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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnCar Communication** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2009-2012 | **FG CarCOM-ADM-15** |
| **English only****Original: English** |
|  |  | Braunschweig, 8-9 December 2011 |
| **ADMIN DOCUMENT** |
| **Source:** | FG Chairman |
| **Title:** | Invitation to the 8th Meeting of the Focus Group CarCOM |

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| **Braunschweig, 06 October 2011****Invitation to the 8th Meeting of the Focus Group to be held8-9 December 2011 in Braunschweig, Germany****Link to registration & meeting documents** [**http://www.itu.int/ITU-T/focusgroups/carcom/**](http://www.itu.int/ITU-T/focusgroups/carcom/) |
| Dear Colleagues,On behalf of the ITU-T Focus Group CarCOM I have the pleasure of informing you of the arrangements for the above-mentioned meeting hosted by **Institute for Communications Technology, Technische Universität Braunschweig**. |
| **Address of the meeting** | **Institute for Communications Technology Technische Universität Braunschweig**Schleinitzstraße 2238106 Braunschweig, GermanyPhone: +49 531 391 2489Fax: +49 531 391 8218Email: yu@ifn.ing.tu-bs.de Mr. Huajun Yu (local arrangements)  |
| **mEETING SCHEDULE** | The meeting will start on **December 08, 2011** at **9:00**.The meeting will end on **December 09,** **2011** at **13:00**. |
| **REGISTRAtion** | Please register at the Focus Group Website before **November 24, 2011** |
| **Documents for the meeting** | Please send meeting documents in advance to the meeting to TSB for uploading to the focus group Website. |
| **Hotel Information** | Technische Universität Braunschweig has a special rate for guests at several hotels in Braunschweig. Please refer to “Technische Universität Braunschweig” by booking your hotel room. For the list of the hotels, please see:<https://www.tu-braunschweig.de/service/besucher/unterkunft/index.html>From the listed hotels we have selected three hotels, which are located close to the meeting place:1) Advance Hotel GmbH ([www.advance-hotel.de/en/hotel\_en.html](http://www.advance-hotel.de/en/hotel_en.html)) (close to meeting site)2) Hotel Deutsches Haus ([www.deutscheshaus24.de](http://www.deutscheshaus24.de)) (German website, nice hotel close to cathedral, 12 minutes walking to meeting site)3) Hotel am Wollmarkt ([www.hotelamwollmarkt.de/en](http://www.hotelamwollmarkt.de/en)) (simple but nice hotel, close to meeting site) |

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| **How to find the meeting place** | See: <http://www.ifn.ing.tu-bs.de/en/ifn/general/location/>Please indicate “Schleinitzstrasse 22, Braunschweig, Germany” on your navigation device.

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| **Find us with Google Maps** |

[Extended view in Google Maps](http://maps.google.de/maps/ms?ie=UTF8&hl=de&msa=0&t=h&om=1&msid=107088280670713070158.000001126c048a80874ea&ll=52.274171,10.525407&spn=0.004543,0.010042&z=17)

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**Arrival by car** Access to Schleinitzstraße 22 is via Pockelsstraße. There you take the second turn right into Schleinitzstraße. You will find the Institute after approx. 250 m on the left hand side (an additional parking site is in Katharinenstraße next to the university´s cafeteria). The offices of the Institute are in the 2nd and 3rd floor of the building.   |   |

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| **Institute for Communications Technology****Technische Universität Braunschweig****Schleinitzstr. 22****38106 Braunschweig, Germany** |

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**Arrival by Public Transport** From the main station take tram line M1 (direction "Wenden") or M2 (direction "Siegfriedviertel"). This ride takes about 13 minutes. Exit at station "Mühlenpfordtstraße". Cross the street at the pedestrian light and enter Schleinitzstraße. The IfN is on your right. You will find the entrance on the rear side of the building. The offices of the Institute are in the 2nd and 3rd floor. |

[Schedules for Bus & Railway](http://reiseauskunft.bahn.de/bin/query.exe/dn?searchMode=ADVANCED&S=&start=1&Z=Braunschweig%2C%20M%FChlenpfordtstra%DFe&timesel=depart) [Information on Public Transport in Braunschweig](http://www.braunschweiger-verkehrs-ag.de/) **Arrival by plane** The nearest airport is [Hanover Airport](http://www.hannover-airport.de/index.php?id=fluginfo_index&L=1). A ride by taxi or hired car from the Airport to Braunschweig takes about 50 minutes. Public transport will take about 85 to 95 minutes depending on the connection.

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| Train Schedule[(Hanover Airport -> IfN)](http://reiseauskunft.bahn.de/bin/query.exe/dn?searchMode=ADVANCED&S=Hannover%20Flughafen&Z=Braunschweig%2C%20M%FChlenpfordtstra%DFe%27) (German) |

I look forward to seeing you in Braunschweig.Yours sincerely Hans W. Gierlich |   |

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