

Tokyo, 5 March 1999

TO MEMBERS OF 3GPP TSG RAN WG4

Invitation to the 3GPP TSG RAN WG4 #3 Meeting to be held on 29th March ñ 31st March 1999 in Tokyo, Japan

Dear Colleague,

On behalf of the chairman Mr. Howard Benn, Motorola Japan Limited has the pleasure to inform you of the arrangements for the above-mentioned meeting.

The venue of this meeting will be:

**Conference room ìHakuhoì at New Takanawa Prince Hotel,
13-1 Takanawa 3-chome, Minato-ku, Tokyo, Japan**

During the meeting hours the contact numbers will be:

Telephone: +81-3-3442-1111 Telefax: +81-3-3473-1234

The meeting will start on Monday March 29th at 09:00 and will end on Wednesday March 31st at 18:00.

Registration will take place on the first day of the meeting.

Documents for the meeting should be delivered before Tuesday March 23rd 1999 by email to: **Error! Bookmark not defined.** .

After acceptance and number allocation the documents will be uploaded on the server in the FTP directory at: **Error! Bookmark not defined.**

The secretary responsible of this meeting is Mr. Masatsugu Okiai whom **you should return the registration form to before** March 19th 1999 and should contact concerning any administrative arrangements.

Tel: +81-3-3280-8276 Fax: +81-3-3440-0349 E-mail: RTY630@email.sps.mot.com

Annexed to this invitation you will find our document about hotel services in the area and a registration form.

I look forward to seeing you in Tokyo.

Yours sincerely,
Masaaki Iwasa

3G Standards Development
Wireless System Development Center
Motorola Japan Limited

Encl. : Registration form, Information on travel and hotel, Hotel reservation form,

REGISTRATION FORM

FOR THE 3GPP TSG RAN WG4 #3 Meeting

FROM March 29th 1999 TO March 31st 1999 IN Tokyo

PLEASE COMPLETE THIS FORM AND SEND IT BY **March 12th 1999** TO:

Mr. Masatsugu Okiai **FAX:** +81-3-3440-0349 or **E-Mail:** RTY630@email.sps.mot.com

Title:	Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/>
Last Name:	
First Name:	
Company:	
Mailing address:	
Telephone:	
Fax:	
E-mail:	
Date and time of arrival:	
Date and time of departure:	

Status of Represented Membership (tick one box):

Organizational Partner Representative Individual Member⁽¹⁾ Representative **

Representing Partner: (tick one box)

ARIB

ETSI

T1

TTA

TTC

Other: _____

** I am the Voting Representative for this Individual Member.

Market Representation Partner Representative

UMTS Forum

Other: _____

Category of represented Individual Membership: (tick one box)

Administration

Manufacturer

Public Network Operator

Private Service Provider

Other: _____

Working Requirements: (tick one box)

electronic working with CD-ROM (preferred)

Paper copies needed

electronic working with PCMCIA LAN card

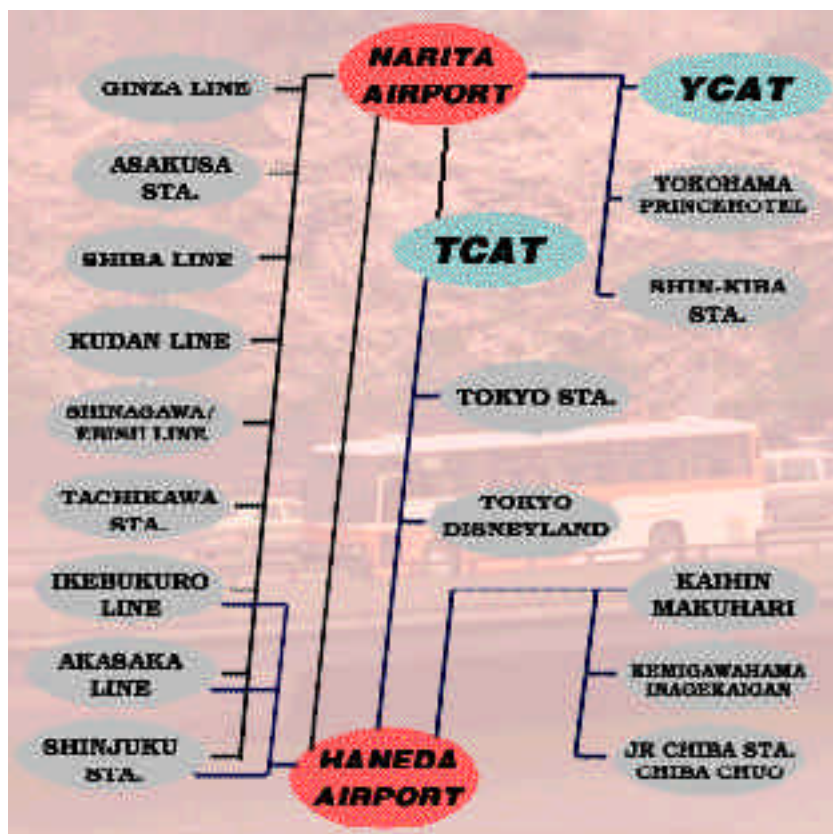
(1) You can only represent an Individual Member organization of the 3GPP. Subsidiaries of Individual Member organizations need the authority of the represented Individual Member organization in order to register.

TRAVEL INFORMATION

Shuttle bus service (Airport Limousine) from Narita Airport to the hotel is most convenient for foreign visitors. Please be sure to take a bus bound for the hotels in Shinagawa/Ebisu areas. Travel time should be around 90 minutes but depends on traffic conditions. The fare is Yen 3,000.

Timetable is found at **Error! Bookmark not defined.**

Information on Narita Airport is available at **Error! Bookmark not defined.**



HOTEL INFORMATION

A block booking has been made to the following hotel.

Takanawa Prince Hotel is located adjacent to New Takanawa Prince Hotel, only 5 minutes by walk.

Takanawa Prince Hotel
13-1, Takanawa 3-chome, Minato-ku, Tokyo, Japan
TEL: +81-3-3447-1111
FAX: +81-3-3446-0849

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The above TEL and FAX numbers are to be used to make contact with the guest before and after the meeting hours.

Please fax the attached form no later than **March 12th** to make your reservation at **+81-3-**

3442-1070.

The special room rate is 13,000 YEN (excluding service fee and tax). The block booking is on the first come, first served basis. Cancellation should be made before two days when you begin to stay.

All delegates are asked to pay their accommodation costs personally upon departure.

HOTEL RESERVATION FORM

For the 3GPP RAN TSG WG4 meeting hosted by Motorola Japan, 29 - 31 March 1999, in Tokyo, Japan.

Please complete ALL sections in BLOCK CAPITALS and send it no later than 12 March 1999 to:

TAKANAWA PRINCE HOTEL (Reservation) FAX +81-3-3442-1070

I would like to reserve room (s) for the following nights to the special rate.

Dates: Arrival:ÖÖÖÖ. Departure: Ö.....ÖÖ..

Name: Ms. Mrs. Mr. _____

Company: _____

Address: _____

Fax*: _____

Tel*: _____

(* = including country code)

Å Please guarantee my room for late arrival.

Credit card to guarantee this reservation:

Å VISA Å AMEX Å EC Å DINERS Å OTHER _____

Number: _____ exp. Date: _____

Signature: _____