



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

**Circular letter
5/LCCE/26**

3 March 2011

**To Administrations of Member States of the ITU,
Radiocommunication Sector Members and ITU-R Associates
participating in the work of Radiocommunication Study Group 5**

Subject: Eleventh meeting of Working Party 5D on IMT systems

Introduction

At the kind invitation of the United States Administration, this letter is to announce that the eleventh meeting of ITU-R Working Party 5D will take place in Waikoloa, Hawaii, from 7 to 14 July 2011.

Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found at:

<http://www.itu.int/publ/R-QUE-SG05/en>

Working Party 5D will conduct its work in English.

The meeting will take place at:

Waikoloa Beach Marriott Resort & Spa
69-275 Waikoloa Beach Drive
Waikoloa, Hawaii 96738 USA
Tel.: +1 808 886 6789
Fax: +1 808 886 3601

<http://www.marriott.com/hotels/travel/koamc-waikoloa-beach-marriott-resort-and-spa/>

For further information see Annex 2.

Contributions

Contributions in response to the work of Working Party 5D are invited. Contributions will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on the web.

The deadline for submission of contributions is Thursday, 30 June 2011, 16:00 hours UTC.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-5), contributions containing a proposal for a Recommendation should draw the attention to any known patent or to any known pending patent application relating to systems or technologies considered in the proposal.

Copies of each contribution should be sent to the Study Group Department, Radiocommunication Bureau, for processing, to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Radiocommunication Study Group 5. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp5D
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg5

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

Documentation

Contributions to this meeting are stored on the ITU web site at:

<http://www.itu.int/md/R07-WP5D-C/en>

Wireless LAN facilities will be provided in all meeting rooms and an Internet cafe facility will also be provided.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting because **this will be a completely paperless meeting** (no paper copies of documents will be distributed).

Participation

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States of the ITU Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Draft agenda for the 11th meeting of Working Party 5D

(Waikoloa, Hawaii, from 7 to 14 July 2011)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 10th meeting of Working Party 5D
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D

Annex 2

Additional information for the eleventh meeting of Working Party 5D

1 Introduction

The United States is pleased to welcome the participants to the meeting of ITU-R Working Party 5D on IMT Systems (July 7 - 14, 2011). This Annex provides both information on the meeting and guidance to the delegates for their stay in Waikoloa.

sponsored by:



with additional assistance from:



2 Meeting venue

The meeting will be held at:
Waikoloa Beach Marriott Resort & Spa
69-275 Waikoloa Beach Drive
Waikoloa, Hawaii 96738 USA
Tel.: +1 808 886 6789
Fax: +1 808 886 3601

<http://www.marriott.com/hotels/travel/koamc-waikoloa-beach-marriott-resort-and-spa/>

3 Hotel accommodation

A room block has been set aside for ITU delegates. **Please use the following link when making your reservations:**

<https://resweb.passkey.com/go/iturmeeting>

Please note that reservations have been set up to be made via internet only. Should you experience any difficulties when making your reservations please contact Shannon Blumenreich at Shannon@theskgroup.com

The room rates are as follows:

Room Type	Room Rate
Single/double room rate, additional adult in room is an additional \$45 per person, per room, room only breakfast not included (Continental breakfast outside meeting room included on days of meeting only)	\$159 + tax
Single room rate including full American Buffet breakfast for one person daily in hotel restaurant.	\$179 + tax
Double room rate including full American Buffet breakfast for two people daily in hotel restaurant	\$199 + tax.

No additional charge for children under 18 years of age when accompanied by a paying adult. Maximum four people per room.

Taxes:

Current applicable tax and local taxes are 13.416%.

Porterage Gratuity:

Please note: Due to local union laws, there is a mandatory porterage gratuity of \$6.50+tax (currently 4.166%) per person. This is a round trip, one time charge that will be posted to your bill. You will be charged this fee regardless of whether or not you choose to use the bellhop upon check in or check out. Should you opt to use a bellhop, any gratuities you wish to give are in addition to the \$6.50 and at your discretion.

Breakfast:

Continental Breakfast will be served daily in the foyer outside the meeting room at 8 am on meeting days only. Should you wish to have a room rate that includes a full American buffet breakfast in the restaurant daily (including weekends), please select the appropriate room rate on the website. The rates that include breakfast, include breakfast in the restaurant at a special rate for ITU-R delegates and guests. Breakfast at the restaurant if not purchased as part of the room rate will cost an additional \$28+ tax.

