



Radiocommunication Bureau
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Circular letter
5/LCCE/8

19 August 2008

**To Administrations of Member States of the ITU
and Radiocommunication Sector Members participating in the work of
Working Party 5D of Radiocommunication Study Group 5**

Subject: Third meeting of Working Party 5D on IMT systems and Workshop on IMT-Advanced

Introduction

At the kind invitation of the Administration of the Republic of Korea, this letter is to announce that the 3rd meeting of ITU-R Working Party 5D will take place in Seoul, from 8-15 October 2008.

Place of the meeting

The meeting will take place at the:

JW Marriott Hotel, Seoul

19-3 Banpo-dong, Seocho-gu

Tel.: +82 2 6282 6262

Fax: +82 2 6282 6263

Web: <http://www.marriott.com/hotels/travel/seljw-jw-marriott-hotel-seoul>

For further information see Annex 2.

A one-day Workshop on IMT-Advanced will also be held on 7 October 2008 at the same venue. Details about the workshop are available at <http://www.itu.int/ITU-R/go/imt-workshop>.

Programme of the meetings

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

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

Working Party 5D will conduct its work in English.

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 Wednesday, 1 October 2008, 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=5

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>

A number of CD-ROMs containing all of the contributions will be available for participants at the start of the meeting. A CD-ROM containing all of the contributions and temporary documents will also be provided to each participant before the final plenary session.

Wireless LAN facilities will be provided in all meeting rooms and a cyber cafe facility will also be provided.

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting. Please note that only a limited number of paper copies of the documents will be available at the meeting.

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information. The attachments of such long documents, when submitted as delayed contributions, would only be distributed on paper to the participants at the meeting, on request.

Participation

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed form (Annex 3). **It is very important that participants requiring entry visas for Korea submit their applications at the earliest possible opportunity.**

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Party 5D 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 3rd meeting of Working Party 5D

(Seoul, 8-15 October 2008)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 2nd meeting of Working Party 5D ([Doc. 5D/242](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Acting Chairman, Working Party 5D

ANNEX 2

Additional information for the third meeting of Working Party 5D including IMT-Advanced Workshop

1 Introduction

Radio Research Laboratory, Korea Communications Commission is pleased to welcome participants of the ITU-R Working Party 5D which will take place in Seoul, the capital of the Republic of Korea, from October 8 to 15 as well as IMT-Advanced Workshop on October 7, 2008. This Annex provides both information on the meeting and guidance to the delegates for their stay while in Seoul.

2 Meeting venue

JW Marriott Hotel, Seoul

19-3 Banpo-dong, Seocho-gu

Tel.: +82 2 6282 6262

Fax: +82 2 6282 6263

Web: <http://www.marriott.com/hotels/travel/seljw-jw-marriott-hotel-seoul>

The Marriott is located within comprehensive multi-purpose complex with a department store, bookstore, movie theatre and food-court, etc. The hotel is linked to Express Bus Terminal and Subway stations (Lines 3 and 7).



3 Hotel accommodation

The information about the main and an alternative hotel is available in Attachment 1. Bookings should be made directly to the hotel.

