3GPP/PCG#8 Meeting
New Orleans, United States
25 April 2002

3GPP/PCG#8(02)20
10 April 2002
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Source: **All TSG Chairmen and Vice Chairmen**

Title: **Proposed Guidelines for 3GPP Meetings**

Agenda item: 8

Document for:

Decision	**X**
Discussion	
Information	

1   Introduction

3GPP plenary meetings typically generate attendance from several hundred participants. As the meeting sites for these plenaries are distributed among the three regions of the world (Europe, the Americas and Asia), more than 50% of the participants to each set of plenaries must travel great distances to get to the meeting location. There seems to be a lack of consistency regarding past meeting locations and the amount of time and effort needed to get to the meeting location. Some locations are relatively easy to reach, while others are difficult, needing multiple airline changes or driving considerable distances after reaching the point of final debarkation. In addition, there has been an inconsistency of facilities at the hotel and of restaurants available to the attendees.

2   Meeting Planning

In order to ease the travel burden on participants in attending the plenaries, and to assure a reasonably pleasant and productive experience once the meeting location is reached, meeting planners need to consider aspects such as the following:

2.1   Reaching the meeting city

The meeting city should be reachable in one airline "hop" from several gateway cities in the meeting region.

Travelers should not have to make multiple aircraft changes after reaching an international gateway airport.

There should be multiple international gateway airports that provide service to the meeting city.

2.2   Reaching the Hotel

The meeting should be held in a hotel that will also serve as the residence for the meeting attendees (or conference centre within reasonable (e.g. 10 minutes) walking distance of the meeting hotel). The meeting hotel should be reachable via reasonably priced public transportation from the airport, and should not be of such distance that require meeting attendees to rent cars and drive several hours to reach.

2.3   Restaurant availability

There should be multiple varied and reasonably priced restaurants within easy walking distance (10-

min. walk) of the meeting hotel. It should be avoided that meeting participants are limited to the restaurants in the meeting hotel or the hotel is so remote that public transportation or rental cars are necessary to reach suitable eating facilities.

2.4 Hotel Facilities

The meeting hotel should have free or reasonably priced high-speed Internet access available in each room. The hotel should allow the use of calling cards and choice of Inter-exchange carriers, where applicable. The cost of the hotel should be reasonable and customary.

2.5 Cellular Coverage

Some consideration about Cellular Coverage should be made when planning a meeting, and how visitors from outside the local technology area can roam or rent cellphones.

2.6 Meeting Invitations

Meeting invitations should be such that the hotel forms can be typed on a PC and need not be handwritten (perhaps a template would be useful?), using a table with invisible borders might help, e.g.:

Name of Guest:

Instead of:

Name of Guest:_____

3 Guidance required from PCG

The authors have thought through the above guidelines, and find them reasonable, however there is always a danger that putting rules in place could end up putting barriers in the way of making technical progress with our work and having considered the matter carefully, we do not think that it is possible to come up with a definitive set of rules which always works.

However we do believe that the 3GPP officials who agree to meeting venues need to bear this type of consideration in mind when planning future meetings (noting that there are already many meetings in the pipeline especially in the next 6-12 months which may not be easy to change).

Therefore the authors believe that the interests of the companies would be best served by drawing the attention of the relevant chairmen to this document, and a minor change to the Working Procedures along the following lines:

Article 30:   TSG and WG meetings

TSGs and WGs shall meet as necessary to complete their work within the prescribed timeframe. TSGs should endeavour to hold their meetings at the same time and place to assist in the overall co-ordination of the work.

Meeting locations should reflect the geographical diversity of the TSG and WG participants.

When accepting offers for hosting a meeting, the relevant chairmen shall take the following into consideration:

1. Meetings held in a remote places requiring too many changes of flight and/or too long a trip from the local airport to the meeting venue should be avoided.

2. Local expenses for the meeting participants should be reasonable, including the hotel room rate, the availability of near by reasonably priced restaurants, cellular coverage/roaming agreements, additional hotel fees for telephone/internet access for voice and data, etc.