



Radiocommunication Bureau

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Circular Letter

6/LCCE/46

8/LCCE/135

9/LCCE/87

1 June 2005

To Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Joint Task Group 6-8-9 of Radiocommunication Study Groups 6, 8 and 9

Subject: Third meeting of Joint Task Group 6-8-9 of Radiocommunication Study Groups 6, 8 and 9

Introduction

By means of this Circular Letter, we wish to announce that the third meeting of Joint Task Group 6-8-9 will take place in Seoul, Republic of Korea, from 25 to 31 August 2005.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 10:00 on 25 August. The registration of delegates will start at 08:30 on the opening day.

Place of the meeting

The meeting will take place at the:

Millennium Seoul Hilton Hotel
395, 5-ga, Namdaemun-ro, Chung-gu,
Seoul, Republic of Korea
Tel: +82-2-3173114
Fax: +82-2-7542510

For detailed information, see Annex 2.

Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The Joint Task Group will conduct its work in English.

Contributions

Contributions in response to the work of Joint Task Group 6-8-9 are invited. These will be processed in accordance with Resolution ITU-R 1-4 and posted on the Web at <http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-6.8.9-C>.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman of the Joint Task Group and to the Chairman and Vice-Chairmen of Study Groups 6, 8 and 9. 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:

virginia.fernandez@itu.int

Contributions should be submitted by **17:00 hours, Geneva time, 17 August 2005**.

Submissions received later than this date cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Joint Task Group 6-8-9 of Radiocommunication Study Groups 6, 8 and 9
- ITU-R Associates participating in the work of Radiocommunication Study Groups 6, 8 and 9
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups 6, 8 and 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the third meeting of Joint Task Group 6-8-9

(Seoul, 25-31 August 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the second meeting (Doc. 6-8-9/46)
- 4** Working arrangements for the meeting
- 5** Attribution and introduction of input documents
- 6** Any other business

M. DUPUIS
Chairman, Joint Task Group 6-8-9

ANNEX 2

Additional information on the meeting of JTG 6-8-9

(Seoul, Republic of Korea, 25-31 August 2005)

1 Meeting information

Meeting venue

Millennium Seoul Hilton
395, 5-ga, Namdaemun-ro, Chung-gu,
Seoul, Republic of Korea
Tel: +82-2-3173114
Fax: +82-2-7542510

Home page:

<http://www.hilton.com/en/hi/hotels/index.jhtml;jsessionid=5H5VYB1LE4RH0CSGBIVM22QKIYFC3UUC?ctyhocn=SELHITW>

Computer facilities

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

Hotel reservation

Hotel reservations are handled by:

Ms. Rachael Chung (Hotel Reservation team)
Tel: 82-2-317-3000 (Working time:09:00-19:00)
Fax: 82-2-317-3848
E-mail: reservation@hilton.co.kr

Millennium Seoul Hilton Hotel rates

Room Type	ITU-R Special Rate	Breakfast
Deluxe Room for single	150,000 Won	Excluded (Rate: 24,200 Won / person)
Deluxe Room for twin	175,000 Won	Excluded (Rate: 48,400 Won / 2 person):
- The above rates already include 10% Service Charge and 10% V.A.T. - The above special rates for ITU-R JTG 6-8-9 participants are valid until 25th July 2005.		