4 Transportation & access

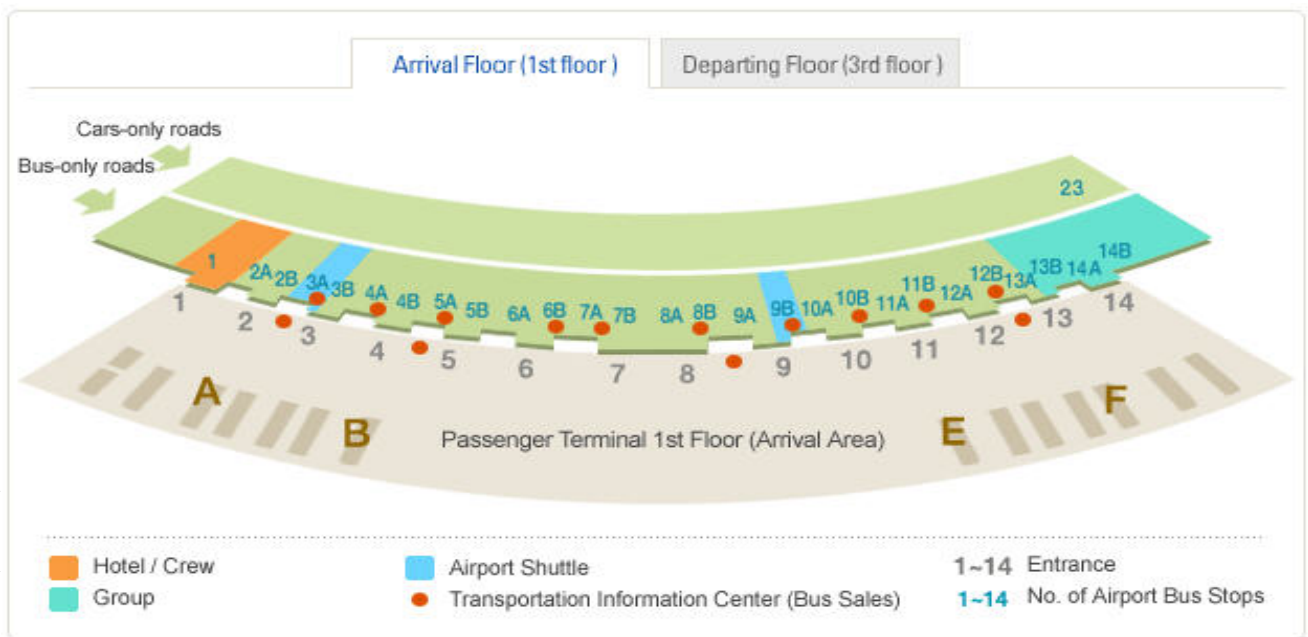
Incheon International Airport is situated about 50 km (30 miles) west of Seoul.

Limousine Buses are the recommended method of travel to your hotels. They take around **50 minutes** from the airport to the hotel and buses run **every 15 minutes**. Information and tickets for the Limousine Bus are available at the Information Counter (1st Floor) at the airport.

The fare is KRW 14,000 as of July 2008.

LIMOUSINE BUSES – TIMETABLE

Bus Stop	Bus Stops	First Bus	Last Bus	Interval	Travelling Time	Fare
4A (10B)	Incheon Airport → JW Marriott Seoul	At Seoul 05:20	At Seoul 22:20	10-15 mins.	50 mins.	KRW14,000
	(Gangnam Express Bus Terminal)	At Airport 05:20	At Airport 21:45			



5 Passports & visas

Delegates are advised to check with the Korean Embassy in their own country to ascertain whether a visa is required for their visit to Korea.

If an invitation letter in addition to the ITU Circular Letter is needed for your visa application, please contact **Ms. Haeyoung LEE** with all necessary information: your name, nationality, organization / company, sex, date of birth, address (home and office), passport number, date (and place) of issue and expiry date of passport, telephone, fax and e-mail address.

For an invitation letter or any further information you may require, please contact:

Ms. Haeyoung LEE

Radio Research Laboratory

Korea Communications Commission

1, Wonhyoro-3Ga, YongsanGu, Seoul, zip code: 140-848

Tel.: +82 2 710 6473

Fax: +82 2 710 6449

Email: hyoung@kcc.go.kr

Delegates are urged to process their visa requests at their earliest convenience.

For more information, please visit the Ministry of Foreign Affairs and Trade at <http://www.mofat.go.kr/english/main/index.jsp?lang=eng>.

6 Currency & banking

Currency

The unit of Korean currency is the Won (**KRW**). One US dollar is approximately 1010 Korean won, as of July, 2008. Foreign bank notes and travellers' checks can be exchanged into Korean won at banks, currency exchanges and major hotels.

