



COMMERCE COMMISSION

## **Mobile Termination Conference**

23 – 25 February 2005

### **ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS**

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#### **Purpose**

The purpose of this memorandum is to detail the administrative and logistical arrangements for the Mobile Termination Conference.

#### **Background**

On 18 October 2004 the Commerce Commission (Commission) released its draft report on its investigation into regulation of mobile termination. This conference is primarily an opportunity for the Commission to seek additional information on particular aspects of the submissions and cross-submissions. Interested parties will also have an opportunity to provide a brief overview of their positions on the draft report, by presenting opening and closing statements.

#### **Venue and timing**

The conference will be held on Wednesday 23 February to Friday 25 February 2005 in the ground floor conference room located at 44-52 The Terrace, Wellington. A copy of the conference schedule will be sent out shortly.

The conference will finish at approximately 5.00pm each day. There will be a lunch break, as well as breaks for morning and afternoon tea. The conference timetable will set out when these breaks are scheduled for each day.

#### **Procedure for presenting statements**

Statements will be made from a central table.

An overhead projector, computer and data projector (for PowerPoint presentations) will be available for use by parties making statements. Any other equipment may be hired at the requesting party's expense.

All parties are requested to provide 40 copies of any document (such as for a PowerPoint presentation) produced during the conference for public attendees. Following the conference, an electronic version of the document is also required (pdf format preferred) for publishing on the Commission's web site.

**Other Matters**

In accordance with s 64(4) of the Commerce Act 1986, the conference will be recorded on audiotape. Stenographers will also provide a transcript of the conference. Copies of the transcripts will be available on the Commission's web site as soon as possible.

Tea and coffee will be available upon arrival and during breaks for all participants.

All mobile phones must be turned off during the proceedings.

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