Datum - *Date* 1999-04-21

Beteckning - *Reference* InvRF_04

Vår handläggare namn, tfn - *Attending to this matter name, telephone*
Leif Mattisson

Ert Datum - *Your date*

Er Beteckning - *Your Reference*

To members of 3GPP TSG T WG1

Invitation to the 3GPP TSG T1 WG1 RF#4 sub-working-group meetings to be held on 14 May 1999 in Kista, STOCKHOLM, SWEDEN

Dear Colleague,

On behalf of Mr Yokoyama, chairman of T WG1/RF sub-working-group, Ericsson has the pleasure to inform you of the arrangements for the meeting.

The venue of this meeting will be:

Electrum
Isafjordsgatan 22
SE-164 40 KISTA
Sweden

Telephone: +46 8 632 3800
Telefax: +46 8 703 9302

Electrum Web address:
http://www.advisumab.se/kistakartan/electrum/vb/eleceng.htm
http://www.advisumab.se/kistakartan/electrk/electrk.htm

The meeting will start on 14 May 1999 at 9.00 and will end on 14 May 1999 at approximately 17.00.
Registration will take place on the first day of the meeting between 8.30 and 9.00.

The responsible for the administrative arrangements of the meeting is Anita Nilson to whom you should return the registration form (either by e-mail or fax) before 3 May 1999 and should contact concerning any administrative arrangements. Fax: +46 46 193136 Tel: +46 46 193044 E-mail: anita.nilson@ecs.ericsson.se.

Added to this invitation you will find registration forms, information about accommodation, Stockholm area and transport.

I look forward to seeing you in Stockholm.

Yours sincerely,

Leif Mattisson

ERICSSON

Enclosures:

Registration form	Information related to submission of documents
Hotel Information	Hotel Reservation form
Travel information	Additional information

Registration Form

3GPP TSG T WG1 RF#4 sub-working-group Meeting 14 May 1999
Kista, Sweden

Please fill in this form and send it by **3rd of May 1999** to:

Anita Nilson
E-mail anita.nilson@ecs.ericsson.se or Fax: +46 46 193136

Title:	Ms ☐ Mr ☐
Family Name:	
First name:	
Company	
Mailing address:	
Telephone:	
Fax:	
E-mail:	
Date and time of arrival:	
Date and time of departure:	
I will attend:	☐
I am unable to attend on this occasion:	☐

I will need paper copies of documents:	☐

Status of Represented Membership (tick one box in **one** column 1, 2 **or** 3):

1) ☐ Organizational Partner Representative (SDO) (tick one box below)

Representing Partner: (tick one box below)

- ☐ ARIB
- ☐ ETSI
- ☐ T1
- ☐ TTA
- ☐ TTC
- ☐ Other:

2) ☐ Individual Member Representative (tick one box below)

Representing Partner: (tick one box below)

- ☐ ARIB
- ☐ ETSI
- ☐ T1
- ☐ TTA
- ☐ TTC
- ☐ Other:

Individual Member organization* name:

☐ I am the voting representative for this Individual Member.

3) ☐ Market Representation Partner Representative (tick one box below)

Representing Partner: (tick one box below)

- ☐ UMTS Forum
- ☐ GSA
- ☐ Other:

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

INFORMATION RELATED TO SUBMISSION OF DOCUMENTS

Document numbers are allocated by the chairman of the meeting, Mr.Mitsuru Yokoyama (yoko@kobe.hp.com). The procedure will be:

1. Send the document number request including the title of the document to the chairman of the meeting, Mr.Mitsuru Yokoyama (yoko@kobe.hp.com).

2. The chairman will send you the allocated document number.

3. Put the document number on the document and name the file according to the file name rule: T1R99xxx.

4. Send the document to the TSG-T1 e-mail reflector (3GPP_TSG_T_WG1@LIST.3GPP.ORG).

   Note!
   Please indicate in the subject field that the document is intended for the RF sub-working-group, e.g. by using the "For RF SWG –"-prefix in the subject field.

5. Send also an e-mail with the document to the chairman of the meeting for upload to the FTP directory ftp://ftp.3gpp.org/TSG_T/WG1_Test/TSGT1R_RF/TSG_T1R_RF04_Stockholm/

Documents for the meeting should be delivered by 7th of May or paper copies of the document should be brought to the meeting (contact Leif Mattisson for the actual number of required copies)**.**

Note!
Paper copies will only be provided on request. If you need paper copies of the documents during the meeting please tick "I will need paper copies of documents" in the registration form.

