

**ITUWRC****DUBAI 2023**20 November – 15 December 2023
Dubai, United Arab Emirates

Radiocommunication Bureau (BR)

Circular Letter
3/LCCE/47

12 December 2023

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates and ITU Academia participating in the work of Radiocommunication Study
Group 3**

**Subject: Meetings of Working Parties 3J, 3K, 3L and 3M
(Denver, Colorado, USA, 29 May – 7 June 2024)**

- **Working Party 3J: Propagation fundamentals**
- **Working Party 3K: Point-to-point area propagation**
- **Working Party 3L: Ionospheric propagation and radio noise**
- **Working Party 3M: Point-to-point and Earth-space propagation**

1 Introduction

At the kind invitation of the United States Administration, this letter is to announce that the 2024 meetings of Working Parties 3J, 3K, 3L, and 3M will take place in Denver, Colorado, USA from 29 May to 7 June 2024. The schedule is indicated below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 3J	29 May-7 June 2024	Friday, 17 May 2024	Wednesday, 29 May 2024 starting at 0930 hours
Working Party 3K	29 May-7 June 2024	Friday, 17 May 2024	Wednesday, 29 May 2024 following Working Party 3J starting at 0930 hours
Working Party 3L	29 May-7 June 2024	Friday, 17 May 2024	Wednesday, 29 May 2024 following Working Parties 3J and 3K starting at 0930 hours
Working Party 3M	29 May-7 June 2024	Friday, 17 May 2024	Wednesday, 29 May 2024 following Working Parties 3J, 3K and 3L starting at 0930 hours

2 Programme of the meeting

Draft agendas for the meetings are contained in Annex 1.

The status of texts assigned to the Working Parties can be found on:

<https://www.itu.int/md/R23-SG03-C-0001/en>

(Document will be available soon)

The Working Parties will conduct their work in English.

3 Venue

The meeting will take place at:

The Curtis: A DoubleTree Hotel by Hilton
1405 Curtis Street
Denver, CO 80202

For further information see Annex 2.

4 Contributions

Contributions will be processed according to the provisions laid down in Resolution [ITU-R 1-9](#).

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Members are encouraged to submit their contributions as early as possible and to provide a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution ITU-R 1).

Participants are requested to submit contributions by email to:

rsg3@itu.int

A copy of each contribution should also be sent to the Chair of the relevant Working Party and to the Chair of Study Group 3. Their addresses can be found on:

<http://www.itu.int/go/rwp3j/ch>

<http://www.itu.int/go/rwp3k/ch>

<http://www.itu.int/go/rwp3l/ch>

<http://www.itu.int/go/rwp3m/ch>

<http://itu.int/go/ITU-R/SG3/Chair>

5 Documents

Contributions will be posted “as received” within one working day on the Working Party webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg3/en> (see “contributions” of the relevant Working Party) within three working days.

Wireless LAN facilities will be available in all the meeting rooms. 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 WLAN-capable notebook computers to the **paperless meetings**.

* Where translation is required, contributions should be received at least three months prior to the meeting.

6 Remote participation

Event registered participants can access remote participation meeting sessions from the webpage:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

Remote participation connections will become available 30 minutes before the starting time of each session.

Meeting rooms at the venue do not allow for the audio integration of the remote participation platform with the room audio system. Therefore, in-person participants are required to connect to the remote participation platform to hear interventions of remote participants. Consequently, in-person participants need to bring a good quality wired headset with integrated microphone for use during all meetings. The use of wireless headsets is strongly discouraged.

7 Webcast

An audio webcast of the proceedings of Working Party plenary meeting sessions will not be provided.

8 Registration

Participants must first complete a mandatory online registration form and submit their registration request for approval by the corresponding Designated Focal Points (DFPs). Participants require an ITU account for this purpose and are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely**.

The list of ITU-R DFPS (TIES protected) as well as detailed information on this event registration system can be found at:

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

For further questions relating to this Circular Letter, please contact Mr David Botha, Study Group 3 Counsellor, at david.botha@itu.int.