2 Transportation

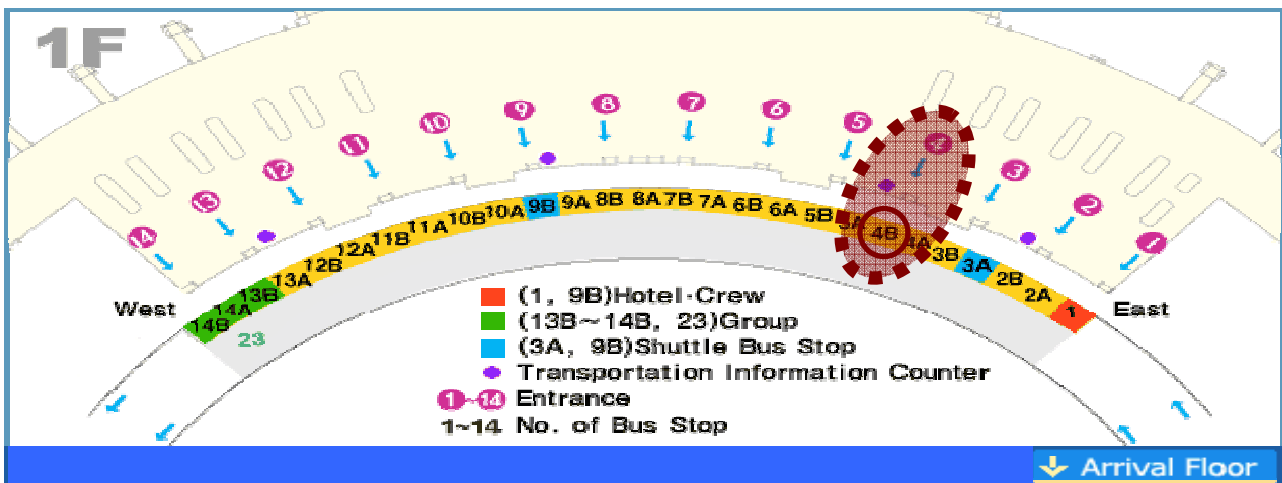
At Incheon Airport

After arriving at Incheon Airport, you should go to the entrance 4 and take a KAL limousine bus of Namsan way (#11A) at bus stop 4B to go to the Hotel. The Limousine costs 12,000 Won (11 US \$).

Airport Limousine bus is the most convenient transportation between the airport and the meeting venue. It takes around one hour from the airport to the hotel and the buses run by every 20 minutes.

Taxis are also available in front of the exit at a cost of about 38,000 Won (36 US \$) for normal taxis and 65,000 Won (62 US \$) for luxury taxis in normal traffic. It usually takes 50 minutes to get to the hotel. The taxi fare can vary depending on traffic.

More detailed information below,



Destination	Bus Stop No. (Bus No.)	Bus Stops	First Bus	Last Bus	Interval (min.)	Travelling Time (min.)	Fare (won)
Hotels (Namsan)	4B, (11A)	IIA, Holiday Inn	At Seoul	At Seoul	20	60	12,000
		Seoul Hotel→	04:45	22:20			
		Seoul Station→					
		Hilton Hotel →					
		Hyatt Hotel→	At Airport	At Airport			
		Tower Hotel→	05:40	18:50			
		Sofitel Ambassador Hotel					
		→Shilla Hotel					

** You may get information on limousine and buses and purchase the bus ticket at the Transportation Information Counter (near the exit No. 2, 4, 9, 13) on the arrival floor (1st floor) of passenger terminal.

*** In order to purchase the bus ticket, you must exchange your currency to Korean won and then you can get on the bus.

At Gimpo Airport

Airport Limousine bus is not available.

Taxi is the most convenient transportation between the airport and the meeting venue.

After arriving at Gimpo Airport, you should go to in front of the exit. The cost is about 25,000 Won (24 US \$) for normal taxis and 30,000 Won (29 US \$) for luxury taxis in normal traffic. It usually takes 50 minutes to get to the hotel. The taxi fare can vary depending on traffic.



3 Flight arrangements

All flights to Korea arrive at Incheon Airport (Seoul) except flights between Gimpo Airport (Seoul, Korea) and Haneda Airport (Tokyo, Japan).

4 Electricity

Korea uses 110 and 220 volts, 60 cycles system but the standard voltage is 220 volts. Regarding the shape of outlet, Korea use 'Round pin attachment plug' type. Some countries will need socket adapters.

5 Language

Korean is spoken in most cases outside the venue but English is also applicable in most hotels and big restaurants, shops and other major organizations and touring places.

6 Tipping

Tipping is not a traditional Korean custom. A 10% service charge is added to the bill at all hotels so tipping is not expected. It is not necessary to tip a taxi driver unless the passenger is assisted with luggage or provided with extra services.

7 Social events

A welcome reception will be held on the evening of Thursday 25th August 2005.

8 Contact point

For further information about meeting arrangements, or if you require an invitation letter from the Korean Administration for your travel authorisation, please contact:

Ms. Sang-Hee LIM
Radio Research Laboratory
1, Wonhyoro 3-ga, Yongsan-gu,
Seoul, 140-848, Republic of Korea
Tel: + 82 2 710 6471
Fax: + 82 2 710 6449
E-mail: shlim@rrl.go.kr

General information

Seoul is the capital of the Republic of Korea with residents numbering well over 13 millions, occupying about a quarter of the total population of Korea's population. All the main stream of politico-economical and cultural activities runs into and out of Seoul, which makes it a very colorful city encompassing a variety of elements.