Questions related to the document submission (other than document number allocation) can be put to:

Leif Mattisson
Telephone: +46 46 193365
Fax: +46 46 193136
E-mail: leif.mattisson@ecs.ericsson.se

HOTEL INFORMATION

Hotel block bookings have been made at the Memory hotel:

Memory Hotel
Borgarfjordsgatan3
PoB 1092
SE-164 25 Kista
Sweden

Tel +46 8 793 07 00
Fax +46 8 793 08 00

The hotel is close to the conference centre.
Web address: http://www.memoryhotel.se/
Info about Memory Hotel surroundings:
http://www.advisumab.se/kistakartan/memory/memeng.htm

If you would like to make use of the block reservation, please return the enclosed **Hotel Reservation form to Ms Jessica Agdahl, no later than 3rd May 1999.** The “first come first served” principle applies.

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

HOTEL RESERVATION FORM

For the 3GPP TSG-T1 RF#4 Meeting 14 May 1999

Please complete ALL sections in BLOCK CAPITALS and send it no later than 3rd May to:

Ms Jessica Agdahl, fax: +46 8 681 3585 *(Tel: +46 8 681 3590) or e-mail: remhotel@rem.ericsson.se*

The "first come first served" principle apply.

Hotel	**Rate Single room**
MEMORY	1090:- SEK

I would like to reserve ..... single room (s) for the following nights at the above marked hotel to the special rate.

Dates: Arrival: .....……. Departure: .....….....

Name: _____

Company: _____

Address: _____

_____

Fax*: _____

Tel*: _____

(* = including country code)

Please guarantee my room for late arrival.

Credit Card no _____

Expire date _____

TRAVEL INFORMATION

A. Travel from Arlanda airport to Stockholm City.

Travel from Arlanda airport can be done by bus or taxi.

1. Bus:
There are bus services to Stockholm City. The buses operate at about 10 minutes interval most times of the day. The City Bus Terminal is located in the centre of the city. From there we suggest you take a taxi to the First Amaranten Hotel. The City Bus Terminal is very close to the Royal Viking Hotel.

There are bus services to Kista, but the frequency of operation to Kista is not too high. Inquire at the airport if there is a suitable bus when arriving.

2. Taxi:
If you choose to go by taxi, make sure to check with the taxi dispatcher to get a taxi from a “serious” taxi company. Please remember to negotiate the price in advance! Many taxi companies offer flat rates (between SEK 345,- and 450,-) to Stockholm.

B. Transportation/walking directions to the conference venue.

To get to the Electrum from the Memory Hotel, please ask the hotel reception. It is a few minutes walk. There is a map at the URL: http://www.advisumab.se/kistakartan/memory/memeng.htm

To get to Electrum from the First Hotel Amaranten, you can go by the underground (T-bana). The Underground station is “Rådhuset” and is just around the corner from the hotel.

To get to Electrum from the Royal Viking Hotel, you can go by the underground (T-bana). The Underground station is T-Centralen” and is very close to the hotel.

If you go by underground, take the "Blue line" in direction "Akalla" to station "Kista Centrum". It is approximately 20 minutes journey from "T-Centralen". The trains operate at rush hour with about 10 minutes interval.

When leaving the underground train at "Kista Centrum" use the exit at the rear end of the train, when leaving the station you immediately enter a shopping mall, turn left and walk through the shopping mall to "Kistagången".

As you exit the shopping mall, you will have a Telia tele shop on your right and an Ericsson office on your left. Continue on "Kistagången" to Electrum. It is about 5 minutes walk from the station to Electrum.

Alternatively, you can of course go by taxi from the down town hotels.

ADDITIONAL INFORMATION

Information about the city of Stockholm:

- http://www.stockholm.se/english/
- http://www.stoinfo.se/england/index.html

Maps of Stockholm, please see Web address:
http://www.stoinfo.se/england/maps/index.html

Map showing the underground station “Kista” and Electrum:
http://www.advisumab.se/kistakartan/electrum/vb/eleceng.htm
http://www.advisumab.se/kistakartan/electrk/electrk.htm

Conference rooms at Electrum:
http://www.advisumab.se/kistakartan/electrk/konferens.htm