



**ATNP Working Group of the Whole
Meeting Arrangements - DRAFT 1
October 22-November 7, 1997**

Redondo Beach, CA

Meeting Schedule

As agreed at the Working Group of the Whole meeting in March 1997, there will be meetings of the Aeronautical Telecommunications Network Panel Working Groups hosted by the U.S. FAA during the weeks of October 22 - November 7, 1997. The schedule for these meetings are:

WG1	22-24 October 1997 (Wednesday-Friday)
WG2	27-30 October 1997 (Monday-Thursday)
WG3	27-30 October 1997 (Monday-Thursday)
drafting groups (as needed)	31 October – 3 November (Friday-Monday)
CCB	31 October (Friday <i>tentative</i> – morning only)
WGW	4 – 6 November (Tuesday-Thursday)

Meeting Place

Redondo Beach, California is located 7 miles south of the Los Angeles International Airport and is 20 miles from downtown Los Angeles. The surf, sand and palm trees will make it feel as far away as a tropical paradise. This residential community of 60,000 welcomes visitors to enjoy the best of Southern California. Excellent restaurants, exciting things to see and do, and the friendly residents are sure to make this a memorable visit.

Hotel

Accommodations

The Crown Plaza Redondo Beach and Marina Hotel is located at 300 North Harbor Drive, Redondo Beach, California (see details below). This lovely ocean front property will serve as your "home" for the duration of the meeting .

A block of rooms has been reserved at a special rate of \$99/single per night (not inclusive of 10% tax). Each individual is responsible for their own room, tax, and incidental charges incurred at the hotel.

Parking

Hotel parking is available at \$9.00 per day for overnight guests with in and out privileges. The charge will be added to the room bill. For guests attending the meeting who do not have overnight accommodations, the hourly rate of \$1.50 will be charged with a maximum charge of \$9.00 daily.

Reservations

The FAA costs for the meeting facilities are directly related to the number of guest rooms that are booked by the ATNP WG members. Therefore we request that when calling (or Faxing) to make your reservations, please **identify yourself as a participant of the ATNP Working Group Meeting. By doing so you will receive the discounted group rate quoted above.** Please make reservations directly with the hotel, **NOT THROUGH A TRAVEL AGENT.**

This is a very popular area hotel, so please make your reservations as soon as possible and guarantee them with a major credit card. **Reservations must be made no later than September 15, 1997.** After that date, all rooms and discounted rates are subject to availability. Please try to give an estimated time of arrival at the time you book your reservation.

Reservations may be guaranteed for late arrival (after 6 p.m.) by credit card or advance deposit for first night's stay. All guest cancellation notices must be received before 6 p.m. of the day of arrival and must have a cancellation number to receive a full refund of deposit. The hotel check-in time is 3:00 p.m. If you arrive earlier and your room is available, you will be permitted to check in. The check-out time is 12 noon. Late check-outs (2:00 p.m.) must be individually arranged with the front desk.

Early Arrivals/Stayovers - Early arrivals or stayovers will be based on space availability and charged at the available hotel rates. The block of hotel rooms reserved for the meeting begins on the night of Tuesday, October 21st.

For reservations contact:

Crown Plaza Redondo Beach and Marina Hotel
300 North Harbor Drive
Redondo Beach, CA 90277
Telephone: +1 310-318-8888
FAX: +1 310-376-1930

Meeting Rooms

At check-in, identify yourself as an "ATNP" meeting guest and you will be given a "welcome packet" of information about the meeting to include meeting room information. We will also ask the hotel to post this information in the hotel lobby.

In addition, there will be a meeting “office” designated for use during the meeting for administrative support. The room will be equipped with a telephone (restricted line for hotel and local calls only), a computer, printer, copy machine and information about the Los Angeles area. The office will be set up on the first day of the conference and will be available throughout each meeting day. Check your “welcome packet” for location information or check with the front desk.

Weather

The average daily temperature in the area at this time of year are a daytime high of 23° C and evening temps average 15° C (but may be warmer or cooler) . You may wish to have a sweater or light jacket for evening outings.

Transportation

By Air:

Los Angeles International Airport (LAX) is the nearest international airport.

Ground Transportation

The hotel is 7 miles from Los Angeles International Airport. The hotel does not have a courtesy shuttle. Local taxi's can be picked up at the taxi stand. Taxi fare is approximately \$20.00.

Administrative Information

Working Paper Submission - If you are not able to distribute your papers in advance, please bring sufficient copies with you to the meeting, if possible.

Contact Points - All inquiries, correspondence, working papers, etc., related to this meeting should be directed to Mr. Ron Jones at the address listed below.

Mr. Ron Jones
Federal Aviation Administration
Routing Symbol - AND-720
800 Independence Avenue SW
Washington, DC 20591
Telephone - 202-358-5030
FAX 202-358-5092
e-mail: ronnie.jones@faa.dot.gov

Miscellaneous

As always, the dress code for this meeting is especially “**California Casual**”.

The hotel has an outdoor heated pool, Jacuzzi, lighted tennis courts and saunas directly across from the King Harbor Marina. The hotel is within walking distance of 15 restaurants, aside from have its own 4-star restaurant.

“The Reef” is a small café in the hotel lobby which can provide guests with freshly brewed “Starbuck’s” coffee and breakfast pastries as well as other offerings through the day.

Don’t forget your swimsuit!!!