Mario Maniewicz
Director

Annexes: 2

ANNEX 1

Draft agenda for the meeting of Working Party 3J

(Denver, 29 May – 7 June 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3J (Document [3J/301](#) of 2019-2023 study period)
- 4** Outcome of CPM27-1 of interest to WP 3J
- 5** Working structure and document assignment
- 6** Any other business

C. RIVA
Chair, Working Party 3J

Documentation relevant to the meeting of Working Party 3J

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3j/en>

Working Party 3J Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

Draft agenda for the meeting of Working Party 3K

(Denver, 29 May – 7 June 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3K (Document [3K/335](#) of 2019-2023 study period)
- 4** Outcome of CPM27-1 of interest to WP 3K
- 5** Working structure and document assignment
- 6** Any other business

P. MCKENNA
Chair, Working Party 3K

Documentation relevant to the meeting of Working Party 3K

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3k/en>

Working Party 3K Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

Draft agenda for the meeting of Working Party 3L

(Denver, 29 May – 7 June 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3L (Document [3L/112](#) of 2019-2023 study period)
- 4** Outcome of CPM27-1 of interest to WP 3L
- 5** Working structure and document assignment
- 6** Any other business

A. CANAVITSAS
Acting Chair, Working Party 3L

Documentation relevant to the meeting of Working Party 3L

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3l/en>

Working Party 3L Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

Draft agenda for the meeting of Working Party 3M

(Denver, 29 May – 7 June 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3M (Document [3M/449](#) of 2029-2023 study period)
- 4** Outcome of CPM27-1 of interest to WP 3M
- 5** Working structure and document assignment
- 6** Any other business

R. RUDD
Acting Chair, Working Party 3M

Documentation relevant to the meeting of Working Party 3M

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3m/en>

Working Party 3M Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

ANNEX 2

Additional information for the block meetings of the Working Parties of Study Group 3

1 Introduction

The United States Administration is pleased to welcome the participants to the 2024 meeting ITU-R Working Party 3 (29 May – 07 June 2024). This Annex provides both information on the meeting and guidance to the delegates for their stay in Denver, Colorado, USA.

2 Meeting venue

The meeting will be held at:

The Curtis: A DoubleTree by Hilton
1405 Curtis Street
Denver, CO 80202 USA
Phone: +1 303 571 0300
Email: info@thecurtis.com
Website: <https://www.thecurtis.com/>

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.

Cutoff date:

NOTE – Reservations must be made by **6 May 2024**. Please make every effort to book your rooms as early as possible. The room block may sell out prior to the cutoff date. 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 Working Party Meetings when making your reservations, referencing the special code “ITU-R”.

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=DENCHDT&groupCode=CDTIT1&arrivaldate=2024-05-27&departuredate=2024-06-06&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

[Available Rooms - the Curtis Denver - a DoubleTree by Hilton Hotel](#)

Alternatively, reservations may be made by calling the Reservations Department directly at +1 303-571-0300 or the hotel directly at +1 303-571-0300. Please reference the meeting/event name of “ITU-R” to obtain the negotiated rates. You will then be emailed a confirmation number.

Should you experience any difficulties when making your reservations please contact Bob Jeffers – bj@fbcinc.com +1 301-535-4230.

Taxes:

Current applicable hotel taxes and local taxes are 15.75%.

Breakfast:

A restaurant is on-site at the hotel where guests can purchase food.

Internet:

Please note, internet is complimentary for both delegates booking in the ITU room block as well as delegates attending the ITU-R Working Party meetings.

Hotel parking:

Self-parking: \$42 USD daily

Smoking:

The Curtis's sleeping rooms are smoke free.

4 Transportation & access

Denver International Airport is the airport that serves the City of Denver.

Various transportation options exist to transit from the airport to downtown Denver and the hotel, including commuter train, taxi, and rental car. Information on options can be found: https://www.flydenver.com/parking_transit

Car rental:

Various car rental agencies are available at the airport.

5 Passports & visas

Foreign attendees will have to apply for a visa at the U.S. embassy or consulate closest to them. The process can be time consuming and delegates are encouraged not to delay.

Additional information can be found at the U.S. Department of State website: <https://travel.state.gov/content/travel/en/us-visas.html/>

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 traveller's cheques are widely accepted. Traveller's 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

Colorado is in the Mountain Time Zone with daylight savings time observed (MDST). Two hours behind Eastern Daylight Standard Time and six hours behind Coordinated Universal Time (UTC) (UTC-6) <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

Colorado weather can vary in May, although stabilizes in June. In May, temperatures can range between 40° – 70° F (5-20° C). Rain is possible, as well as an occasional late-season snowstorm. Delegates considering visiting the mountain should plan for cooler temperatures with snow still on the ground in places.

12 Electricity

Outlets in Colorado 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

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