Banks

Many international banks are represented by branches in Seoul. Banks are open from 09:30 to 16:30 on weekdays and are closed on Saturdays and Sundays.

Credit cards

Internationally-recognized credit cards such as VISA, MasterCard, American Express, Diner's Club and JCB card are accepted at most hotels, department stores and restaurants.

7 Computer facilities

A wireless network, using IEEE802.11b/g, will be available.

8 Language

The official language is Korean but English is also spoken in most hotels, big restaurants and department stores.

9 Local time

Korea is +9 hours UTC.

10 Tax & tipping

A value-added tax (VAT) is usually included in the retail price on most goods and services at a standard rate of 10%. For meals and other services, VAT is automatically added to the bill.

Tipping is neither a traditional custom nor expected so it remains at the customer's discretion.

11 Climate

While in Seoul participants will experience autumn (Fall) – a beautiful season here and arguably the most ideal time to visit Korea. During this period, the country experiences warm, sunny weather and the skies are a cobalt blue, with the spectacular autumn foliage perhaps the biggest draw.

October has an average temperature of 14.5°C (58°F).

12 Electricity

Outlets for 220 volts AC/60 Hz are available in major hotels.

Always check the power supply before using equipment.



13 Tourist information

For any further information about tourism in Seoul, please visit the website: <http://www.visitseoul.net>.

ATTACHMENT 1

Accommodation

Meeting Hotel

JW Marriott, Seoul

JW Marriott, Seoul will offer special rates and services to the participants at the ITU-R Working Party 5D meeting and IMT-Advanced Workshop.

An exclusive manager will handle all hotel accommodation for participants to the ITU-R Working Party 5D and Workshop on a **first-come, first-served basis**.

Ms. Alexia Kim (Sales Manager)

Tel.: +82-2-6282-6216

Fax: +82-2-6282-6217

Email: alexia.kim@marriotthotels.com

Room Type	Room rate(per night)		Breakfast
	Single	Double/Twin	
Superior Room	KRW175,000	KRW175,000	Not included
	KRW190,000 (+1 Breakfast)	KRW200,000 (+2 Breakfast)	Included

Hotel reservation policy

Room reservations can be made with the JW Marriott, Seoul Reservations Department on by phone on +82 2 6282 6282 or by faxing the Hotel Reservation Form on +82 2 6282 6225 or via email to mhrs.seljw.reservations@marriotthotels.com.

Room reservations also can be made on the Marriot web-site: www.marriott.com.

The Group code is BERBERA.

The special rates are subject to availability.

A 10% service charge plus a 10% tax will be added to the above rates, however, the 10% government tax will be exempted for non-resident, foreign travellers.

Check-in: 14:00, Check-out: 12:00 noon.

Application and payment

Participants wishing to reserve hotel accommodation should complete the reservation form in the Attachment 2 and return it by email or fax to JW Marriott Seoul no later than 7th September 2008.

Credit card information should be included on the form to guarantee the hotel reservation and to pay cancellation charges. All internationally-recognized credit cards are accepted.

Cancellation policy

In the event of cancellation, written notification should be sent to JW Marriott Seoul. The following cancellation fees will apply and will be charged to your credit card automatically. Cancellation within 29-14 days prior to the arrival date: 25% of total room nights booked and tax will be charged. Cancellation within 14-4 days prior to the arrival date: 50% of total room nights booked and tax will be charged. Cancellation within 3 days prior to the arrival date: 80% of total room nights booked and tax will be charged. Cancellation and no-show within 2 days prior to the arrival date: 100% of total room nights booked and tax will be charged. Once the no-show occurs, the whole room reservation will be automatically cancelled. If the individual shows up next day, the room will be offered only based on availability at best available rate.

Alternative accommodation

SEOUL PALACE HOTEL

63-1, Banpo-dong, Seocho-gu

Tel.: +82 2 532 5000

Fax: +82 2 532 0399

Web: www.seoulpalace.co.kr



Seoul Palace Hotel is a 50-60 minutes drive from Incheon International Airport.

