

Host Guidelines for IEEE-P802 LMSC Plenary Sessions

1. Introduction

This document describes the necessary organizational and host requirements for hosting an IEEE-P802 Plenary Session and the basic venue selection process.

2. General Policies

Important IEEE-SA policies for standards meetings are detailed in the “Guide to IEEE Standards Meeting Policies,” available at:

<http://standards.ieee.org/resources/meetingguide.html>

3. Scheduling

IEEE-P802 Plenary Meetings are generally scheduled during the 2nd full week of the months of March, July, and November of each calendar year. The preferred dates are the week that begins with the 2nd Sunday of the month and runs through the following Saturday. However, these dates can be adjusted by plus or minus 1-week as long as the week avoid conflicts with holidays or other tech events (e.g. IETF), or to accommodate venue availability schedules as needed. The Session will officially begin Monday at 8 am local time. However, there are generally pre-session meetings that may begin on the Sunday and sometimes the Saturday prior to the official start on Monday morning. The session will normally end Friday afternoon at the completion of the Executive Committee meeting (normally at 6pm).

4. Host and Finance

IEEE-P802 Plenary Sessions are typically organized by a professional Meeting Planning Service Provider (MP, currently Face-To-Face Events, Inc. of Santa Clara, CA) under the direction of the IEEE-P802 Executive Secretary, who is responsible for all aspects of the production of the meeting. For some venues, particularly those located outside of North America, it is highly desirable to have the cooperation and support of a local hosting organization that agrees to serve as Host for the session and to be responsible to the Group for several aspects of the local arrangements to ensure a successful session. Venue proposals will typically be made by a Corporate Host or a Local Organization, which agrees to be generally responsible for the logistical support of the Session and to serve as signator/guarantor on any required venue contracts (usually the hotel(s) and/or Conference Center contracts).

The Session Host typically sponsors a social event on Wednesday evening for the enjoyment of all attendees, and this allows the host to feature some food and beverage items and entertainments that are representative of the local culture. The host is encouraged to provide a speaker who can briefly address the group to welcome them and tell them some of the highlights of the region, the national culture and heritage, and a brief history of the hosting organization.

Typically, session costs are recovered by a registration fee budgeted to break even after covering all expenses. The Corporate Host typically agrees to provide an accurate estimate of the session financial requirements, and agrees to absorb any financial

losses due to penalties or budget overruns. Potential hosts are free to propose other arrangements, but the Group will normally collect a registration fee consistent with the host's Session budget and the estimated attendance and that will establish a limit for the group's contribution to the costs of the session.

5. Registration

The IEEE-P802 Meeting Planning Service Provider (MP) typically handles the registration of all attendees using the IEEE 802 Session Portal web site registration facility. Attendee information and payments are collected and automatically updated on the site, so that registrants may confirm or cancel their registration on the web, and so that the host can be provided with real-time registration data and reports. For planning purposes, the registration form can ask specific questions regarding the detailed plans or choices of the registrants.

All fees are normally collected via credit card transactions during the registration process. The MP also arranges for the collection of registration fees on-site, normally with a significantly higher registration fee to offset the extra cost of not having the advance information and payment. The site hotel(s) may agree to collect the equivalent of the on-site registration fees in local currency at the front desk or concierge, and such amounts can be credited to the group's account.

Alternatively, a staffed registration desk may be arranged by the Host to accept payments in local currency. It is essential that major credit cards be acceptable as the primary method of payment, but payments by local cash and checks should also be permitted as a courtesy to local attendees. Printed receipts must be provided directly to the registrant. The Host must arrange to keep a list of those who have paid locally and provide it to the Group's MP as needed.

Attempts at unpaid attendance are rare but must be addressed to ensure full compliance with IEEE-P802 Policy, which states that any person, who attends any portion of a scheduled IEEE-P802 Plenary Session meeting, must be fully registered, pay the designated session fees, and have his own printed badge in his/her possession at all times during the meeting. Those who fail to comply with this rule will be asked to leave the meeting immediately.

The registration fee is normally around \$400-500 US but may vary significantly depending on the venue. In all cases a higher fee is charged to those who fail to pre-register before the pre-registration deadline. Since all funds for pre-registration are collected in advance by credit card charge, the amount of the fee must be determined prior to the date of the previous plenary (4 months before) so the terms of the meeting registration and hotel fees can be announced at the prior session. This allows the Host to obtain a best estimate of the turnout for the session before finalizing the income budget. The Group's pre-registration has historically been a very good predictor of actual turnout.

The Group's Meeting Planning Service Provider (MP) prints all of the registrant badges according the 802 Group and Working Group policies and procedures.

6. Meeting Space

The Group requirements do change with time and may not be known precisely at the time of site selection. The Group requires many meeting rooms of varying sizes, most with classroom style seating (i.e. horizontal rows of tables with chairs behind, see fig. 1). For smaller rooms with less than 20 people, boardroom style seating is preferred (i.e. central table(s) with chairs around the perimeter). Most classroom setups will include a head table for three in the front of each room. In larger rooms (≥ 150 people), the head table should be on a riser. Water service should be provided by a water station to the side/rear of the room, and not set on the classroom tables, since this endangers the electronic equipment that members use during the meetings.

