To: X3T9 Meeting Hosts and
X3T9.2/X3T9.3 Working Group Week Hosts

Subject: X3T9.2 Meeting Schedule

At its December 7, 1992 meeting, X3T9.2 voted to move its plenary meeting from Monday-
Tuesday of the X3T9 plenary week to Thursday-Friday of the X3T9.2/X3T9.3 working group
week effective as soon as possible. (I do not anticipate any impact on meetings prior to the May
1993.)

The phase-over largely depends on existing hotel contracts. X3T9.2 is eager to implement this
change in meeting schedule, but we do not wish to trigger penalty clauses in existing hotel
contracts. If the contracts can be changed without penalty so that we can implement our phase
over sooner, then that would obviously be better.

I need your input on what the impact would be for you if X3T9.2 implements this change at or
before the meeting week which you are hosting. X3T9.2 typically uses one meeting room on
Monday-Tuesday with a capacity of 80-100 people. I would expect that we would need a similar
size room on Thursday-Friday of the working group week once this change is in place.

It is difficult to be precise in estimating guest room pick up, however my best guess is that guest
room pick up of between 100-150 room nights would move from the plenary week to the working
group week.

Please respond to me as soon as possible so that I can establish a phase over date for the
X3T9.2 meeting schedule. If I have not heard from you by February 12, 1993, I will assume
that the X3T9.2 meeting schedule change has no impact on your hotel obligations.

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