

# HOTEL RESERVATION FORM

For the 3GPP TSG RAN WG1 Meeting #10, January 18<sup>th</sup> – 21st, 2000 in Beijing, China.

Please complete ALL sections in BLOCK CAPITALS and send it no later than December 24, 1999 to:

Swissotel Beijing Reservation Department  
+86 10 6501 2506 Fax

Special room rates:

Superior Single room : USD70.00 Superior Double room : USD85.00  
Swiss Executive Single : USD95.00 Swiss Executive Double : USD115.00

\* All rates are inclusive 15% tax and daily buffet breakfast served in the CaféSuisse Restaurant in the lobby.

\* Hotel car airport pick up or drop off USD35.00 per car per trip.

I would like to reserve **Superior / Executive, Single / Double** room(s) for the following nights with the special rate.

Dates: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given name: \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Airport Pick up : Yes or No Flight Detail \_\_\_\_\_

Your Fax: : \_\_\_\_\_ Your Phone \_\_\_\_\_

Non Smoking room ? \_\_\_\_\_

Credit card to guarantee this reservation:

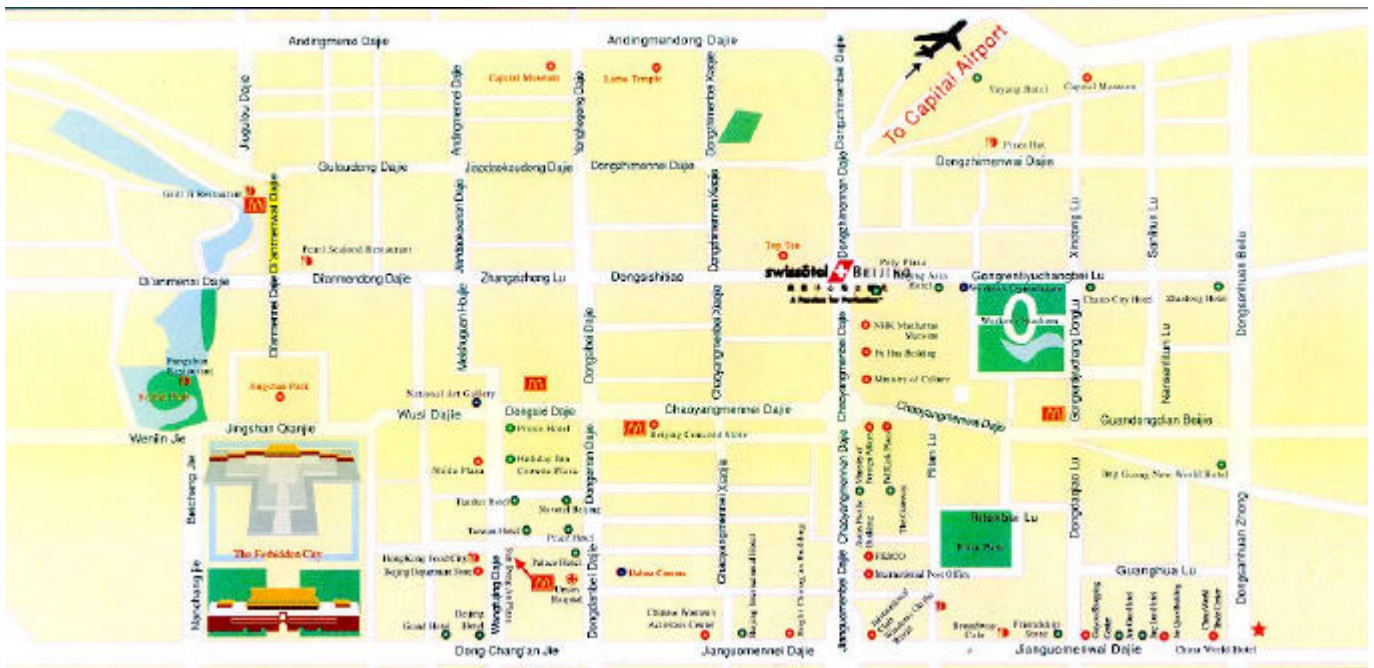
AMEX MasterCard VISA DINERS JCB Other

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Confirmation guaranteed within 24 hours.

## Directions to the Swissotel Beijing



## **Travel Information**

Block bookings have been made at the Swissotel Beijing. The meeting will also take place at this location.