The larger Working Groups typically need one large room to begin and end the week along with several smaller breakout rooms during the mid-week days (T-W-Th). Ideally, the large room can remain set through the week. If necessary, it can be broken down during midweek, since the opening and closing WG plenary meetings generally take place only on Monday afternoon and on Thursday evening or Friday morning. If the room is to be broken down to smaller meetings, consideration of this should be made during the layout design to avoid the need for relocation of the power strips and network equipment to the greatest extent possible. In a typical session, the larger Working Groups may require 2-5 breakout rooms of varying sizes in addition to the larger room. The actual requirements will vary from session to session and should be coordinated with the Meeting Planning Service Provider (MP). It is very important to have backup plans for some extra meeting rooms in case extra meetings are determined to be necessary during the week. If there is simply a large turnout for a specific meeting, a quick and simple solution may be to remove a few tables from the back of the room and add some additional chairs in theater style.

See **Attachment A** which lists some typical meeting room sizes for our current Working Groups as an example of the requirement. Since these specs do change from session to session, it is best to over-allocate 20% to allow for growth. Then at 10-, 7-, and 3-months out these allocations can be adjusted to better match current patterns. At 1-month out the final agenda is published and any further changes are only approved based on space availability.

7. Audiovisual Requirements

7.1 Equipment and Shipping

All IEEE-P802 meetings require the use of one or more PC-screen data projectors (LCD or DLP). The IEEE 802 LAN MAN Standards Committee owns 4 large (3500 ANSI Lumens) and 32 medium (>2000 ANSI Lumens) PC-screen data projectors. They are all designed for dual power operation (i.e. USA current sources @110vac, 60Hz, or Euro-power @230vac, 50Hz with the appropriate plug adaptor). Therefore Hosts proposing venues outside of USA will either need to provide an equivalent set of Data projectors designed to run on local power, or provide the needed plug adaptors or power converters to support use of the IEEE-P802 projectors at the venue.

The cost for data projectors and support may be accounted as a session expense. The projectors are normally stored in the USA, so shipping all of them to a non-US location for a plenary session can be expensive and can require extensive customs paperwork.

In many cases, therefore, locally-obtained equivalent equipment may be preferable. Following the session, the Host will be expected ship all of the cases of equipment required for use at the session back to the appropriate USA storage location (e.g. closest to the next following IEEE 802 plenary session). The details of what needs to ship where and when will be specified in a shipping memo issued two-months prior to the plenary session.

7.2 Audiovisual Requirements during Meetings

The MP will arrange for projection screens of sufficient size and tables on which to place the projectors for all of the meeting rooms. The projector table should be within about two meters of the head table to allow for cabling. Otherwise, extension RGB cables must be provided. In the case of larger meeting rooms, a public address system is essential. At a minimum, one microphone should be at the head table for rooms with seating capacity ≥ 50 , and at least one on a stand in each aisle of rooms with seating capacity ≥ 100 .

The Group's Network Services Provider (NSP, currently VeriLAN Event Services, Inc.) will provide a wireless LAN access infrastructure in meeting spaces used by the Group. The NSP will supply and configure sufficient 802.11 Tri-Mode access points in each meeting room to ensure adequate access bandwidth for all meeting attendees. Internet access will be provided in all Group meeting rooms and pre-function areas via this Wireless LAN infrastructure. In addition two areas will be provided for Ethernet Cafes where wired Ethernet access to the Internet is available from multi-port hubs. The Host should assist the NSP to arrange the details of this infrastructure, the use of the local distribution network, and the provision for a Group Network Operations Center (NOC) with the hotel or conference center and coordinate with the NSP and MP to ensure adequate access to the spaces for set-up and testing.

In every meeting room it is required that there be at least 1 accessible AC power outlet for every seating position so that attendees can power/recharge their laptop computers. The Host should be willing to provide sufficient power strips and plug adaptors to accommodate all of the international attendees. The Host should arrange for the strips to be laid out and taped down before the session, and to be removed afterwards. Rental of hotel or conference center power strips is an option, but may be an expensive one. The Wednesday social should include audio facilities sufficient for a few speeches. Welcoming words from the Host, and possibly from a representative of the Corporate Host, are customary, as is a thank-you/acknowledgement message from the IEEE-P802 Group Chair.

8. Food and Beverage

The Host should arrange with the MP for the following food and beverage services:

- deluxe continental breakfast in conjunction with each morning meeting
- mid-morning coffee/tea in conjunction with each morning meeting
- afternoon coffee/tea and snack in conjunction with each afternoon meeting

The Wednesday evening social event is at the discretion of the Host. Typically, a Corporate Host may sponsor a dinner or a buffet reception. If this is to be off-site, bus transportation should be provided. The Group generally prefers to have either a hosted

buffet lunch service with adequate seating nearby or an onsite serve-yourself lunch bar with a variety of “grab & go” meal items readily available for attendee selection. In some cases, the cost for buffet, sit-down lunches can be included in the registration fee. If so, the emphasis should be on speed, variety, and flexibility of timing, since the Working Groups tend to break on different schedules.

Consideration should be made of the fact that not all registrants will attend all food functions. Every effort should be made to ensure that wastage is minimized. Use should be made of the arrival and departure dates of the guest, as gathered from hotel reservations and group registrations to project appropriate service numbers. The MP will assist the Host with recommendations of appropriate numbers. Since the food service is normally buffet-style, most hotels or conference centers will allow the Host to order a minimum of food but restock or increase it as necessary to meet demand.

