



To members of 3GPP TSG RAN WG4

**Invitation to the 3GPP TSG RAN WG4 #7 Meeting
to be held on 7th-10th September 1999
in Makuhari, Japan**

Dear Colleagues,

On behalf of Mr Howard Benn, chairman of RAN WG4, Fujitsu has the pleasure to inform you of the arrangements for the 7th meeting of the 3GPP TSG RAN WG4 taking place on 7th-10th September 1999 in Makuhari, Chiba in Japan.

The venue of the meeting will be:

**FUJITSU Makuhari System Laboratory Center
1-9-13 Nakase, Mihama-ku, Chiba-shi Chiba-ken 261-0023
Seminar Room 20 (20th Floor)**

The meeting will start at 9:00 on Tuesday 7th and will end at around 17:00 on Friday 10th. Registration will take place on the first day of the meeting. The draft agenda will be sent to you by Mr. Howard Benn, chairman of 3GPP TSG RAN WG4.

A block reservation has been made at the Hotel New Otani Makuhari from Sunday 5th September to Saturday 11th September. Please be sure to make your hotel reservation personally by filling in the **ACCOMMODATION RESERVATION FORM** attached and faxing it directly to the **HOTEL NEW OTANI MAKUHARI**.

Also attached is the **REGISTRATION FORM FOR THE 3GPP TSG RAN WG4 Meeting #7**, as well as information on transportation and accommodation.

You are kindly requested to return the meeting registration form no later than **27th August 1999** by e-mail to:

wg4@msd.ts.fujitsu.co.jp

Please remember that local time in Japan is 9 hours ahead of GMT.

For more information, please contact Takaharu Nakamura. (Tel: +81-468-47-5421,

E-mail: poco@flab.fujitsu.co.jp)

I look forward to seeing you in Japan.

Yours sincerely,
Takaharu Nakamura
Fujitsu



REGISTRATION FORM FOR THE 3GPP TSG RAN WG4 Meeting #7

PLEASE COMPLETE THIS FORM AND SEND IT BY 27TH AUGUST 1999, TO:

E-mail: wg4@msd.ts.fujitsu.co.jp

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
 UMTS Forum
 Other: _____

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

Status of Membership: (tick one box)

- 3GPP Individual Member
 Organizational Partner Representative
 Market Representation Partner Representative

Category of represented Individual Membership: (tick one box)

- Administration
 Manufacturer
 Public Network Operator
 Private Service Provider
 Other: _____

(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.

INFORMATION RELATED TO SUBMISSION OF DOCUMENTS

To receive a document number, please contact the chairman of TSG-RAN WG4, Mr Howard Benn, by sending an email to:

bennh@ecid.cig.mot.com

All input documents should be sent to the 3GPP TSG RAN WG4 e-mail reflector (3GPP_TSG_RAN_WG4@LIST.3GPP.ORG) in a zip file no later than 1st September 1999, after having a document number allocated. They should be sent to the dedicated e-mail server at Fujitsu shown below, so that your contribution can be distributed in paper form during the meeting.

E-mail: wg4-doc@msd.ts.fujitsu.co.jp

The documents should be sent in zip files and clearly marked as input to **3GPP TSG RAN WG4 Meeting #7** by referring to cover page attached below.



Cover_page.rtf

The documents should be received by 1st September 1999. Otherwise please be sure to bring 70 copies of them with you.

There will be limited copying facilities available for printing documents created during the meeting. Please note that some documents, especially lengthy ones, may be circulated ONLY on CD-ROM or FLOPPY DISC in order to save copying time.



TRAVEL INFORMATION

A) Transportation from Narita Airport to Makuhari Area:

The Airport Limousine Buses from Narita Airport stop at most major hotels.

1) Airport Limousine Bus

Fare: 1,100 yen

Travel Time: 60 min

2) Train (JR)

Trains to take:

1. From JR Narita Airport Stn., take the JR Sobu Line to JR Chiba Stn. (approx. 44 min.)
2. From JR Chiba Stn., take the Town Liner (monorail) to Chiba Minato Stn.. (approx. 5 min.)
3. From Chiba Minato Stn., take the JR Keiyo Line to JR Kaihin-Makuhari Stn.. (approx. 9 min.)

Travel Time: approx. 1 h 43 min (including waiting time: approx. 1 h 45 min.)

Fare: 1,000 yen



Alternatively, you can reach JR Kaihin Makuhari by taking the JR Keiyo Line from JR Tokyo station. The journey takes 39 min on a local train and 30 min on an express. Please be aware that the local train stops at 12 stations in between and the express train stops at 4 stations. The fare is 540 yen for both.

Please be aware that the Keiyo Line platform at Tokyo station is a 10-minute walk away from the Sobu Line platform and that you need to take a train bound for Soga. Trains for Fuchu-Hommachi are for another direction.

