



Radiocommunication Bureau
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**Revision 1 to
Circular letter
5/LCCE/31**

2 July 2012

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

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

1 Introduction

At the kind invitation of the United States Administration, this letter is to announce that the 14th meeting of ITU-R Working Party 5D will take place in Woodland Hills, California, from 3 to 11 October 2012. The opening session will commence on 3 October 2012 at 9:30 hours.

2 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:

Warner Center Marriott Woodland Hills
21850 Oxnard Street
Woodland Hills, California 91367 USA
Phone: +1 818 887 4800
Fax: +1 818 340 5893

For further information see Annex 2.

3 Contributions

Contributions in response to the work of Working Party 5D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. **The deadline for submission of contributions is Wednesday, 26 September 2012, 16:00 hours UTC.** Submissions received later than this deadline cannot be accepted.

Resolution ITU-R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: rsg5@itu.int. A copy should also be sent to the Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://alturl.com/qvc53>

<http://alturl.com/5962p>

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

4 Documentation

Contributions will be posted “as received” within one working day on a SG 5 webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R12-WP5D-C/en> within 3 working days.

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).

5 Participation

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each 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 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 Member Information and Delegate Registration** 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
- ITU-R Academia
- 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 14th meeting of Working Party 5D

(Woodland Hills, California, 3-11 October 2012)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 13th 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 fourteenth meeting of Working Party 5D

1 Introduction

The United States Administration is pleased to welcome the participants to the fourteenth meeting of ITU-R Working Party 5D on IMT Systems (3-11 October, 2012). This Annex provides both information on the meeting and guidance to the delegates for their stay in Woodland Hills, California, USA. Woodland Hills is a district in the city of Los Angeles, California.

sponsored by:



2 Meeting venue

The meeting will be held at:

Warner Center Marriott Woodland Hills

21850 Oxnard Street

Woodland Hills, California 91367 USA

Phone: +1 818 887 4800

Fax: +1 818 340 5893

<http://www.marriott.com/hotels/travel/laxwc-warner-center-marriott-woodland-hills/>

3 Hotel accommodation

A room block has been set aside for ITU delegates. Reservations made within this room block using the designated reservation method have a substantially reduced daily room rate and include amenities such as complimentary internet in the sleeping room and preferential self-parking rates.

Cut off Date:

NOTE – Reservations must be made by 31 August 2012. Please make every effort to book your rooms as early as possible.

Please use the dedicated Marriott reservation links provided below for the WP 5D Meeting #14 (based on room type selection) when making your reservations.

Please note that reservations are preferably made via internet.

Alternatively, reservation may be made by calling Marriott central reservations at +1 800 228 9290 or the hotel directly at +1 818 877 4800. Please reference the meeting/event name of “ITU” to obtain the negotiated rates.

Should you experience any difficulties when making your reservations please contact Ms. Shannon Blumenreich at Shannon@theskgroup.com.

The room rates by room type (valid from 1 October through 11 October) are as follows:

- Single/double room rate, room only, **buffet breakfast not included**

Room type	Room rate (1-3 October) & (7-11 October)	“Weekend” Room rate (4-6 October)
Single/double room rate, room only, buffet breakfast not included	\$149 + tax	\$129 + tax
Reservation Link: http://www.marriott.com/hotels/travel/laxwc?groupCode=ITUITUA&app=resvlink&fromDate=&toDate=		

- Single room rate **including full American Buffet breakfast for one person** daily in hotel restaurant

Room type	Room rate (1-3 October) & (7-11 October)	“Weekend” Room rate (4-6 October)
Single room rate including full American Buffet breakfast for one person daily in hotel restaurant	\$161 + tax	\$141 + tax
Reservation Link: http://www.marriott.com/hotels/travel/laxwc?groupCode=ITUITUF&app=resvlink&fromDate=&toDate=		

- Double room rate **including full American Buffet breakfast for two persons** daily in hotel restaurant.

Room type	Room rate (1-3 October) & (7-11 October)	“Weekend” Room rate (4-6 October)
Double room rate including full American Buffet breakfast for two persons daily in hotel restaurant	\$173 + tax	\$153 + tax
Reservation Link: http://www.marriott.com/hotels/travel/laxwc?groupCode=ITUITUE&app=resvlink&fromDate=&toDate=		

Note that the room rate automatically changes on Thursday through Saturday (4-6 October) to reflect a “weekend” rate and this automatic change may not be reflected on your reservation confirmation.