9. Sleeping Rooms

The Working Group is sensitive to the cost of sleeping rooms. The Host, however, must also consider other factors, particularly the size of the room block and any attrition clauses which can risk financial losses for failure to fill the block. Recommended practice is to minimize financial exposure. One way to do this is to offer an early cutoff date, which may increase the hotel’s comfort level, and to guarantee a minimum number of rooms. In this case, it is helpful to add clauses that will guarantee (on a “space-available basis”) the negotiated group rate for rooms reserved after the guaranteed block is full and after the cutoff date. This will allow the participants who reserve early a reasonable chance at the rooms. Those who contact the hotel late will take their own risk. The practicality of this approach, of course, depends on the availability of nearby alternative hotels. The hotel contract should account for the fact that, depending on location, 30% of the participants may leave on Thursday. Up to 20% may not arrive until Monday, even though the session opens Monday morning. A sample arrival-departure pattern is illustrated by the following but this will vary somewhat from session to session depending on location and session agenda.

<u>Day</u>	<u># Rooms Occupied</u>	<u>% of peak #</u>
Thu	8	1%
Fri	40	5%
Sat	200	25%
Sun	680	85%
Mon	800	100%
Tue	800	100%
Wed	760	95%
Thu	600	75%
Fri	120	15%
Sat	40	5%
Sun	8	1%

10. Site Selection Process

Site Selection for IEEE-P802 Plenary Meetings will normally be scheduled for an LMSC Plenary Session typically held 3-years (but no later than 2-years) in advance of the proposed meeting dates. If the Group is unable to make a final decision at that time, selection may be deferred to the following Plenary Session or to an email decision to permit further information on the current choices to be presented. However, every effort will be made to avoid this type of procrastination since significant advance planning and contracting is required of the Host and good larger venues are unlikely to be available less than 2-years out.

In order for the merits of each proposal to be judged and to ensure that all Group Members clearly understand the Host's offer, each proposal must include a completed table of information about the proposal, as shown in **Attachment B**. Each potential Host should notify the Executive Secretary as soon as possible with a non-binding letter of intent indicating the desire to make a full venue proposal, even if some details are still uncertain. The potential Venues and Hosts will be posted to the 802 Group's web site for review by all Group members. During the site selection process, the prospective Hosts judged to be offering the most favorable Venue choices for IEEE-P802 will each be offered tutorial agenda time at the following Plenary Session to describe and explain the benefits of their proposal.

Subsequently a web-poll of Group attendees will be held in which a weighted preference for each proposal will be recorded. Participants will be eligible to vote their preference for as many of the selected proposals as they like. Participation in the Venue Selection web-poll will generally be available to all of those Group attendees who have registered for at least one of the last six Plenary Sessions. Based upon the returns of the attendees' web-poll, the top finalists will be selected and a final selection poll will be taken of the IEEE-P802 Executive Committee Members to allow final selection of the Venue and Host for that particular week of plenary dates.

The selected Host will be informed of their success and instructed to immediately proceed to execute any necessary contracts to secure the venue and resources for their plenary dates within the next 30-days. Upon notification from the Host that the Venue has been confirmed by contract for the selected dates, the Executive Secretary will post the official notice of Venue and Host selection, and will add the Venue to the IEEE-P802 Plenary Session calendar. If the Host should be unable to secure and confirm the venue within the 30-day period, a 2-week extension may be granted if confirmation is likely during that interval, but failure to achieve confirmation will cause loss of selected status for the candidate Host, and the movement to select the next most qualified Host candidate instead. This process will be continued until a Venue and Host has been confirmed, or until the set of all suitable Host candidates has been exhausted and the selection process is therefore terminated.

11. Included Detail Attachments for your information

See the following detailed attachments that accompany this overview Host Guide:

A- Basic Meeting Room Requirements, **B-** Host Checklist for Proposals, **C-** International Plenary Guidelines, **D-** A Sample Plenary Session Meeting Schedule, and **E-** Instructions and Timeline for Proposal and Selection.

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WSp	Tg	Bk	# Rn	Se			
802			200			*	SR
802. 0- SEC			22- US	0- SR	20	1	BR
802. 4 HILAb			50	00	2		SR
				0		3	SR
				50		4	SR
				40		5	SR
802. 3- CSMACD			250			6	SR
				7 5		7	SR
				50		8	SR
				40		9	SR
				30		0	SR
802. 4 WMAN			300			1	SR
				0		2	SR
				0		3	SR
				50		4	SR
				40		5	SR
802. 5- WPAN			50			6	SR
				50		7	SR
				40		8	SR
				20		9	SR
802. 6 WMAN			400			20	SR
				00		21	SR
				7 0		22	SR
				50		23	SR
				40		24	SR
				30		25	SR
802. 7 - FPR			5			26	BR
802. 8- FR TAG			30			27	SR
802. 9 CEx			5			28	BR
802. 20- MBW			00			29	SR
802. 24 MIHS			00			30	SR
802. 22- WRAN			00			31	SR
				0		32	SR
				40		33	SR
XF Cbr			50			34	SR
				50		35	SR
				25		36	SR
Tp Mtp			500			*	SR
Sp Wp			200			*	RCPT
			7 0			239	
* Ujh							

