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**Dr Roger B. Marks**

Chair, IEEE 802.16 Working Group

**Re:** Hosting IEEE 802.16 WG Session # 31 at Shenzhen, China

**Hello Roger:**

This is further to the discussions on hosting of Session #31 (May/June 2004). ZTE would like to invite the IEEE 802.16 Working Group to hold the session at Shenzhen, China. Given the opportunity, ZTE would be able to work with IEEE to make available the usual facilities for holding this meeting, including the following at very affordable costs:

- Meeting rooms at Crown Plaza Hotel, that are equipped with built-in screens and projection equipment
- Additional projectors and screens, microphones, printers etc. can be brought in or procured locally, if needed
- WLAN set up in the meeting rooms with Internet access
- WLAN facilities in the hotel lobby with access to the Internet
- Breakfast buffet for all four mornings of the meeting
- Coffee and refreshment break for four days in the morning and afternoon
- VIP pass to ZTE Welcome Banquet, including entertainment program and ZTE souvenir for the participants
- Sleeping rooms at Crown Plaza Hotel (5 star, 3 years old) at ZTE rate of approx. \$90. Internet access from the hotel rooms via the hotel network.
- Other such facilities as may be required for the conduct of the meeting

Crown Plaza hotel is within 5 to 10 mins walk from three theme parks and plenty of world class restaurants. The theme parks include 'Windows to the World', 'Culture Village' and a Six-Flags style entertainment zone in close proximity to the hotel.

Shenzhen is easily reached via Hong Kong. There are regular bus and train services between Hong Kong airport and Shenzhen. ZTE could also provide bus pick-ups and drop-offs between the hotel and Hong Kong airport at the designated times.

ZTE has been host to similar meetings for the 3GPP2, and they have been much appreciated. During those meetings, 3GPP2 and participants have brought in their own projectors, microphones, network equipment, power strips etc, and there have been no problems. Given the opportunity, ZTE would be pleased to work with the IEEE/WG for finalizing the dates, costs, facilities etc.

With Best Regards  
Rajesh Bhalla  
ZTE San Diego