



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Circular Letter
8/LCCE/143

9 December 2005

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of Working Party 8F of Radiocommunication Study Group 8**

Subject: Twentieth meeting of Working Party 8F on IMT-2000 and systems beyond
IMT-2000

Introduction

By means of this Circular Letter, we wish to announce that the 20th meeting of
ITU-R Working Party 8F will take place in Denver, Colorado, USA August 23 - 30, 2006.

Place of the meeting

The meeting will take place at the:

Westin Tabor Center
1672 Lawrence Street
Denver, Colorado 80202
United States

Tel.: +1 303 572 9100
Fax: +1 303 572 7288

http://www.starwoodhotels.com/westin/search/hotel_detail.html?propertyID=1012

For further information see Annex 2.

Program of the meeting

The draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on:
<http://www.itu.int/ITU-R/publications/download.asp?product=que08&lang=e>. Working Party 8F
will conduct its work in English.

Services directly connected with meeting activities, such as delegate registration, document
distribution, etc., will be located at the meeting place. Registration will commence at 08:30 hours
on the opening day. The opening session will commence at 10:00 hours.

Contributions

Contributions in response to the work of Working Party 8F are invited*. Contributions will be processed and dispatched in accordance with Resolution ITU-R 1-4 and posted on the web.

The deadline for submitting contributions is Wednesday 16 August 2006, 16:00 hours UTC.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-4), 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 8. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (See Chairmen and Vice-Chairmen)

Participants are encouraged to submit contributions by electronic mail to:

rsg8@itu.int

Documentation

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

<http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp8f-c>.

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 the USA submit their applications at the earliest possible opportunity (See also §6 and 7 of Annex 2).**

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 20th meeting of Working Party 8F

(Denver, Colorado – August 23 – 30, 2006)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 19th meeting of Working Party 8F
- 4 Reports from Liaison and Special Rapporteurs
- 5 Proposed method of work
- 6 Assignment of contributions
- 7 Consideration of documents
- 8 Future work
- 9 Other business

S. BLUST
Chairman, Working Party 8F

ANNEX 2

Additional information on the 20th meeting of Working Party 8F

(Denver, Colorado – August 23 – 30, 2006)

1 Meeting information

Meeting venue

Westin Tabor Center
1672 Lawrence Street
Denver, Colorado 80202
United States

Tel.: +1 303 572 9100
Fax: +1 303 572 7288

For more information about the Westin Tabor Center, please visit the following website:

http://www.starwoodhotels.com/westin/search/hotel_detail.html?propertyID=1012

The opening session will be held in the Continental Ballroom located on the third floor.

Wireless LAN facilities will be provided in all meeting rooms and Internet cafe facilities will be freely accessible.

Hotel reservation

All hotel reservations are handled by:

Westin Tabor Center Hotel

Key Word: THE ITU MEETING

Fax: +1 303 572 7291

Email : denve@westin.com

A block of rooms is available at this hotel at the reduced rate of \$169 USD for single or double occupancy. NOTE: Hotel rooms should be reserved as soon as possible, but not later than **July 14, 2006. Booking after July 14, 2006 will be subject to hotel room and rate availability.** Please use the hotel reservation form attached.

The meeting is hosted by the United States of America, and is sponsored by the following industry companies:

Arraycomm, Cingular Wireless LLC, Ericsson, Intel, Interdigital, Lucent, Nokia, QUALCOMM, Sprint, T-Mobile USA, and 3GAmericas.

2 Transportation

Air Travel

The local airport is Denver International Airport (DEN) and is served by major airlines and their affiliates.

Local Travel

Taxis are plentiful and many accept credit cards. However, if you wish to use a credit card, please make sure you confirm with the driver that it will be accepted. A taxi from the Denver International Airport to the Westin Tabor Center Hotel will cost approximately \$45.00. A shared ride shuttle is \$18. A rental car is not recommended for this location as restaurants and shops are within walking distance of the hotel.

3 Electricity and socket design

The standard power supply in the United States is 110 volts - 60 Hz.

Standard North American 3 pin socket



4 Language

The official and predominant language in the United States is English.

5 Social events

A welcome reception will be held on the evening of Wednesday, 23rd of August 2006. Additional events will be advised during the meeting.