Also please note in the above reservation choices that breakfast will be charged at a higher fee if added to a room reservation after booking in the ITU room block (i.e., booking a room without breakfast and then selecting breakfast option at check-in). Breakfast is also charged at a higher fee for rooms booked outside the ITU room block.

Hotel reservations must be guaranteed with a major credit card. Hotel will not hold any reservation unless guaranteed.

Room reservations may be cancelled without incurring any penalty if done so before 18:00 hours local time (Pacific Daylight Standard Time) at least 24 hours before the date of arrival (i.e. the day before). Any reservation cancelled after the 18:00 hours local time the day before, will be subject to charges of one night's room and tax.

Taxes:

Current applicable hotel taxes and local taxes are 14.10% plus a 1.50% California Tourism Tax.

Breakfast:

Continental Breakfast (e.g., coffee, juice, pastry, fruit) 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 reservations website or when booking by telephone.

Internet:

Please note, internet is complimentary for delegates booking in the ITU room block. If booking outside the block, in room internet is \$12.95 per day as part of the hotel's "Wired for Business" option.

Hotel Parking:

Self parking: \$9 USD daily (\$13 for guests booking outside the ITU block).

Valet parking: \$19 USD daily. A 10% city parking tax will be added to the above parking rates.

Baggage Handling Fee:

Baggage handling is available at the rate of \$5 round trip.

Smoking:

The Warner Center Marriott is a smoke-free environment. Smoking is prohibited in all guest rooms, guest room balconies, meeting rooms and interior public spaces.

4 Transportation & access

Driving directions (from any address):

<http://www.marriott.com/hotels/maps/directions/laxwc-warner-center-marriott-woodland-hills/>

This hotel does not provide shuttle service.

From Los Angeles International Airport (LAX)

Driving directions: North on 405 San Diego Freeway, Northwest on 101 Ventura Freeway, exit Topanga Canyon Blvd North. Turn right on Oxnard Street. Hotel is located on the right. Travel time approximately 45-60 minutes.

Alternate transportation: Super Shuttle; fee: 29 USD (one way); reservation required.

<http://www.supershuttle.com/>

Estimated taxi fare: \$90 USD (one way)

Bob Hope Airport (BUR)

Driving directions: Exit Airport to Hollywood Way Right to Alameda Avenue Right. Turn right onto 134 Ventura Freeway W, which changes To 101 West. Exit Topanga Blvd North Exit, Turn right. Right on Oxnard Street, Hotel is on the Right Hand Side.

Alternate transportation: Super Shuttle; fee: 23 USD (one way); reservation required

<http://www.supershuttle.com/>

Estimated taxi fare: \$55 USD (one way)

Car Rental:

Various car rental agencies are available at the major airports.

There is also a rental car office available at the hotel. The contact information for the agency at the hotel is:

Hertz
21850 Oxnard Street
Woodland Hills, California 91367
Phone: 1-818-999-5049

Discounted car rental rates are available for ITU delegates.

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:

NOTE – 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. Travelers cheques should be taken in US Dollars to avoid hassles. Banking hours are Monday to Friday 9am to 4pm. Online exchange rates: <http://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.

Internet is available in guest rooms and complimentary to all delegates booking within the ITU room block.

8 Language

The United States does not have an official language, but most of the population speaks English as a first language (82%). Spanish is also spoken by 12% of the population.

9 Local time

California is in the Pacific Time Zone with daylight savings time observed (PDST). Three hours behind Eastern Daylight Standard Time and seven hours behind Coordinated Universal Time (UTC) (UTC-7) <http://www.timeanddate.com/>.

10 Tipping

Tipping is expected in the U.S. since service people rely on tips as part of their basic wage.

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. 10% for taxi drivers is a common tip.

11 Climate

Southern California weather is mild. In October, little rain is expected and the temperature range is usually from 60° – 70° F (15°-21° C)

12 Electricity

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



13 Emergency Phone

Emergency: Police, Fire, Ambulance – Dial 911 (fixed or mobile phone)

14 Meeting Contact

Mr. Marc GRANT
AT&T
9505 Arboretum Boulevard
9W00F
Austin, Texas 78759 USA
Tel.: +1 512 483 1190
E-mail: marc.grant@att.com

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

The SK Group

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