Attachment B: Host Checklist for IEEE-P802 Plenary Session Proposals

Individual Host Representative (normally a Group Member)	
Corporate and/or Organization Host or Hosts	
Additional Host or Venue Contacts (if any)	
Proposed Venue City and Country	
Proposed Meeting Site(s) [meeting space locations]	
Proposed Hotel(s) [sleeping room locations]	
Proposed Plenary Dates	
Does Host agree to sign contracts and absorb any financial losses?	
Does Host agree to donate any financial surpluses to IEEE-P802?	
Proposed On-Site Registration Fee [in \$US and local currency]	
Proposed Pre-Registration Fee [in \$US and local currency]	
Hotel & Venue status (reserved? contract offered? 1 st option?)	
Peak Number of sleeping rooms offered in block(s)	
Sleeping Room Block cutoff date [rooms released for resale]	
Group Sleeping Room Rates [guaranteed or not-to-exceed]	
Will the Host provide an onsite registration desk?	
Will the Host/Hotel accept registration fees and provide receipts?	
Will the Host maintain a list of all paid onsite registrants?	
Will the AM & PM coffe/tea/snack breaks be included in fee?	
Will the morning continental breakfast be included in fee?	
Will the midday lunches be included in the registration fee?	
Will the Host sponsor (pay for) a Social Event for attendees?	
Will the Host sponsor (pay for) any other functions or features?	
Will classroom/BR-style meeting rooms be specified for all?	
Will Host provide floorplans & capacities of all meeting rooms?	
What meeting rooms are currently being held for use by Group?	
Will all meeting rooms be available both day and night?	
Will Internet connectivity be provided to all meeting rooms?	
Will power outlets (1/seat) be provided in all meeting rooms?	
Will a local server be provided or available if needed?	
Will the Host or Hotel provide network technical support?	
<i>Any special features: describe in separate contributed document</i>	

Attachment C: IEEE-P802 INTERNATIONAL PLENARY GUIDELINES

1. GENERAL INFORMATION:

NOT

2. HOTEL GUEST ROOM REQUIREMENTS:

Prices quoted must be guaranteed for the meeting dates proposed or at least be quoted on a "not-to-exceed" basis!

each

Total room nights = 4,050

must

impossible

7 days before and 7 days after

≤

3. MEETING ROOM REQUIREMENTS: General

The IEEE-P802 Plenary Office: Room Name: _____

The IEEE-P802 Network Office: Room Name: _____

Shipping, Receiving and Storage:

The IEEE-P802 Registration Desk: Space Name: _____

-



8. IEEE-P802 NETWORK REQUIREMENTS:

❖ Minimum



9. BILLING PROCEDURES AND ARRANGEMENTS:

11. HOTEL INFORMATION:

US Mail

Note:

DO NOT

by reference

IEEE-P802 MEETING SPECIFICATIONS

(Sample dates only – For example only)

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting Room:</u>
Thur 13-Mar 2008	9am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	9am - 11:59pm	802	Network Office	800 sq ft	none		
Fri 14-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
Sat 15-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
	7am - 11:59pm	802	IEEE-P802 Opening Plenary - Network Set-up	SR+HT20+TM6+FM2	LCD(3)	1100	
(Please note: this meeting space will be utilized for break outs listed below as well throughout the week).							
	7am - 11:59pm	802.0	#1 - Network Set-up	BR	SP+LCD	20	
	7am - 11:59pm	802.0	#2 - Network Set-up	SR+HT+PM+TM+FM	LCD	125	
	7am - 11:59pm	802.11	#1 - Network Set-up	SR+HT	LCD	40	
	7am - 11:59pm	802.15	#1 - Network Set-up	SR+HT+TM	LCD	50	
Sun 16-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
	8am - 11:59pm	802	Registration Desk	Centrally Located - Attendees Registration			
	7am - 11:59pm	802.0	#1 - Break Out	BR	SP+LCD	20	
	7am - 11:59pm	802.0	#2 - Break Out	SR+HT+PM+TM+FM	LCD	125	
	7am - 11:59pm	802.0	Network Set-up	*22US+100SR	LCD(2)	130	
	7am - 11:59pm	802.1	Network Set-up	SR+HT+PM+TM	LCD	100	
	7am - 11:59pm	802.1	Network Set-up	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.1	Network Set-up	SR+HT	LCD	30	
	7am - 11:59pm	802.1	Network Set-up	SR+HT	LCD	20	
	7am - 11:59pm	802.3	Network Set-up	SR+HT+PM+TM+FM	LCD	225	
	7am - 11:59pm	802.3	Network Set-up	SR+HT+TM	LCD	60	
	7am - 11:59pm	802.3	Network Set-up	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.3	Network Set-up	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.3	Network Set-up	SR+HT	LCD	40	
	7am - 11:59pm	802.3	Network Set-up	SR+HT	LCD	20	
	7am - 11:59pm	802.11	Network Set-up	SR+HT5+PM+TM+FM	LCD	600	
	7am - 11:59pm	802.11	Network Set-up	SR+HT+PM+TM+FM	LCD	250	
	7am - 11:59pm	802.11	Network Set-up	SR+HT+PM+TM+FM	LCD	125	
	7am - 11:59pm	802.11	Network Set-up	SR+HT+TM	LCD	75	
	7am - 11:59pm	802.11	Network Set-up	SR+HT+TM	LCD	60	
	7am - 11:59pm	802.11	#1 - Break Out	SR+HT	LCD	40	
	7am - 11:59pm	802.15	Network Set-up	SR+HT2+PM+TM+FM	LCD	225	
	7am - 11:59pm	802.15	Network Set-up	SR+HT+PM+TM	LCD	125	
	7am - 11:59pm	802.15	Network Set-up	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.15	#1 - Break Out	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.16	Network Set-up	SR+HT3+TM+FM	LCD	200	
	7am - 11:59pm	802.16	Network Set-up	SR+HT+TM	LCD	50	
	7am - 11:59pm	802.17	Network Set-up	BR	LCD	10	
	7am - 11:59pm	802.18	Network Set-up	SR+HT	LCD	25	
	7am - 11:59pm	802.19	Network Set-up	BR	LCD	20	
	7am - 11:59pm	802.20	Network Set-up	SR+HT+PM+TM+FM	LCD	200	
	7am - 11:59pm	802.21	Network Set-up	SR+HT+PM+TM+FM	LCD	100	
	7am - 11:59pm	802.22	Network Set-up	SR+HT+PM+TM+FM	LCD	125	

