HUTCHISON 3G

5 December 2000

TO MEMBERS OF 3GPP TSG RAN WG2

Invitation to the 3GPP TSG RAN WG2 meeting #18 to be held on 15-19 January 2001 in Edinburgh, Scotland.

Dear Colleagues,

On behalf of the WG2 Chairman, Denis Fauconnier; Vodafone, BT, Hutchison 3G, and Lucent has the pleasure to inform you of the arrangements for the above-mentioned meeting.

The venue of this meeting will be:

Thistle Edinburgh http://www.thistlehotels.com
107 Leith Street
Edinburgh
EH1 3SW
Scotland, UK

The meeting will start on 15 January 2001 at 09.00 and will end on 19 January 2001 at approximately 16.00. **NOTE: During the 15th and 16th January 2001 only Release 4 contributions will be treated!**

Registration will take place on the first day of the meeting between 08.30 and 09.00.

Documents for the meeting should be delivered by e-mail to: hans.vanderveen@etsi.fr by 12 January 2001.

After acceptance and number allocation the documents will be uploaded on the server in the FTP directory at: ftp://ftp.3gpp.org/TSG_RAN/WG2_RL2/TSGR2_18/

On-line meeting registration

An on-line meeting registration tool allows the participants to register for the 3GPP RAN2#18 Meetings via a web interface.

You are kindly requested to submit your registration at:
http://webapp.etsi.org/3GPPRegistration

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Visa Requirements
Details of the visa requirements for entry to the United Kingdom can be found from:
http://www.fco.gov.uk

Should you require a personal invitation in aid of your visa application please can you send your full name, company, and return postal address f.a.o:

Mrs Rosalie Smith
The Courtyard
Vodafone Ltd
2-4 London Road
Newbury
Berkshire
RG14 1JX
United Kingdom

Email: rosalie.smith@vf.vodafone.co.uk
Tel: +44 (0)1635 676470
Fax: +44 (0)1635 673969

How to reach the Thistle Edinburgh Hotel:
Edinburgh Turnhouse Airport is situated 11.5km to the west of the city and the Thistle Edinburgh can be reached by the following modes of transport:

Car: There are various car hire desks at the Airport including Hertz, Avis and Europcar.

Taxi: A taxi will take approximately 20 to 25 minutes and will cost in the region of £8 to £12.

Shuttle Bus: The bus will be situated outside the terminal building and various stops will be made enroute to the city. The nearest stop to Thistle Edinburgh is Waverley Bridge approximately 5 minutes walk away.

A map is available from: http://www.streetmap.co.uk/streetmap.dll?postcode2map?eh1+3sw

LAN Provision
In support of a paperless meeting there will be a LAN provided, so please do not forget your LAN Cards and Cables! A wireless LAN will also be available so bring your cards if you have them. Floppy disks will be also be provided and circulated throughout the meeting for those requiring this. If you would like paper copies, then please bring the documents to the meeting yourself. During the meeting we will have only limited copying facilities.

If you have any further questions please do not hesitate contact:

Alan Law
Vodafone Ltd
The Courtyard
2-4 London Road
Newbury
Berkshire
RG14 1JX
United Kingdom

Email: alan.law@vf.vodafone.co.uk
Tel: +44 (0)1635 676470
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3GPP TSG RAN WG2#18
ACCOMMODATION REQUEST FORM
SUNDAY, 14TH to SATURDAY, 20th JANUARY 2001

NAME: ……. **(Please Print)**

COMPANY: ……. **(Please Print)**

ADDRESS: ……..

……..... **POSTCODE:** ……....

TELEPHONE: …….. **FAX:** ……...

Please reserve ..….. single/double/twin room(s) for ……. night(s) at Venues Unlimited special rate

ARRIVAL DATE: ……... **DEPARTURE DATE:** ……..

HOTEL	SPECIAL RATE
The Thistle Edinburgh **107 Leith Street** **Edinburgh** **EH1 3SW**	**£100.00 per room per night** **Inclusive of VAT and Full** **Scottish Breakfast**

Rooms at The Thistle will be allocated on a first come first served basis. On receipt of this form your reservation will be confirmed back to you. Should you need to amend or cancel your reservation, this is to be done inside the hotel cancellation policy, which is 7 working days prior to arrival, failure to do so will incur full charges. If you fail to arrive at the Hotel full charges will be made if proof of cancellation cannot be provided. PLEASE ENSURE ALL AMENDMENTS ARE MADE VIA VICTORIA POULTON AT VENUES UNLIMITED.

Victoria Poulton
Venues Unlimited
Lotmead Business Village,
Wanborough
Swindon, SN4 OUY
Tel: +44 (0)1793 790003
Fax:+44 (0) 1793 790020
Email: victoria@venuesunlimited.co.uk

Please guarantee my room for late arrival. I confirm I will settle my own accommodation terms and extras with the Hotel on departure.

Signature: ……..

PLEASE ENSURE ALL COMPLETED FORMS ARE RETURNED TO VENUES UNLIMITED BY 8th JANUARY 2001