

21st December, 1998

Dear 3GPP TSG-SA delegates,

Nokia has the pleasure of inviting you to the first meeting of **3GPP TSG-SA WG 4 (Codec)** from 21st to 22nd January, 1999.

The WG Codec meeting #1 will be held in Helsinki, Finland. It will be organised in connection with ETSI SMG11 meeting #9 which is held at the same venue. The WG Codec belongs to the 3GPP Technical Specification Group for Services and System Aspects (TSG-SA).

The details of the WG Codec #1 meeting are enclosed.

Looking forward to seeing you in Helsinki!

Kari Järvinen

(Convenor of WG Codec)

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- VENUE:** Paasitorni Conference Center (Address: Paasivuorenkatu 5 A, Helsinki, Finland).
- PROGRAMME:** Meeting opens on **Thursday 21st January at 14:00** (with registration starting at 13:00). Meeting ends on **Friday 22nd January** in the afternoon at **13:00**.
- PARTICIPATION:** Please complete the attached Registration Form and fax it by **January 8th** to the number shown in the Registration Form.
- ACCOMMODATION:** Block reservation has been made for 20th-23rd January for the following Hotels:
- **Hotel Strand Intercontinental:** Address: John Stenbergin rantaa 4, 00530 Helsinki. Located about 300 m distance from the meeting venue. Nokia rate of 740,- FIM for single occupancy including breakfast. Tel. +358-9-39351, Fax. +358-9-3935255, Internet: <http://www.interconti.com/pages/h/helstra.html>
 - **Hotel Cumulus Merihotelli:** Address: John Stenbergin rantaa 6, 00530 Helsinki. Located about 300 m distance from the meeting venue. Nokia rate of 530,- FIM for single occupancy including breakfast. Tel. +358-9-6912231, Fax. +358-9-6912214.
 - **Hotel Cumulus Kaisaniemi:** Address: Kaisaniemenkatu 7, 00100 Helsinki. Located about 1 km distance from the meeting venue. Nokia rate of 580,- FIM for single occupancy including breakfast. Tel. +358-9-172 881, Fax. +358-9-605 379.
- Room reservations should be made directly to the hotels **by January 5th** since thereafter room availability cannot be guaranteed. When making reservation indicate "Nokia 3GPP-meeting".
- CONTACT NUMBERS:** Special telephone lines and fax will be available at the meeting. The details will be provided upon arrival.
- DOCUMENTATION:** Authors are requested to forward documents in advance to the meeting secretary Ms Mari Mutila either by e-mail (mari.mutila@research.nokia.com), by fax +358-3272-5888, or by ordinary mail (Mari Mutila, Nokia Research Center, P.O.Box 100, 33721 Tampere, Finland). The documents should be received **by January 14th**.
- MEETING AGENDA:** A draft agenda will be sent out ASAP by the convenor of WG Codec. The agenda will consist of the following main items:
- Definition of Terms of Reference for the WG
 - Review of relevant (current and planned) 3GPP work in the Partner Organisations
 - Start of construction of 3GPP work packages (with defined deliverables, work content, schedule and rapporteur) and definition of work programme for the WG.
 - Decision of which baseline documents to use for basis of each of the deliverables
 - Identification of external work packages and liaison representatives

TRAVEL INFORMATION AND MAP:

Information of Helsinki is found e.g. on <http://www.hel.fi/english/>. The meeting venue has its own web-pages: http://www.paasitorni.com/index_en.htm.

A map of Helsinki showing the location of the meeting venue is found in <http://www.paasitorni.com/images/map.gif>. A more detailed map can be found in <http://194.241.250.107:2000/kartta,sze,3,2552764,6674513,3,320,320,320,320,640,640,?> (The meeting venue in this map is located at the center of the map.)

INQUIRIES:

For further information concerning travel and participation, please contact Ms Mari Mutila on tel. +358 3272 5846.

TO: Ms Mari Mutila, Nokia Research Center
Fax: +358 3272 5888

REGISTRATION FORM
3GPP TSG-SA WG Codec meeting #1
21-22 January, 1999, Helsinki (Finland)

Family name: _____ Ms / Mrs / Mr

First name(s): _____

Company: _____

Mailing Address: _____

Telephone: _____

Telefax: _____

E-mail: _____

Special requirements / Dietary requirements: _____

Please return this form by January 8th, 1999.