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting Room:</u>
Mon 17-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
	12:01am - 11:59pm	802	Registration Desk	Centrally Located - Attendees Registration			
	8:00am - 10:59am	802.0	SEC Opening	*22US+100SR	LCD(2)	130	
	11:00am - 11:59am	802	IEEE-P802 Opening Plenary	SR+HT20+TM6+FM2	LCD(3)	1100	
	12:01am - 11:59pm	802.0	#1 - Break Out	BR	SP+LCD	20	
	12:01am - 11:59pm	802.1	#1 - Combined	SR+HT+PM+TM	LCD	150	
	12:01am - 11:59pm	802.1	#2 - Break Out	SR+HT+TM	LCD	60	
	12:01am - 11:59pm	802.1	#3 - Break Out	SR+HT	LCD	50	
	12:01am - 11:59pm	802.1	#4 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.3	#1- Combined	SR+HT+PM+TM+FM	LCD	250	
	12:01am - 11:59pm	802.3	#2 - Break Out	SR+HT+TM	LCD	75	
	12:01am - 11:59pm	802.3	#3 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.3	#4 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.3	#5 - Break Out	SR+HT	LCD	30	
	12:01pm - 11:59pm	802.11	#1 - Combined	SR+HT5+PM+TM+FM	LCD	300	
	12:01am - 11:59pm	802.11	#2 - Break Out	SR+HT+PM+TM+FM	LCD	90	
	12:01am - 11:59pm	802.11	#3 - Break Out	SR+HT+PM+TM+FM	LCD	60	
	12:01am - 11:59pm	802.11	#4 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.11	#6 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.15	#1 - Combined	SR+HT2+PM+TM+FM	LCD	150	
	12:01am - 11:59pm	802.15	#2 - Break Out	SR+HT+PM+TM	LCD	50	
	12:01am - 11:59pm	802.15	#3 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.15	#4 - Break Out	SR+HT	LCD	20	
	12:01pm - 11:59pm	802.16	#1 - Combined	SR+HT3+TM+FM	LCD	400	
	12:01am - 11:59pm	802.16	#2 - Break Out	SR+HT+TM	LCD	100	
	12:01am - 11:59pm	802.16	#3 - Break Out	SR+HT+TM	LCD	70	
12:01am - 11:59pm	802.16	#4 - Break Out	SR+HT+TM	LCD	50		
12:01am - 11:59pm	802.16	#5 - Break Out	SR+HT+TM	LCD	40		
12:01am - 11:59pm	802.16	#6 - Break Out	SR+HT+TM	LCD	30		
12:01am - 11:59pm	802.17	#1 - Break Out	BR	LCD	15		
12:01am - 11:59pm	802.18	#1 - Break Out	SR+HT	LCD	30		
12:01am - 11:59pm	802.19	#1 - Break Out	BR	LCD	15		
12:01am - 11:59pm	802.20	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.21	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.22	#1 - Combined	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.22	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50		
12:01am - 11:59pm	802.22	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25		
12:01am - 11:59pm	XT-Grow	#1 - Combined	SR+HT+PM+TM+FM	LCD	150		
12:01am - 11:59pm	XT-Grow	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50		
12:01am - 11:59pm	XT-Grow	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25		

