for the entire country is HK\$260. For multiple entry the fee is HK\$600. The Shenzhen visa costs HK\$100.

The main China Travel Service office is at:

HongKong

Sixth Floor, Tower 2 South Seas Centre, 75 Mody Road, Kowloon
Telephone (0852)2732-5888, Fax 2721-7154

Australia

China National Tourist Office.
55 Clarence St., Floor 11 , Sydney, NSW 2000
Telephone (02)299-4057 , Fax (02)290-1958

China Travel Service Pty. Ltd.

Ground Floor, 757-759 George St, Sydney NSW 2000.
Telephone (02)211-2633 , Fax (02)281-3595

Canada

China Travel Service Inc.
566 West Broadway, Vancouver, B.C. V5Z 1E9
Telephone (604) 872-8787 , Fax (604) 873-2823

France

China International Travel Service.
Office du Tourisme de Chine, 51 rue Sainte-Anne, 75002 Paris
Tel: 42-96-95-48 , Fax: 42-61-54-68

Italy

China Travel Service.
10 rue du Rome , 75008 Paris
Tel: (1)45-22-82-72 , Fax: (1)45-22-92-79

Germany

China Travel and Trading GmbH.



Dusseldorfer Strasse 146000 , Frankfurt / M.1
Telephone (69) 250515 , Fax (69) 232324

Japan

China Travel Service Co. Ltd.

Nihombashi-Settsu Bldg, 2-2-4 Nihombashi, Chou-Ku, Tokyo

Telephone (03) 3272-5512, Fax (03) 3273-2667

United Kingdom

China National Tourist Office.

4 Glenworth Street, London NW1 5PG

Telephone (71) 935-9427 , Fax (71) 487-5842

China Travel Service Ltd.

24 Cambridge Circus, London WC2H 8HD

Telephone (71) 836-9911 , Fax (71) 836-3121

USA

China National Tourist Office

60 East 42nd Street, Suite 3126 , New York, NY 10165

Telephone (212) 867-0271 , Fax (212) 599-2892

China National Tourist Office

333 West Broadway, Suite 201 , Glendale, CA 91201

Telephone (818) 545-7505 , Fax (818) 545-7506

China Travel Service (Main Office)

2nd Floor, 212 Sutter St, San Francisco, CA 94108

Telephone (800) 332-2831, (415) 398-6627; Fax (415) 398-6669

China Travel Service Inc.

Suite 303, U.S. CTS Bldg. 119 S. Atlantic Blvd, Monterey Park, CA 91754

Telephone (818) 457-8668 , Fax (818) 457-8955



Appendix A

3GPP Hotel Reservation Form

Please fax this form to the **MING WAH CENTRE** at +86 755 26679615
If you have not received a faxed confirmation within 72 hours of faxing this form, please call the hotel at tel: +86 755 26689968

Title: Mr. Ms.
Name:

Room Type

Deluxe Twin (\$75USD)

Deluxe Suite (\$85USD)

Single Smoking

Double

Smoking

Non-

Period of Stay

Check-IN: Nov _____
Nights

Check-OUT: Nov _____

Note: Breakfast and Lunch is included.

Payment

I enclose herewith a bank draft covering the above total.(Personal check will not be accepted.)

I would like to pay the above total by credit card.

VISA

American Express

Diners

Master

Please make your reservations before the cut-off date to insure the reduced group rate. If you need assistance in making your reservation, please do not hesitate in calling the hotel.

MING WAH CENTRE at +86 755 26689968



Appendix B

3GPP SA3
November 23 ñ 26, 2004
Shenzhen, China

INVITATION LETTER REQUEST FORM

To enter China for the meetings indicated above, you may need a letter of invitation from the Chinese host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. In order to obtain the invitation letter, please:

- a) fill out the form below
b) provide a copy of the photograph page from your passport. (To ensure readability, a scanned photograph page is preferred.)
c) Send all of the above to:

Ms. Jingjing Fu
Huawei Technologies Co., LTD
JJflaschen@huawei.com

(It's recommended to scan your passport page and email to Ms. Jingjing Fu so that it's discernible and can be used.)

Fax number: +86 755 28971806 (if your passport page is photocopied and enlarged)

Form with fields: Company, Applicant Information (Name, Nationality, Passport No., Date of birth, Job Title, Country to obtain visa), Address (Address, Telephone Number, Fax Number, E-mail), Note (Your visa will allow you one entry up to 30 days in three months), Date of arrive at China, Date of departure from China.

End of form

(Please do not forget to attach a copy of your passport photograph page before sending.)