The KAL Limousine Bus (Line 3) runs from Incheon to the hotel in every 10-15 minutes. The hotel is conveniently located within a 5-minute walking distance from Express Bus Terminal, Subway Station (Lines 3 & 7) and close to the JW Marriott Hotel.

Participants wishing to reserve a room at the Seoul Palace Hotel should complete the reservation form found on Attachment 2 and return it by email or fax to the hotel directly **no later than Sunday, September 7, 2008.**

Fax: +82 2 532 0399

Email: reser@seoulpalace.co.kr

Room Type	Room rate(per night)		Breakfast
	Single	Double/Twin	
Standard Room	KRW115,000	KRW115,000	Not included
	KRW125,000 (+1 Breakfast)	KRW135,000 (+2 Breakfast)	Included

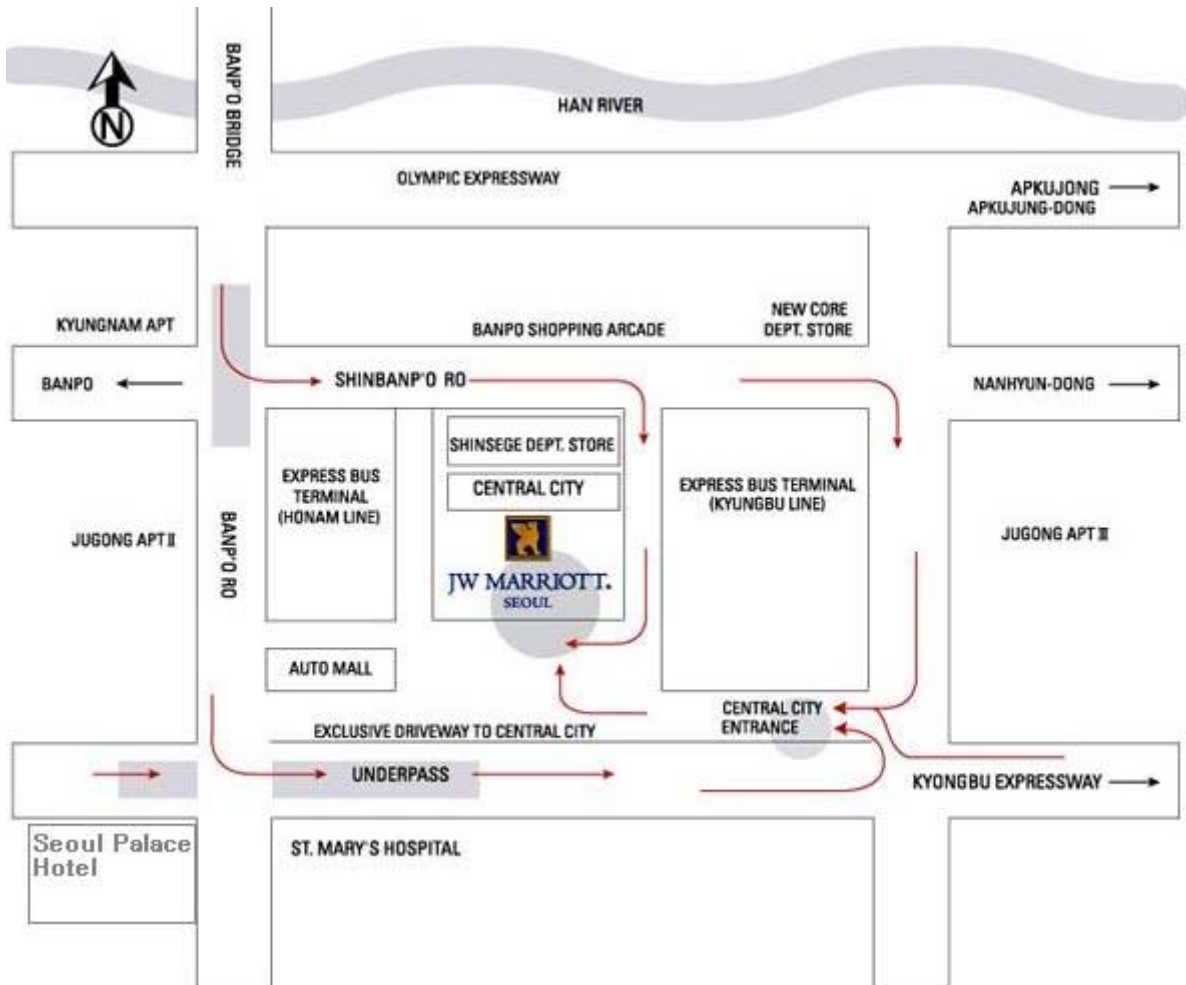
Cancellation policy

When the reservation is cancelled/amended 7 days or more, prior to the arrival date, then there is no cancellation fee. When the reservation is cancelled on the arrival day, the cancellation fee is 50% of one night stay. In case of no-show without any notification of cancellation, the cancellation fee is 100% of one night stay. In all other cases, cancellation will be subject to 30% cancellation fee of one night stay.

Notes

1. Service charge (10%) and VAT (10%) are included in the above room rate. Foreign guests are exempted from Government Tax.
2. Room rate is per room per night.
3. Delegates are responsible for the cost of items such as telephone calls, use of facsimiles, laundry, and refreshments that they incur during their stay.
4. Accounts should be settled directly with the hotel upon checkout.

AREA MAP



INCHEON-SEOUL MAP



ATTACHMENT 2

HOTEL ACCOMMODATION RESERVATION FORM

IMT-Advanced Workshop and the third ITU-R WP 5D meeting

7-15 October, 2008 — SEOUL

1	HOTEL INFORMATION			
	Name	Room Category		Breakfast