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting Room:</u>
Tues 18-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
	12:01am - 11:59pm	802	Registration Desk	Centrally Located - Attendees Registration			
	12:01am - 11:59pm	802.0	#1 - Break Out	BR	SP+LCD	20	
	12:01am - 11:59pm	802.1	#1 - Combined	SR+HT+PM+TM	LCD	150	
	12:01am - 11:59pm	802.1	#2 - Break Out	SR+HT+TM	LCD	60	
	12:01am - 11:59pm	802.1	#3 - Break Out	SR+HT	LCD	50	
	12:01am - 11:59pm	802.1	#4 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.3	#1- Combined	SR+HT+PM+TM+FM	LCD	250	
	12:01am - 11:59pm	802.3	#2 - Break Out	SR+HT+TM	LCD	75	
	12:01am - 11:59pm	802.3	#3 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.3	#4 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.3	#5 - Break Out	SR+HT	LCD	30	
	12:01am - 11:59pm	802.11	#1 - Combined	SR+HT5+PM+TM+FM	LCD	300	
	12:01am - 11:59pm	802.11	#2 - Break Out	SR+HT+PM+TM+FM	LCD	90	
	12:01am - 11:59pm	802.11	#3 - Break Out	SR+HT+PM+TM+FM	LCD	60	
	12:01am - 11:59pm	802.11	#4 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.11	#6 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.15	#1 - Combined	SR+HT2+PM+TM+FM	LCD	150	
	12:01am - 11:59pm	802.15	#2 - Break Out	SR+HT+PM+TM	LCD	50	
	12:01am - 11:59pm	802.15	#3 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.15	#4 - Break Out	SR+HT	LCD	20	
	12:01am - 11:59pm	802.16	#1 - Combined	SR+HT3+TM+FM	LCD	400	
	12:01am - 11:59pm	802.16	#2 - Break Out	SR+HT+TM	LCD	100	
	12:01am - 11:59pm	802.16	#3 - Break Out	SR+HT+TM	LCD	70	
	12:01am - 11:59pm	802.16	#4 - Break Out	SR+HT+TM	LCD	50	
12:01am - 11:59pm	802.16	#5 - Break Out	SR+HT+TM	LCD	40		
12:01am - 11:59pm	802.16	#6 - Break Out	SR+HT+TM	LCD	30		
12:01am - 11:59pm	802.17	#1 - Break Out	BR	LCD	15		
12:01am - 11:59pm	802.18	#1 - Break Out	SR+HT	LCD	30		
12:01am - 11:59pm	802.19	#1 - Break Out	BR	LCD	15		
12:01am - 11:59pm	802.20	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.21	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.22	#1 - Combined	SR+HT+PM+TM+FM	LCD	100		
12:01am - 11:59pm	802.22	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50		
12:01am - 11:59pm	802.22	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25		
12:01am - 11:59pm	XT-Grow	#1 - Combined	SR+HT+PM+TM+FM	LCD	150		
12:01am - 11:59pm	XT-Grow	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50		
12:01am - 11:59pm	XT-Grow	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25		

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting Room:</u>
Wed	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
2	12:01am - 11:59pm	802	Registration Desk	Centrally Located - Attendees Registration			
	12:01am - 11:59pm	802.0	#1 - Break Out	BR	SP+LCD	20	
	12:01am - 11:59pm	802.1	#1 - Combined	SR+HT+PM+TM	LCD	150	
	12:01am - 11:59pm	802.1	#2 - Break Out	SR+HT+TM	LCD	60	
	12:01am - 11:59pm	802.1	#3 - Break Out	SR+HT	LCD	50	
	12:01am - 11:59pm	802.1	#4 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.3	#1- Combined	SR+HT+PM+TM+FM	LCD	250	
	12:01am - 11:59pm	802.3	#2 - Break Out	SR+HT+TM	LCD	75	
	12:01am - 11:59pm	802.3	#3 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.3	#4 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.3	#5 - Break Out	SR+HT	LCD	30	
	12:01am - 11:59pm	802.11	#1 - Combined	SR+HT5+PM+TM+FM	LCD	300	
	12:01am - 11:59pm	802.11	#2 - Break Out	SR+HT+PM+TM+FM	LCD	90	
	12:01am - 11:59pm	802.11	#3 - Break Out	SR+HT+PM+TM+FM	LCD	60	
	12:01am - 11:59pm	802.11	#4 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.11	#6 - Break Out	SR+HT	LCD	40	
	12:01am - 11:59pm	802.15	#1 - Combined	SR+HT2+PM+TM+FM	LCD	150	
	12:01am - 11:59pm	802.15	#2 - Break Out	SR+HT+PM+TM	LCD	50	
	12:01am - 11:59pm	802.15	#3 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.15	#4 - Break Out	SR+HT	LCD	20	
	12:01am - 11:59pm	802.16	#1 - Combined	SR+HT3+TM+FM	LCD	400	
	12:01am - 11:59pm	802.16	#2 - Break Out	SR+HT+TM	LCD	100	
	12:01am - 11:59pm	802.16	#3 - Break Out	SR+HT+TM	LCD	70	
	12:01am - 11:59pm	802.16	#4 - Break Out	SR+HT+TM	LCD	50	
	12:01am - 11:59pm	802.16	#5 - Break Out	SR+HT+TM	LCD	40	
	12:01am - 11:59pm	802.16	#6 - Break Out	SR+HT+TM	LCD	30	
	12:01am - 11:59pm	802.17	#1 – Break Out	BR	LCD	15	
	12:01am - 11:59pm	802.18	#1 - Break Out	SR+HT	LCD	30	
	12:01am - 11:59pm	802.19	#1 - Break Out	BR	LCD	15	
	12:01am - 11:59pm	802.20	#1 – Break Out	SR+HT+PM+TM+FM	LCD	100	
	12:01am - 11:59pm	802.21	#1 – Break Out	SR+HT+PM+TM+FM	LCD	100	
	12:01am - 11:59pm	802.22	#1 – Combined	SR+HT+PM+TM+FM	LCD	100	
	12:01am - 11:59pm	802.22	#2 – Break Out	SR+HT+PM+TM+FM	LCD	50	
	12:01am - 11:59pm	802.22	#3 – Break Out	SR+HT+PM+TM+FM	LCD	25	
	12:01am - 11:59pm	XT-Grow	#1 – Combined	SR+HT+PM+TM+FM	LCD	150	
	12:01am - 11:59pm	XT-Grow	#2 – Break Out	SR+HT+PM+TM+FM	LCD	50	
	12:01am - 11:59pm	XT-Grow	#3 – Break Out	SR+HT+PM+TM+FM	LCD	25	