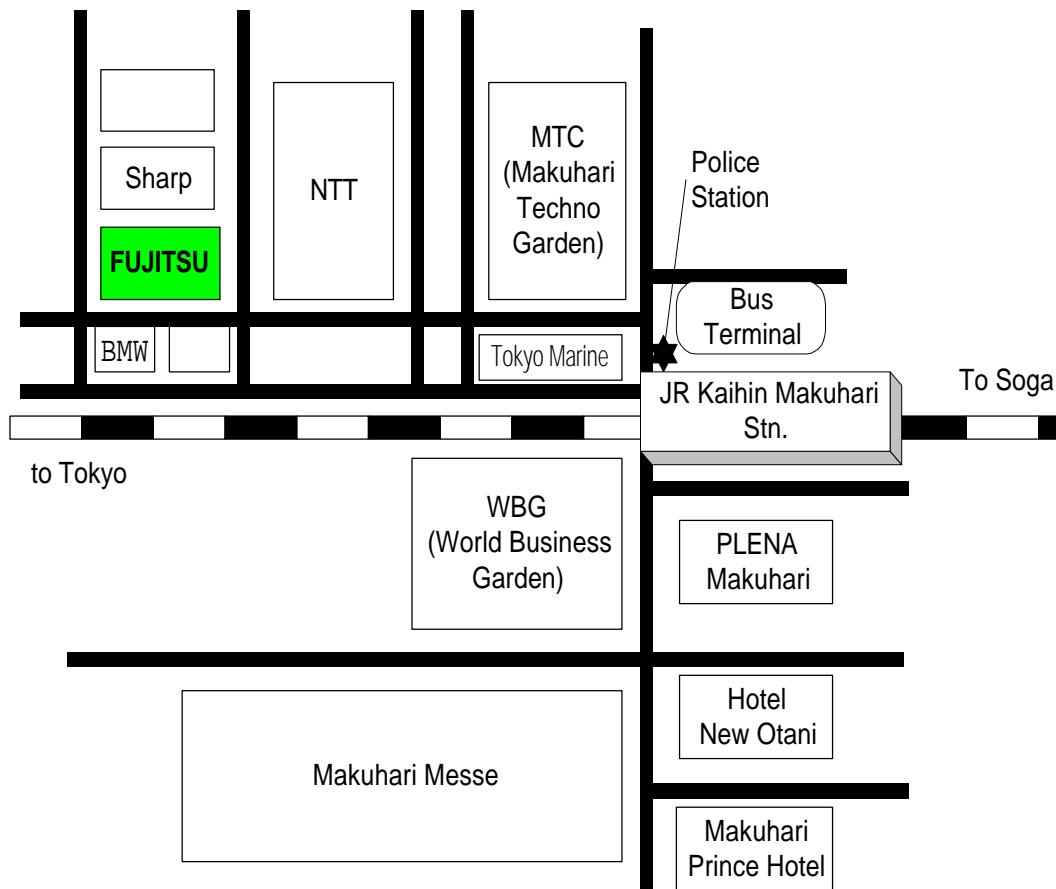
3) Taxi

Travel Time: 30 min

Fare: approx. 12,000 yen

B) Transportation from Kaihin-Makuhari Stn.. to FUJITSU Makuhari System Laboratory Center

It takes approx. 10 minutes on foot from JR Kaihin-Makuhari Stn.. (Keiyo-Line) to FUJITSU Makuhari System Laboratory Center. On leaving the station you will see the venue on your right, next to the NTT building.





ACCOMMODATION INFORMATION

A block reservation has been made available at the following hotel for the meeting participants.

HOTEL NEW OTANI MAKUHARI

2-2 Hibino, Mihama-ku, Chiba City, Chiba, 261

TEL: +81-43-297-7777

FAX: +81-43-297-7788

Room rate (incl. breakfast, service charge and tax):

13,000 yen (single)

15,000 yen (twin for single person use)

20,000 yen (twin for two person's use)

Note 1: See <http://www.newotani.co.jp/makuhari/index.htm>

Note 2: We recommend taking the Airport Limousine Bus from Narita Airport, as this is the easiest way to get to the hotel.

How to make a reservation

Please fax the attached form **DIRECTLY TO THE HOTEL** no later than 30th July 1999 JST (+9:00 GST) to make your reservation. Please note that a "first come first served" principle will be applied. Please bear in mind that cancellation penalties will be incurred if a cancellation is made less than 3 days prior to your arrival.



ACCOMMODATION RESERVATION FORM

For the 3GPP RAN TSG WG4 meeting, 7-10 September 1999, in Makuhari, Japan.

Please complete ALL sections in BLOCK CAPITALS and send this form no later than 30th July 1999.

**• HOTEL NEW OTANI MAKUHARI
FAX: +81-43-297-7788
(To Front Office: Mr Yoshida, Ms Tochio)**

I would like to reserve • Single/ • Twin (for single person use) / • Twin room(s), for the following nights, at the special meeting rate noted above.

Dates: Arrival: Departure:

Name:

Company:

Address:

Fax*:

Tel*:

(* = including country code)

- Please guarantee my room for late arrival.

Credit card to guarantee this reservation:

• VISA • AMEX • EC • DINERS • OTHER _____

Number: _____ exp. Date: _____

Signature: _____