Seoul is a metropolis where rivers and cultures come together with unique Confucianism and Buddhism heritage flourished over 6 centuries offering to visitors a distinct charm of Oriental traditions. Palaces in the center of downtown Seoul provide an opportunity to relive great moments in the city's history and to expose the visitor to a rich architectural heritage. Downtown Seoul is rich in exclusive shops, galleries and museums. The bustling central city is ringed with the fantastic natural setting of magnificent mountains and the spectacular Han River.

Seoul's climate is regarded as a continental climate from a temperate standpoint and a monsoon climate from a precipitation standpoint. The climate of Seoul is characterized by our distinct seasons: spring, summer, fall and winter. Summer lasts from June to early September. August, the congress season, is the summer with average temperature of 23°C - 26°C (73.4°F - 78.8°F). It is a hot and humid time of the year. Delegates are advised to bring umbrellas because it rains occasionally during the season.

Seoul is also the center of the Northeast Asian business, located as it is between Japan and China as a central point of Korean industry. Seoul's prominence on the world stage has risen dramatically, starting with the Asian Games in 1986, gained great boosts from the 1988 Seoul Olympics, and the Korea-Japan World Cup in 2002.

More detailed information on Seoul can be found at
http://www.visitseoul.net/english_new/sub_main/submain01.htm

9 Passport and visa regulations

Delegates are advised to check with the Korean Embassy in their own country to know if a visa is required for their visit to Korea. If an invitation letter or official document is required for visa application, please contact Ms. Sang-Hee LIM (shlim@rrl.go.kr) with such necessary information as name, nationality, organization/company, sex, date of birth, address (home, office), ID number, passport (number, date of issue and expiry), telephone, fax, e-mail. Delegates are also urged to process their visa requests at the earliest date possible.

10 Currency

The Korean Won (₩) is the official currency in the Republic of Korea. 1 US \$ is around 1,050 Won. Major credit cards are welcomed at most business places.

11 Business hours

Banks are open from 09:30 to 16:00 on weekdays and closed on Saturdays and Sundays.

Usual working hours are from 9 a.m. to 6 p.m. on weekdays (Mon. - Fri.).

Major department stores are open from 10:30 a.m. to 7:30 p.m. including Sundays.

Retail stores are similar to that of department stores, but they may differ, depending on the store.

Hotel reservation form

Please type or print clearly. Retain a copy for your records. Please send this form to:

Ms. Rachael Chung (Hotel Reservation team)

Keyword: JTG6-8-9

Tel: 82-2-317-3000

Fax: 82-2-317-3848

E-mail: reservation@hilton.co.kr

We recommend that you reserve the hotel by 25th July 2005 to guarantee the special rates for ITU-R JTG 6-8-9 participants.

Last Name:		First Name:	
Organization / Company:			
Nationality:		Passport No.:	
Address:			
Tel:		E-mail:	
Fax:			
Arrival	Date:	Time:	
Departure	Date:	Time:	
Accompanied by:	Name:	Passport No.:	
	Name:	Passport No.:	

Hotel	Please choose type of room	Option
Millennium Seoul Hilton	☐ Deluxe room for single (150,000 Won*)	☐ Breakfast (Rate:24,200 Won / person)
	☐ Deluxe Room for twin (175,000 Won*)	☐ Breakfast (Rate:48,400 Won /2 persons)

* The above rates already include 10% Service Charge and 10% V.A.T but breakfast is not included.

** 1 US \$ is about 1,050 Won.

Which way do you prefer to pay for your hotel fare? Please choose one. ☐ Cash ☐ Credit card

Please fill in the following form to guarantee your hotel reservation.

Type of Card:	Number:
Name on Card:	Expiry Date:

ANNEX 3



Registration Form ITU-R Joint Task Group 6-8-9 Meeting Seoul, Korea, 25 - 31 August 2005

Radiocommunication Bureau

I wish to participate in

Joint Task Group 6-8-9
✓

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

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CH-1211 Geneva 20
Switzerland

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Telefax: +41 22 730 6600
Email: linda.kocher@itu.int