



July 27, 2009

Invitation to the RAN5 #45 Meeting
October 26 - 30, 2009
Philadelphia, PA, USA

Dear Colleagues,

On behalf of Spirent Communications, I am pleased to invite you to the 3GPP RAN5 #45 meeting.

The meeting will be held at the **Sheraton Society Hill Hotel**, conveniently located in the waterfront area of Philadelphia, Pennsylvania, within walking distance of a wide choice of restaurants and the many famous historic sites in Philadelphia's downtown. For your convenience, we have negotiated a block of rooms at a reduced rate of US\$149 + tax for single or double occupancy. This is a very competitive rate for the immediate area and we would appreciate your support in choosing this hotel for your stay. **Please specify the name 3GPP** when making your reservation in order to qualify for the reduced rate. The cut-off date for hotel reservations at this rate is **September 18, 2009**. For more information regarding booking of your room, please read the Reservations section of this invitation.

In addition to making your hotel reservation, it is also very important to register for the meeting on the 3GPP website. This provides the MCC and meeting planners with important planning information. The registration form can be found on the 3GPP website. Please visit www.3gpp.org to register on line.

Meeting directions and general information are provided in the following pages. Spirent will also be hosting a hospitality event during your stay; more details to follow.

We are looking forward to seeing you in Philadelphia.

Sincerely,

A handwritten signature in black ink that reads "Ronald W. Borsato". The signature is written in a cursive style with a large, stylized 'R' and 'B'.

Ronald Borsato
Solutions Architect
Spirent Communications
Tel.: +1 732 578 2394
email: ron.borsato@spirent.com



General Meeting Information

Meeting and Dates	RAN5 #45 October 26 - 30, 2009
Location	Philadelphia, Pennsylvania, USA
Host	Spirent Communications

Please direct any questions regarding the logistical arrangements of this meeting to the 3GPP Meeting Coordinators:

The SK Group

Suzanne Schlanger
Shannon Blumenreich
Tel.: +1 310 839 9747
Fax: +1 310 839 9741
Shannon@theskgroup.com

Spirent Contact:

Ronald Borsato
Solutions Architect
Spirent Communications
Tel.: +1 732 578 2394
email: ron.borsato@spirent.com

Hotel Address and Contact Information:

Sheraton Society Hill
One Dock Street
Philadelphia, PA 19106 USA
Tel.: +1 215 238 6000
Fax: +1 215 238 6652

Room Rate:

\$149 USD + tax
Tax: 15.2%

Check-in/Check-out Times:

Check in - 3:00 pm
Check out - 12:00 Noon

Hotel Website:

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=166>

Cut-off Date:

September 18, 2009

Please be sure to make your reservations before the cut off date to insure the lower group rate. Rates may be significantly higher after the cut-off date.

Reservations:

To make your reservation by phone, please call the hotel directly at Tel.: +1 215 238 6000. You may also call reservations toll free in the United States at Tel.: +1 800 325 3535. Please make sure you tell the agent that you are with the 3GPP group. For Internet Reservations: <http://www.starwoodmeeting.com/Book/skgroup>.

Cancellations:

Room cancellations must be made by 6 pm on the day prior to arrival to avoid a penalty of one room night and tax.

Please Note: The SK Group is not responsible for reservation confirmations, cancelled or changed reservations, or no-shows. Please contact the hotel directly to make any changes.



Airport:

Philadelphia International Airport (PHL) is just 12.9 km (8.0 miles) from the hotel.

Wireless LAN:

This will be a paperless meeting.

ETSI will provide and administer a Wireless LAN for document distribution. Please be sure to bring your wireless LAN card to the meeting.

Phone charges:

Each delegate is responsible for verifying any toll charges that may be incurred by placing local, long distance and toll-free calls from a guest room.

GSM Coverage:

There is GSM coverage in Philadelphia.

Time Zone:

US Eastern Daylight Time (EDT)

Directions:

<http://www.starwoodhotels.com/sheraton/property/area/directions.html?propertyID=166>

Transportation:

Taxi	\$28.50 one way (flat rate)
Third Party Shuttle	www.phl.org/ground_transportation.html
Hotel Parking	\$29.00 plus \$5.80 tax per night
<i>Please note: These prices are subject to change</i>	

Rental Car Information:

BUDGET	US Reservations: +1 800 527 0700 www.budget.com
HERTZ	US toll-free reservations: +1 800 654 3001 www.hertz.com
THRIFTY	US toll-free reservations: +1 800 847 4389 www.thrifty.com

Voltage Requirement: 110V

Please be sure you have the correct adapter for the US. Converters will not be provided at the meeting.



US Visa Information:

Should you require a personal letter of invitation for a visa application, please fill out the attached Visa Invitation Letter Request Form in its entirety and send to **Ron Borsato** via email at Ron.Borsato@spirent.com.



PLEASE NOTE: ALLOW UP TO 14 DAYS FOR INVITATION LETTER REQUESTS TO BE PROCESSED BY SPIRENT. HARD COPIES OF INVITATION LETTERS WILL NOT BE SENT OUT AFTER OCTOBER 1, 2009. REQUESTS RECEIVED AFTER OCTOBER 1, 2009 CAN BE SENT VIA FAX OR EMAIL ONLY.

PLEASE VERIFY THAT ALL INFORMATION IS ACCURATE AND WILL BE VALID AT THE TIME OF THE MEETING.

In addition, you may be asked for specific documentation showing strong social, economic, and other ties to your home country. Documents in a foreign language should have a notarized translation attached.

Please be aware that it may take up to **6 to 8 weeks** (or even longer for some countries) for visa approval so make your request for the invitation letter **as soon as possible**. Letters of invitation will be sent to you via fax or email and will only be sent via express mail upon special request. Please indicate if you require a hard copy letter in your email request.

Please do not contact ETSI, the meeting chairman, or the North American Friends of 3GPP representative for a visa letter. Letters will be processed within 14 days of receiving an email request. If you have not received your letter within 14 days or have any changes after receiving a faxed copy, please contact Ron Borsato via email at Ron.Borsato@spirent.com.

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Have a great meeting and enjoy your stay in Philadelphia!