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting Room:</u>	
Thurs 20-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none			
	12:01am - 11:59pm	802	Network Office	800 sq ft	none			
	12:01am - 11:59pm	802	Registration Desk	Centrally Located - Attendees Registration				
	12:01am - 11:59pm	802.0	#1 - Break Out	BR	SP+LCD	20		
	12:01am - 11:59pm	802.1	#1 - Combined	SR+HT+PM+TM	LCD	150		
	12:01am - 11:59pm	802.1	#2 - Break Out	SR+HT+TM	LCD	60		
	12:01am - 11:59pm	802.1	#3 - Break Out	SR+HT	LCD	50		
	12:01am - 11:59pm	802.1	#4 - Break Out	SR+HT	LCD	40		
	12:01am - 11:59pm	802.3	#1- Combined	SR+HT+PM+TM+FM	LCD	250		
	12:01am - 11:59pm	802.3	#2 - Break Out	SR+HT+TM	LCD	75		
	12:01am - 11:59pm	802.3	#3 - Break Out	SR+HT+TM	LCD	50		
	12:01am - 11:59pm	802.3	#4 - Break Out	SR+HT+TM	LCD	40		
	12:01am - 11:59pm	802.3	#5 - Break Out	SR+HT	LCD	30		
	12:01am - 11:59pm	802.11	#1 - Combined	SR+HT5+PM+TM+FM	LCD	300		
	12:01am - 11:59pm	802.11	#2 - Break Out	SR+HT+PM+TM+FM	LCD	90		
	12:01am - 11:59pm	802.11	#3 - Break Out	SR+HT+PM+TM+FM	LCD	60		
	12:01am - 11:59pm	802.11	#4 - Break Out	SR+HT+TM	LCD	50		
	12:01am - 11:59pm	802.11	#6 - Break Out	SR+HT	LCD	40		
	12:01am - 11:59pm	802.15	#1 - Combined	SR+HT2+PM+TM+FM	LCD	150		
	12:01am - 11:59pm	802.15	#2 - Break Out	SR+HT+PM+TM	LCD	50		
	12:01am - 11:59pm	802.15	#3 - Break Out	SR+HT+TM	LCD	40		
	12:01am - 11:59pm	802.15	#4 - Break Out	SR+HT	LCD	20		
	12:01am - 11:59pm	802.16	#1 - Combined	SR+HT3+TM+FM	LCD	400		
	12:01am - 11:59pm	802.16	#2 - Break Out	SR+HT+TM	LCD	100		
	12:01am - 11:59pm	802.16	#3 - Break Out	SR+HT+TM	LCD	70		
	12:01am - 11:59pm	802.16	#4 - Break Out	SR+HT+TM	LCD	50		
12:01am - 11:59pm	802.16	#5 - Break Out	SR+HT+TM	LCD	40			
12:01am - 11:59pm	802.16	#6 - Break Out	SR+HT+TM	LCD	30			
12:01am - 11:59pm	802.17	#1 - Break Out	BR	LCD	15			
12:01am - 11:59pm	802.18	#1 - Break Out	SR+HT	LCD	30			
12:01am - 11:59pm	802.19	#1 - Break Out	BR	LCD	15			
12:01am - 11:59pm	802.20	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100			
12:01am - 11:59pm	802.21	#1 - Break Out	SR+HT+PM+TM+FM	LCD	100			
12:01am - 11:59pm	802.22	#1 - Combined	SR+HT+PM+TM+FM	LCD	100			
12:01am - 11:59pm	802.22	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50			
12:01am - 11:59pm	802.22	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25			
12:01am - 11:59pm	XT-Grow	#1 - Combined	SR+HT+PM+TM+FM	LCD	150			
12:01am - 11:59pm	XT-Grow	#2 - Break Out	SR+HT+PM+TM+FM	LCD	50			
12:01am - 11:59pm	XT-Grow	#3 - Break Out	SR+HT+PM+TM+FM	LCD	25			

<u>Date:</u>	<u>Time:</u>	<u>Group:</u>	<u>Meeting:</u>	<u>Style:</u>	<u>AV:</u>	<u>No. of People:</u>	<u>Meeting</u>
Fri 21-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
	12:01am - 6pm	802	Registration Desk	Centrally Located - Attendees Registration			
	12:01am - 1pm	802.0	#1 - Break Out	BR	SP+LCD	20	
	12:01am - 1pm	802.11	WG Plenary	SR+HT5+PM+TM+FM	LCD	450	
	12:01am - 1pm	802.15	WG Plenary	SR+HT2+PM+TM+FM	LCD	200	
	12:01am - 1pm	802.18	WG Plenary	SR+HT	LCD	25	
Sat 22-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
Sun 23-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 11:59pm	802	Network Office	800 sq ft	none		
Mon 24-Mar 2008	12:01am - 11:59pm	802	Plenary Office	1000 sq ft	none		
	12:01am - 5pm	802	Network Office	800 sq ft	none		
Tues 25-Mar 2008	12:01am - 12noon	802	Plenary Office	1000 sq ft	none		
	12:01am - 5pm	802	Network Office	800 sq ft	none		

PLEASE NOTE:

* Please see page 16 for diagram of meeting space for IEEE-P802 SEC meetings.