Internet:

ITU-R delegates receive the reduced guest room internet charge of \$5 per room per night. Internet access in the sleeping room is wired. Once you have signed up for internet in the sleeping rooms, you may also access it wirelessly in the lobby.

Optional Resort Fee:

The Marriott Waikaloa Beach offers the following optional items as part of their "Resort Activity Passport" Resort Fee (\$20 per day)

Free Daily self parking

Half day snorkeling for two people

Free local, toll free and long distance calls (to the US and Canada only).

Hotel Parking:

On-site parking, fee: \$18 USD daily

Valet parking, fee: \$21 USD daily

Participants seeking alternative accommodation arrangements can find more information at <http://www.gohawaii.com/big-island>

4 Transportation & access**Kona International Airport - KOA**

Phone: 1 808 329 2484

Hotel direction: 18 mile(s) N

Driving directions: Upon leaving Kona International Airport, turn left onto Queen Kaahumanu Highway or Highway 19. Continue north on Highway 19 for approximately 18 miles until you reach Waikoloa Beach Drive. Turn left onto Waikoloa Beach Drive. At the fourth stop sign, turn left into hotel entrance.

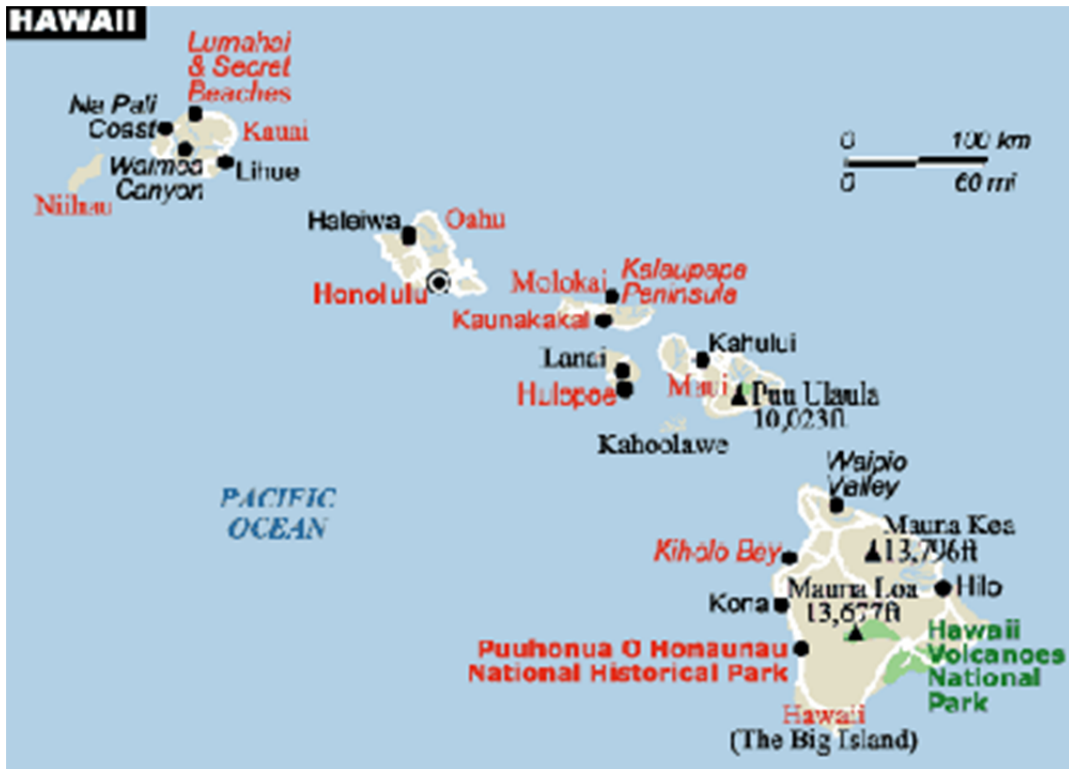
This hotel does not provide shuttle service.

Alternate transportation: Speedi Shuttle or Resort Transportation; fee: is from \$51-\$60 per vehicle depending upon number occupants.

