



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/55

20 February 2015

**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 Academia**

Subject: **Twenty-second meeting of Working Party 5D on IMT systems**

1 Introduction

At the kind invitation of the United States Administration in cooperation with private sector companies, this letter is to announce that the 22nd meeting of ITU-R Working Party 5D will take place in San Diego, California from 10-18 June 2015. The opening session will commence on 10 June 2015 at 0930 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.

3 Venue

The meeting will take place at:
Hilton San Diego Mission Valley
901 Camino Del Rio S
San Diego, CA 92108

For further information see Annex 2.

4 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, 3 June 2015, 1600 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://www.itu.int/go/rwp5d/ch>

<http://www.itu.int/go/rsg5/ch>

5 Documents

Contributions will be posted “as received” within one working day on the Working Party 5D webpage established for this purpose: <http://www.itu.int/md/R12-WP5D.AR-C/en>. 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 available in all the meeting rooms and an Internet cafe facility will also be provided. All participants are kindly requested to download the documents from the above website **before the meeting starts** to avoid congestion of the wireless LAN network.

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**.

6 Remote participation

Audio webcasts of plenary sessions of Working Party 5D and remote participation will not be available for this meeting.

7 Participation/Visa requirements

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, etc. can be found at:

www.itu.int/en/ITU-R/information/events

Specific information on deadlines to obtain visa and immigration documents are indicated in Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.



François Rancy
Director

Annexes: 2

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Group 5
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication 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 22nd meeting of Working Party 5D

(San Diego, California, USA, 10-18 June 2015)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 21st meeting of Working Party 5D (Doc. [5D/929](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Report on results from CPM-15
- 7** Any other business

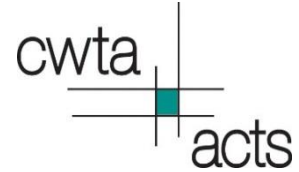
S. BLUST
Chairman, Working Party 5D

ANNEX 2

Additional information for the twenty-second meeting of Working Party 5D

1 Introduction

The United States Administration and private sector companies are pleased to welcome the participants to the twenty-second meeting of ITU-R Working Party 5D on IMT Systems (10-18 June, 2015). This Annex provides both information on the meeting and guidance to the delegates for their stay in San Diego, California, USA.



With additional assistance from:



2 Meeting venue

The meeting will be held at:

Hilton San Diego Mission Valley
901 Camino Del Rio S
San Diego, CA 92108
PHONE: +1 619 543 9000
FAX: +1 619 543 9358

3 Hotel accommodation

A room block has been set aside for ITU delegates at a discounted rate. 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. *In order to facilitate the meeting, the hosts have guaranteed a certain number of room nights at the designated hotel. Delegates are encouraged to utilize the meeting hotel to avoid difficulty for the hosts.*

Cut off date:

NOTE – Reservations must be made by 1 May 2015. Please make every effort to book your rooms as early as possible. The room block may sell out prior to the cut off date. As this is high season in San Diego and because there are other major conferences and conventions occurring during the time of the meeting, delegates are encouraged to respect this deadline.

Please use the dedicated Hilton reservations link provided below for the WP 5D Meeting #14 when making your reservations, referencing the special code “ITU”.

http://www.hilton.com/en/hi/groups/personalized/S/SANMVHF-IT1-20150605/index.jhtml?WT.mc_id=POG

Alternatively, reservations may be made by calling the Hilton San Diego Mission Valley reservations directly at **+1 800 682 6099** or the hotel directly at **+1 619 543 9000**. Please reference the meeting/event name of “ITU” to obtain the negotiated rates. You will then be emailed a confirmation number.

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

Room rate:

Single/Double Occupancy - **\$169 + taxes**

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

Room reservations may be cancelled at least 24 hours before the date of arrival (i.e. the day before). Any reservation cancelled less than 24 hours prior to arrival, or any no-shows will be subject to a charge of one night's room and tax.

Taxes:

Current applicable hotel taxes and local taxes are 10.5% occupancy tax, 2% San Diego Tourism and Marketing District Assessment fee and .065% California Tourism Assessment fee.

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.

Internet:

Please note, internet is complimentary for delegates booking in the ITU room block. The fee for internet outside the group rate is \$9.95 per day.

Hotel parking:

Self parking: \$10 USD daily
Valet parking: \$24 USD daily.

Smoking:

The Hilton San Diego Mission Valley's sleeping rooms are smoke free. There are designated outdoor smoking areas on the property.

4 Transportation & access

Driving directions (from any address): <http://www.hiltonmv.com/directions.php>

Estimated taxi fare: \$25 - 30 USD (one way)
Super Shuttle (shared ride) - \$12 USD (one way)
<http://www.supershuttle.com/>

Car rental:

Various car rental agencies are available at the airport.

5 Passports & visas

Please contact **Shannon Blumenreich** via email at Shannon@theskgroup.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. Please allow up to 7 working days for your letter 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:
15. Hilton San Diego Mission Valley Confirmation Number:

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 generally Monday to Friday 9am to 5pm. 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. Some taxis accept credit cards as well.

7 Network

Internet is available in guest rooms and complimentary to all delegates booking within the ITU room block. Wireless internet access will be available in the meeting rooms.

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. It is customary to 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. 15% for taxi drivers is a customary tip.

11 Climate

Southern California weather is mild. In October, little to no 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 prong flat plugs.



13 Emergency phone

For Police, Fire, or Ambulance departments – Dial 911 from any 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 (including any questions regarding your visa letter request):

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