	JW Marriott, Seoul Tel.: +82 2 6282 6282 Fax: +82 2 6282 6225 Email: mhrs.seljw.reservations@marriotthotels.com	Superior Room	☐ Single ☐ Double/Twin	☐ Not included ☐ Included
	Seoul Palace Hotel Fax: +82 2 532 0399 Email: reser@seoulpalace.co.kr	Standard Room	☐ Single ☐ Double ☐ Twin	☐ Not included ☐ Included

2	RESERVATION INFORMATION			
Mr/Ms/Mrs	Name (Last, First)	Nationality		
Accompanied by		Telephone		
Company/ Organisation		Address		
Email		Fax	()	
Check-in Date		Check-out Date		
In-Bound Flight Date/Time		Out-Bound Flight Date/Time		
Preferences / Remarks	☐ smoking ☐ non-smoking ☐ Other ()			

3	METHOD OF PAYMENT	
CHARGE (check ONE) ☐ VISA ☐ MasterCard ☐ Other ()		
Card Number:	_____ Exp. Date _____	
Name of card holder		
Authorized signature		

ANNEX 3

Working Party 5D
Seoul, Korea, 8-15 October 2008



REGISTRATION FORM

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member(s):
(family name) (first name)

1. REPRESENTATION

Name of Member State:

☐

Head of Delegation

☐

Deputy

☐

Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

☐

Recognized Operating Agencies

☐

Regional Telecommunication Organizations

☐

Scientific or Industrial Organizations

☐

Intergovernmental Organizations operating Satellite Systems

☐

UN, Specialized Agencies and the IAEA

☐

Other Entities dealing with Telecommunication matters

☐

Regional and other International Organizations

☐

Associates

2. OFFICIAL ADDRESS

Name of the Company:

Street Address:

City/State/Code/Country:

Business Tel.: **Fax:**

E-mail: **In case of emergency:**

3. DOCUMENTS

I wish to receive paper copies during the meeting: ☐ Yes ☐ No

Date: **Signature:**

For BR Secretariat use only

Approved (if applicable)

☐

Personal Section

☐

Meeting Section

☐

Pigeonhole

☐

To be returned duly completed to the
Radiocommunication Bureau

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