6 Contact point

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Shannon Kolka
The SK Group
1107 Somerset Knoll
Brewster, NY 10509
Tel.: +1 845 259 9991
Fax: +1 805 926 3519

In order to send the above noted personal invitation letter, the following information is required and should be faxed to the SK Group:

Full Name
Date of Birth
Place of Birth
Sex
Passport Number
Passport Place of Issue
Passport Date Issued
Passport Date of Expiration

Arrival date in location
Meeting Dates
Departure date from location
Company name & address
Telephone Number
Fax Number

Visa applicants are encouraged to apply for invitation letters as soon as possible.

7 Passport and visa

The US entry requirements for foreign delegates can be found at the US Customs and Border Control website. http://www.customs.gov/xp/cgov/travel/id_visa/difference_visa_adrecord.xml

The entry requirements for entering the United States are subject to change. Please be sure to verify your requirements prior to travelling to the United States. Additional information on business visas is available at http://travel.state.gov/visa/temp/types/types_2665.html#early.

8 Customs

Please visit the US Customs and Border Control website for information regarding items that may be brought into the United State.

<http://www.customs.ustreas.gov/xp/cgov/travel/>

9 Weather

The temperature in Denver in late August is usually in the low – mid 70s. A light jacket or sweater may be needed for the evening.

10 Foreign exchange rate

The US dollar is the accepted form of currency. Please visit the following website if you require a currency converter: <http://www.xe.com/>

11 Banking

An Automated Teller Machine (ATM) is located in the Westin Tabor Center and accepts most bank cards. Most places of business accept credit cards and debit cards. Wells Fargo Bank and Chase Bank are located directly across the street from the hotel and can exchange money and cash travellers' checks. Wells Fargo is open Monday – Friday, 8 am – 5 pm and Chase is open Monday – Friday 9 am – 5 pm.

12 Tipping

Restaurant tipping is left to customer discretion, but the customary (and expected) amount is 15 – 20 %. Many restaurants automatically add a gratuity (tip) to the bill for large groups (six to eight or more).

13 Taxes

Local sales tax in Denver is 8.1%. Hotel tax is 13.85%.

14 Business hours

Regular banking hours are Monday to Friday, 9 am – 5 pm.

HOTEL RESERVATION FORM

Westin Tabor Center
1672 Lawrence Street
Denver, Colorado 80202
United States

Tel.: +1 303 572 9100
Fax: +1 303 572 7288
Reservations Fax: +1 303 572 7291
Reservations Email: denve@westin.com

Cut-off Date: July 14, 2006

Room Rate: \$169 + tax

Cancellation Policy: Reservations must be cancelled 24 hours prior to arrival. One night's room and tax will be charged for any reservation cancelled within 24 hours and/or any reservation that is a no – show.

Name of Meeting: *ITU – Meeting*

Meeting Dates: August 23 - 30, 2006

Completed forms may be faxed to the Westin Tabor Center at: +1 303 572 7291

Forms may also be sent via email denve@westin.com

Guest Information

Name of Guest:	
Number of people:	
Guest Address:	
Date of Arrival:	
Date of Departure:	
Guest Telephone Number:	
Guest Fax Number:	
Email Address:	

Either a fax number or email is required for a confirmation number to be forwarded

Billing information to be used as a guarantee

Credit Card Type:	
Credit Card Number:	
Expiration Date:	
Billing Address:	
Signature:	

Room Type Request (Please circle one)

Smoking Non-Smoking

Single Double

Please make your reservations before the cut-off date (July 14, 2006) to insure the reduced group rate. If you need assistance in making your reservation, or do not receive a reservation confirmation within 72 hours of submitting this form, please do not hesitate in calling the hotel.

Westin Tabor Center - Tel.: +1 303 572 9100

ANNEX 3



Radiocommunication Bureau

Registration Form
ITU-R Working Party 8F Meeting
Denver, Colorado, USA, 23-30 August 2006

I wish to participate in

Working Party 8F
[checked box]

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 Place des Nations CH-1211 Geneva 20 Switzerland Telephone: +41 22 730 5802 Telefax: +41 22 730 6600 Email: linda.kocher@itu.int