Below are some logistical issues regarding RAN2#120. It is important that you read this message since this meeting will be a hybrid meeting, containing both f2f and online participants, and many issues will be different from the old RAN2 meetings in the past.

1) Registrations

It is important that you register to this meeting beforehand. The meeting site will have access control and only the registered delegates can enter. Also, only the registered participants will receive GoToWebinar (GTW) invitations. You can register here by clicking the meeting name and filling the form:

https://portal.3gpp.org/?tbid=373&SubTB=380#/

2) GTW Sessions

In this meeting (and in all future hybrid/e-meetings), the GTW session names for RAN2 will be as follows:

RAN2\_Main

RAN2\_Brk1

RAN2\_Brk2

RAN2\_Brk3

These names follow the new naming convention for 3GPP meetings. All working groups are adopting this convention.

The same meeting names will be used for Tohru hand raising tool sessions.

All GTW sessions will run from Monday morning until Friday evening non-stop. This means that each GTW session (Main, Brk2, Brk3) needs only one GTW invitation that can be reused as many times as necessary during the week. In practise, GTW sessions may close in the evening if/when all (co-)organisers leave the session. But I will restart all closed sessions every morning.

3) GTW Invitations

Note that in this meeting the GTW invitations are sent only to delegates who have registered to the meeting (and not to everyone in the RAN2 email list). If a delegate registers late (=during the meeting), there may be a delay in receiving the GTW invitation.

I will wait until Sunday (13th) evening before issuing the GTW invitations since that way I can cover the late registrations made during the weekend.

4) Inbox

I already sent an email about the Inbox arrangement in Toulouse. Basically, only the meeting server will have Inboxes. I did open the Inbox on the 3GPP server earlier this week, but I will close it once the meeting server inbox is open (after copying everything from the 3GPP server to the meeting server). For delegates in Toulouse the WLAN (and Inbox) can be accessed in the usual way:

SSID: 3GPPWIFI

Password: 3GPP3GPPM (CAPITAL LETTERS!)

IP address: 10.10.10.10

Remote users can access the meeting server via Internet, but I do not have the details for this yet. ETSI IT will send an info email to all registered users on Sunday about the remote access.

5) WLAN overload

Despite assurances that the WLAN / Ethernet in Toulouse is very fast, I am still expecting WLAN overload on Monday morning (as in every f2f meeting). Please download all meeting documents to your laptops before arriving at the meeting site.

6) Offline room

RAN2 and RAN3 will share an offline room, named as RAN2 Brk1. It seems there was a hiccup in our meeting room naming, and RAN2 Brk1 is the smallest of our meeting rooms with 50 seats. Therefore RAN2 Brk1 will be used as an offline room, and RAN2 Main, RAN2 Brk2 and RAN2 Brk3 are our main meeting rooms.

If you want to use the offline room, please check first that your session chair supports the idea, and that there is a free time slot suitable for you in the offline schedule file. The shared room offline schedule file is stored in RAN3 Inbox and named "Time Schedule for RAN2\_RAN3 offline discussion\_Vxx". If the session chair agrees on the offline, then please contact me and I’ll update the schedule file.

The offline room has a GTW licence so that remote delegates can also participate in offline discussions.

It is also possible to use RAN2 main meeting rooms for short offlines during coffee breaks. The bookings for these offlines are added to the usual RAN2 schedule file by session chairs.

There will be no scheduled offlines during lunch breaks.

7) Meeting audio

You will get earbuds from the meeting site, but if you want to bring your own headphones, the suitable headphone jack size is 3.5 mm (this is the “usual” jack size for most headphones).

8) Access to meeting site

The meeting site is closed for delegates on Sunday the 13th.