



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

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**Circular letter
5/LCCE/13**

15 July 2009

**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: Sixth meeting of Working Party 5D on IMT systems and third Workshop on IMT-Advanced

Introduction

At the kind invitation of the Administration of the Federal Republic of Germany, this letter is to announce that the sixth meeting of ITU-R Working Party 5D will take place in Dresden, from 14 to 21 October 2009.

The meeting will take place at the:

**Hilton Dresden Hotel
An der Frauenkirche 5
01067 Dresden, Germany
Tel: +49 351 86 420
Fax: +49 351 86 427 25**

For further information see Annex 1.

A half-day Workshop on IMT-Advanced will be held on 15 October 2009 (08:30 – 12:30 hours) at the same venue. Details about the workshop are available at:

<http://groups.itu.int/Default.aspx?tabid=574>

Programme of the meetings

A draft agenda for the meeting is contained in Annex 2. 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, 7 October 2009, 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=sg5

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>

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

Participants will need to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting because **this will be a completely paperless meeting** (No paper copies of documents will be distributed).

Participation

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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 directly 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 Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

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

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

1 Introduction

The German Administration, in association with the Telecommunications Industry present in Germany, invited the ITU-R Working Party on IMT Systems (WP 5D) for its 6th meeting (14 – 21 October 2009) to the city of Dresden. This Annex provides both information on the meeting and guidance to the delegates for their stay while in Dresden.

2 Meeting venue

The meeting will be held in the Hilton Dresden Hotel:

An der Frauenkirche 5
01067 Dresden
Germany

Tel: +49 351 86420
Fax: +49 351 864 2725

Web: <http://www.hilton.de>

3 Hotel accommodation

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

4 Transportation & access

4.1 How to reach Dresden

4.1.1 By plane

Dresden Airport is located 9 km north of the city centre. The current timetable links Dresden to more than 40 destinations in Germany, Europe, North Africa and the Middle East. Dresden is easy to reach via the main German hub airports München and Frankfurt (7 daily flights each).

A suburban rail service (S-Bahn) runs between the central railway station in Dresden and the airport. The journey takes approx. 25 minutes, with intermediate stops at the stations Freiburger Strasse, Mitte, Neustadt, Industriegelände, Klotzsche and Grenzstrasse.

Further information:

<http://www.dresden-airport.de/en/index.html?newLanguage=en>

4.1.2 By train

With two major railway stations (Dresden-Hauptbahnhof and Dresden-Neustadt), Dresden is an important railway junction and an integral part of the ICE and EC/ IC networks. There are several services daily to all larger German cities. For international travellers, there are connections to more than 10 major European cities, e.g. Paris, Copenhagen, Prague, Vienna and Budapest. Furthermore, there are direct ICE trains (travelling time 5 hours) from Frankfurt airport to Dresden every hour.

Further information:

<http://www.bahn.de/international/view/en/index.shtml>

4.2 Public Transport in Dresden

The Saxon capital of Dresden offers its residents and visitors one of the densest local public transport networks in Germany. Modern and traditional means of transport are meshed into a carefully planned and efficient network. Most popular are the 12 tram routes and 27 bus routes that offer a regular service.

More information can be obtained from:

http://www.dresden.de/en/03/09/c_01.php

<http://www.dvb.de>

4.3 How to reach the hotel (from airport and railway station)

4.3.1 Transportation to and from the airport (as of 26 May 2009)

Type	Typical Minimum Charge
Public Transport	EUR 1.80
Limousine	Upon request (fee)
Rental Car	Upon request (fee)
Taxi	EUR 20.00

4.3.2 Transportation fares to/from the Hilton Hotel and to/from the railway station Dresden-Hauptbahnhof (as of 26 May 2009):

By taxi: EUR 10.00 to 15.00

By tram: EUR 1.80 (number 3 or 7, to stop "Synagogue")

5 Passports & visas

At the following webpage:

<http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.html>

You can find out whether you need a visa for visits to Germany and the Schengen States of up to 90 days.

If you need an individual invitation letter please contact:

Mrs Rudolph, E-Mail: heidemarie.rudolph@bnetza.de

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

6 Currency & banking

The official currency in Germany is the Euro (EUR)

Exchange rate (as of 26 May 2009):

1 US Dollar (USD)	0.71 Euro (EUR)
1 Euro (EUR)	1.39 US Dollar (USD)

Further and updated information: <http://www.xe.com>

Banking Hours

Banks in Germany are open Monday through Friday (mainly from 9:00 a.m. to noon and from 3:00 p.m. to 6:00 p.m.) and closed all day on Saturday and Sunday and on national holidays.

Credit cards

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

7 Computer facilities

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

8 Language

The official language is German, but English is spoken in most hotels and restaurants.

9 Local time

During summer time, Germany utilises the Daylight Saving Time (from 03/29/2009 03:00:00 - 10/25/2009 02:59:59). Compared to GMT/UTC there is an offset of +02:00 hours.

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 19% or a reduced rate of 7%. The VAT is automatically added to the bill.