The hotel is located approximately 25 km from the airport. The best way to get there is by taxi, which takes 25 - 35 minutes and costs approximately USD10.00. You may also request a hotel limousine to pick up from the airport, the charge is USD35.00 per car per trip. The journey by train from the main station in Beijing to the hotel takes from 10 - 15 minutes. Further information regarding times & connections may be taken from the following website:

**[www.swissotel.com](http://www.swissotel.com)**

## **Accommodation**

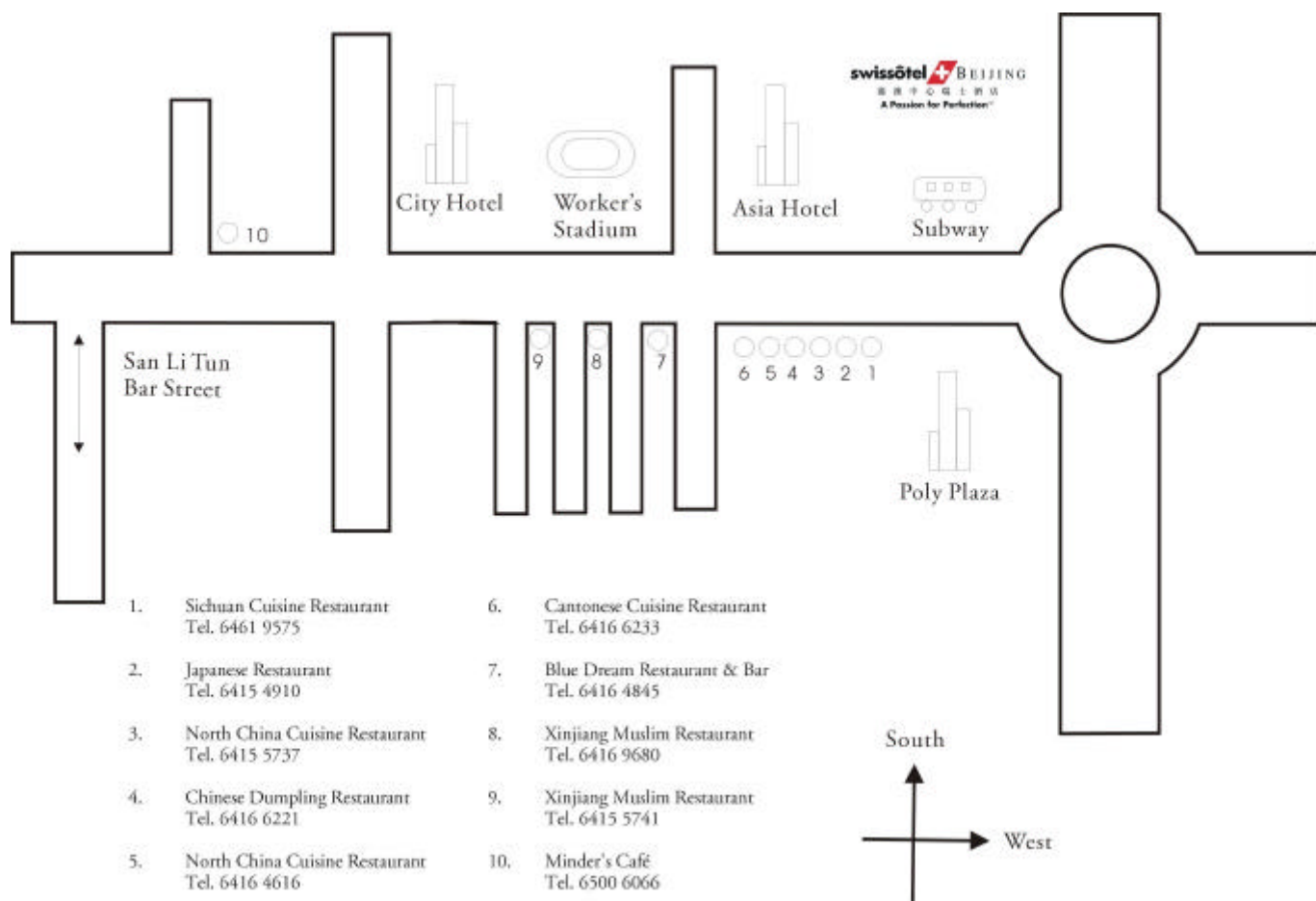
A block booking has been made at the meeting hotel:

Swissotel Beijing  
Dong Si Shi Tiao Li Jiao Qiao  
P.O.Box 100600 9153  
Beijing 100027  
P.R.China  
+86 10 6501 2288 Phone  
+86 10 6501 2506 Fax Reservation direct

Please fax the attached Hotel Reservation Form as soon as possible, but no later than December 24, to make your reservation. Confirmation guaranteed within 24 hours. Bookings should only be made using this form. The room rate for meeting participants is USD70.00,- per night for single occupancy and USD85.00,- for double occupancy. This includes the daily buffet breakfast .