Estimated taxi fare: \$65.00 USD (one way)

Car Rental: Hawaii car rentals make exploring the islands much easier and less time consuming, allowing you to get the most out of your trip there. Though public transportation on Oahu is adequate, the other islands lack efficient services or any services at all, making Hawaii car rentals, in some cases, a necessity. Hawaii also has a good system of paved roads, so getting around with your Hawaii car rentals (including a good map!) should be without incident, providing those driving Hawaii car rentals are cautious in the often mountainous terrain. One note: don't expect to drive your Hawaii car rentals from one island to the next - choppy ocean conditions make ferry services across Hawaii dangerous and inefficient, so most people leave their Hawaii car rentals at 'home base' and island-hop by plane.

All of the major American companies offer Hawaii car rentals on the larger islands, including Budget and Hertz, while choices are much more limited on Molokai and Lanai. Oahu is home to the biggest supply of Hawaii car rentals, as most travelers book their Hawaii car rentals directly upon arrival at the airport in Honolulu. To secure Hawaii car rentals, drivers must hold a valid license and be at least 25 years old. Credit cards are not required to make Hawaii car rentals, but a large cash deposit may have to be made otherwise. Insurance is usually included in the price of Hawaii car rentals, and renters are advised to read the stipulations carefully, as they can be quite tricky (i.e. some roads are marked out of bounds for Hawaii car rentals by the rental companies themselves).



5 Passports & visas

Please contact **Christopher Wallace** via email at christopher.wallace@interdigital.com, should you require a personal letter of invitation for a visa application. Your email must include the following information in order for it to be processed:

1. Family name (last name):
2. Forename (first name):
3. Birth date (month/date/year):
4. Passport number and issuing country:
5. Gender:
6. Company name:
7. Occupation/Position:
8. Company/mailing address:
9. Postal Code:
10. Country:
11. Telephone number:
12. Fax number:
13. Name of meeting:
14. Location of meeting:

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.

It may take up to 16 weeks for visa approval so please make your request for the invitation letter as soon as possible. Letters of invitation will be sent to you via email and only be sent via Federal Express mail upon special request.

6 Currency & banking

The US Dollar (USD) is the unit of currency and is divided into 100 cents. Only major banks exchange foreign currency. ATMs are widespread and credit cards and travelers cheques are widely accepted. Travellers cheques should be taken in US Dollars to avoid hassles. Banking hours are Monday to Friday 9am to 3pm.

Online exchange rates: www.xe.com

Internationally-recognized credit cards such as VISA, MasterCard, American Express, JCB and Diners are typically accepted at most hotels and restaurants.

7 Network

WLAN service will be provided in the meeting room.

Broadband access (wired) to the Internet is available in guest rooms.

8 Language

Both English and Hawaiian are official languages in Hawaii, though the latter is spoken only in small pockets and at traditional functions. Asian languages, especially Japanese, are widely spoken.

9 Local time

The Hawaiian islands are on Hawaiian Standard Time, five hours behind Eastern Standard Time and ten hours behind Greenwich Mean Time (GMT -10)

http://www.timetemperature.com/tzus/time_zone.shtml

10 Tipping

Tipping is as common in Hawaii as it is in the rest of the U.S. Tip 15-20% to bartenders and waitresses, depending on the level of service. It is also common to tip cab drivers and others that provide similar services.

11 Climate

The climate of Hawaii is more subtropical than tropical, due to the fact that the sea surrounding the islands has a moderating effect. Weather conditions tend to be fairly consistent, with little temperature variation. There are two seasons, neither of which is particularly extreme. Summer (May to October) has pleasant temperatures and humidity is low, with the average highs of 82°F (28°C). Winter (November to April) has temperatures that rarely fall below 65°F (18°C).

12 Electricity

Outlets in Hawaii work on 110 volts, 60 Hz, with two or three pronged flat plugs.



13 Emergency Phone

Emergency police, Fire, Ambulance - 911

14 Meeting Contact

Marc GRANT
AT&T Services, Inc.
9505 Arboretum Boulevard
9W00F
Austin, Texas 78759 USA
+1 512 483 1190
marc.grant@att.com

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

The SK Group
Suzanne Schlanger, CMP
Tel.: +1 310 839 9747
Fax: +1 310 839 9741
Suzanne@theskgroup.com

Shannon Blumenreich
Tel.: +1 845 259 9991
Fax: +1 805 926 3519
Shannon@theskgroup.com