Tips are customary in Germany, but not essential, even though restaurant prices include both cover charge and service. A typical tip for good service in taxis and restaurants would be between 5 and 10%.

11 Climate

As the 6th Meeting of WP 5D takes place in autumn the weather conditions in Dresden will be hard to predict. Both sunny and warm (up to 68 F/20°C) or rainy and cold (down to 41 F/5°C) days are possible.

Average weather in Dresden in October:

Month	Average High	Average Low	Mean
October	55 F/13°C	43 F/6.1°C	49F/9.5°C

Further information:

<http://www.weather.com/outlook/travel/businesstraveler/wxclimatology/monthly/graph/GMXX0025>

12 Electricity



The common electrical current in Germany is AC (230 Volt/50 Hz cycle). Plugs have round prongs, not flat, therefore an adapter plug may be needed.

13 Dresden Marathon

On Sunday, 18 October, the Dresden Marathon through Dresden's city centre, the "Großen Garten" park and along the Elbe river banks will take place. Different distances are possible:

- 1 Marathon 42.195 km,
- 2 Halfmarathon 21.1 km,
- 3 10 km distance.

The participation of a WP 5D running team at the marathon is planned. Runners to join the team on any of the 3 distances are as welcome as spectators and supporters along the route. More information can be found under: www.dresden-marathon.de. Participants who intend to join the WP 5D running team are welcome to contact Mrs. Bettina Funk (bettina.funk@bnetza.de).

14 Bottle deposit

If you buy a can of soft drink or a bottle of water the deposit is very high compared to the price. You can give the can or bottle back at nearly every store where you can buy drinks.

15 Web links

More information is available:

About Dresden from:

http://www.dresden.de/index_en.php or <http://wikitravel.org/en/Dresden>

About Dresden Airport from:

<http://www.dresden-airport.de/en/index.html?newLanguage=en>

16 Contact persons

For any additional information, requests, etc., please contact:

Mr Horst Mennenga
Federal Network Agency
Canisiusstrasse 21
55122 Mainz
Germany
Tel.: +49 6131 18-2220
Fax: +49 6131 18-5613
E-Mail: horst.mennenga@bnetza.de

or:

Mrs Heidemarie Rudolph
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Canisiusstrasse 21
55122 Mainz
Germany
Tel.: +49 6131 18-2428
Fax: +49 6131 18-5613
E-Mail: heidemarie.rudolph@bnetza.de

Attachment 1

Accommodation

Hotel Accommodation

Meeting Hotel: Hilton Dresden Hotel

Hilton Dresden will offer special rates and services to the participants at the ITU-R Working Party 5D meeting. The special price is 149.00 Euro p.p. including breakfast and WLAN in the room.

Room reservations can be made with the following link:

www.dresden.hilton.com/ITU-R_WP_5D_Meeting

Alternative accommodation

IBIS Hotels

IBIS Hotels Dresden: Bastei, Königstein and Lilienstein.

The walking distance between the IBIS Hotels and the meeting venue is a least 10 minutes.

The IBIS Hotels will offer special rates to the participants at the ITU-R Working Party 5D meeting. The special price is 75.00 Euro to 95.00 Euro p.p including breakfast.

Central Reservation

Prager Straße

D 01069 Dresden

Tel.-Nr.: +49 (0)351 48562000

Fax-Nr.: +49 (0)351 48562999

E-Mail: reservierung@ibis-dresden.de

Room reservations can be made using the form in Attachment 2.

Attachment 2

HOTEL ACCOMMODATION RESERVATION FORM IMT-Advanced Workshop and the sixth ITU-R WP 5D meeting 14-21 October, 2009 — Dresden



Ibis Hotels Dresden Bastei, Königstein, Lilienstein

Central reservation
Prager Straße
D 01069 Dresden
Tel.-Nr.: +49 (0)351 48562000
Fax-Nr.: +49 (0)351 48562999
E-mail: reservierung@ibis-dresden.de

Contingent in: Ibis Bastei

Name contingent: 6th Meeting ITU-R WP5D

Period: 13/10/2009 - 22/10/2009

6th September 2009

expiration date: Thereafter, reservations are only available for the best daily price.

Arrival :..... **Departure:**.....

Single room incl. Breakfast at a price of: **75.00 € per night**

Double room incl. Breakfast at a price of: **95.00 € per night**

The Ibis Hotels in Dresden are non – smoking Hotels.

Arrival before 07:00 pm

Arrival after 07:00 pm

For a booking guarantee
Please note your credit card
number

Comment/ Requests: _____

(Name, First name)

(Address)

(Telephone)

(Fax number)

(E-Mail)

(Credit card number and expiration date)

Based on the terms and conditions of the Accor hotel Germany GmbH a cancellation of the reservation free of charge is possible until 3 days before arrival, after that date the hotel charges up to 90% of the agreed price.

(Date, Signature)

**Hotel confirmation / booking -
number:**

Annex 2

Draft agenda for the 6th meeting of Working Party 5D

(Dresden, 14 – 21 October 2009)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 5th meeting of Working Party 5D ([Doc. 5D/526](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D