*Centrally situated on the second ring road in Beijing's rapidly developing commercial and diplomatic area. Swissotel Beijing is a full service 5 star hotel.  
The Swiss Executive Floor provides complimentary breakfast and cocktail in a private lounge, as well as upscale rooms and a host of special business services.*

## Restaurant Guide Around Swissotel Beijing



## **INVITATION FOR:**

### **3GPP TSG RAN WG1, Meeting #10, January 18th - January 21st, 2000**

Dear Colleagues:

On behalf of the RAN WG1 Chairman, Nokia China has the pleasure to invite you to the 10th 3GPP TSG RAN WG1 meeting at:

Swissotel Beijing  
Dong Si Shi Tiao Li Jiao Qiao  
P.O.Box 100600-9153  
Beijing 100027  
P.R.China  
+86 10 6501 2288 Phone  
+86 10 6501 2506 Fax

from January 18th – January 21st, 2000.

The meeting registration deadline is Friday, Dec. 24th, 1999. Attached you will find the registration form.

The deadline for document submission is Monday, January 10th, 1999.

Delegates are kindly asked to copy the documents submitted by deadline on the reflector to their PCs or bring along printouts if paper copies are desired. The host will not reproduce the contributions provided before the deadline on paper. However, they will be available on a CD-ROM for copying during the meeting.

Documents failing the deadline must be brought along in electronic form. The electronic copies will be distributed via CD-ROM during the meeting. CD-ROMs will be updated twice per day. Contributions to be presented during the first day which failed the deadline must be brought to the meeting in 160 paper copies.

Contributions meeting the deadline need to have a Tdoc number. The CD-ROM will contain only documents with a Tdoc number. Please obtain a Tdoc number from Mr. Shinobu Ikeda (Shinobu.Ikeda@etsi.fr), 3GPP secretariat.

A PC, printer and copying machine will also be available for general handouts or slides during the meeting. The facilities are not intended for extensive printing of contributions.

The meeting will start at 9:00 h on the first day. The final day (Friday) is expected to end no later than 17:00 h. The meeting agenda will be distributed separately by the chairman.

Sincerely yours,  
Markku Ranta, Head of Research & Development, Nokia China

## REGISTRATION FORM

**3GPP TSG RAN WG1 MEETING #10**  
**From Tuesday, January 18th to Friday, January 21st, 2000**  
**In Beijing, China**

Please fill in this form and send it by [December 24](#) to:

Nokia China R&D Center  
 Attn: Ms. Stella Zhang  
 +86 10 8422 9922x2820 Phone  
 +86 10 8422 2439 Fax

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

1)  Individual Member Representative  
 (tick one box below)

**Representing Partner:**  
 (tick one box below)

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

**Represented Individual Member company\* name:**

I am the voting representative for this Individual Member.

2)  Organizational Partner Representative (SDO)  
 (tick one box below)

**Representing Partner:**  
 (tick one box below)

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

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

**Representing Partner:**  
 (tick one box below)

- UMTS Forum
- GSA
- GSM Association
- UWCC
- Other:

\* For a list of Individual Member companies, see [http://www.3gpp.org/Participation/3GPP\\_IM.htm](http://www.3gpp.org/Participation/3GPP_IM.htm)

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

## **Annex: Visa Information**

Those of you who need formal, personal invitation with your name in it, please provide the following details via email to:

Ms Liu Yan-Angela  
email: yan-angela.liu@nokia.com

1. Whole name
2. Passport number
3. Nationality
4. Job title
5. Arrival date in China
6. Duration days in China
7. Status of the visa applied (single-entry/double-entry or multiple-entry visa ) (
8. Place where visa is applied (country, city)
9. Your fax number

(Note: Invitation will be provided for single entry visa)

If your company has an office in China, obtaining the personal invitation from your own office would be preferable due to the large number of participants expected for the meeting.

Thank you for your consideration.