OTHER IMPORTANT IEEE-P802 MEETING SPECIFICATIONS: (Sample dates only)

IEEE-P802 Plenary Office: Thursday, March 13 through Tuesday, March 25, 2008 (24 hour basis)
(9am Thursday through 12noon Tuesday)

IEEE-P802 Storage/Network Office: Thursday, March 13 through Tuesday, March 25, 2008 (24 hour basis)
(9am Thursday through 5pm Tuesday)

IEEE-P802 Registration Desk: Sunday, March 16 through Friday, March 21, 2008 (24 hour basis)
(8am Sunday through 6pm Friday)

PLEASE SEE THE ATTACHED IEEE-P802 SAMPLE ACTUAL SCHEDULE FOR YOUR REVIEW (an MS Excel document)

IEEE-P802 Key:

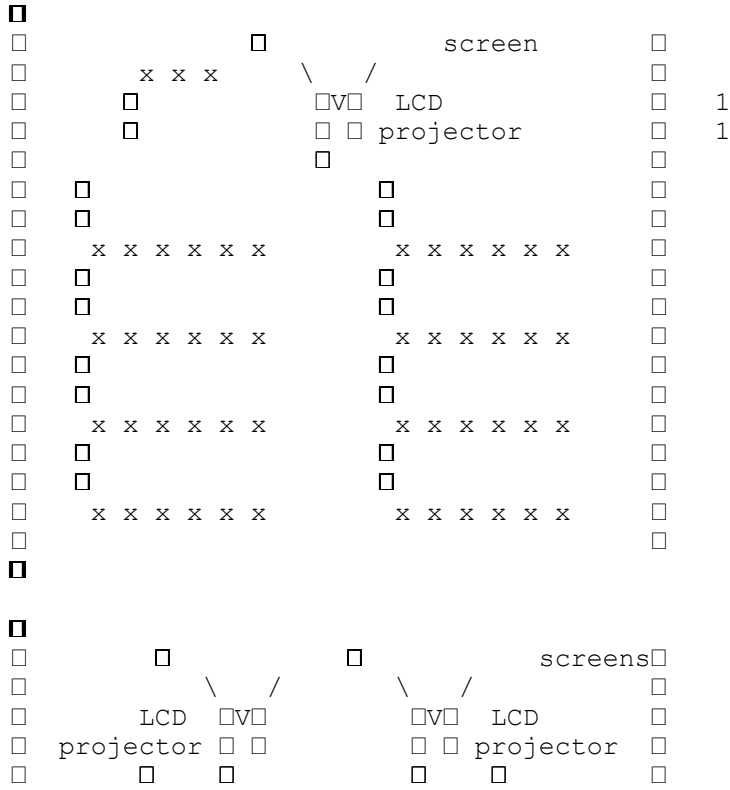


Figure 1:
Standard
Classroom
Meeting

IEEE-P802 - History of Past and Future Meeting Sites

Dates

Hotel _____

City, State, Country _____

Attachment D: IEEE 802 Plenary Schedule

Day	Start Time	End Time	Grp	Meeting	Set Up	Set	Request	Room
Tuesday	7:00	8:00	802.11	Editors Meeting	BR+LCD	15	15	Governors Boardroom
Tuesday	8:00	10:00	802.11	TGs	SR+HT+TM+LCD+XV	50	50	Grand Sierra I
Tuesday	8:00	10:00	802.11	TGt	SR+HT+LCD+XV	25	20	Bonaire 7
Tuesday	8:00	10:00	802.11	TGy	SR+HT+LCD+XV	25	15	Bonaire 8
Tuesday	8:00	10:00	802.11	WNG SG	SR+HT+TM+LCD+XV	50	50	Grand Sierra H
Tuesday	8:00	12:30	802.15	TG4c	SR+HT+LCD+XV	40	20	Bonaire 4
Tuesday	8:00	12:30	802.15	TG5	BR+LCD+XV	25	20	Antigua 3&4
Tuesday	8:00	18:00	802.15	TG3c	SR+HT4+TM+PD+PM+FM+LCD+SB+XV	150	100	Grand Sierra B
Tuesday	8:00	18:00	802.16	ITU Liaison Group	SR+HT+LCD+XV	30	30	Bonaire 1
Tuesday	8:00	18:00	802.16	Maintenance	SR+HT3+TM+FM+LCD+XV	70	70	Grand Sierra C
Tuesday	8:00	18:00	802.16	License-Exempt	SR+HT+LCD+XV	10	10	Bonaire 2
Tuesday	8:00	18:00	802.16	Relay	SR+HT3+TM+FM+LCD+XV	70	70	Grand Sierra A
Tuesday	8:00	18:00	802.16	TGm	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	500	300	Grand Sierra D
Tuesday	8:00	18:00	802.18	RR TAG	US20+LCD+XV+10XC	30	30	Bonaire 5&6
Tuesday	8:00	18:00	802.21	Media Independent Handover Services	SR+HT3+TM+FM+LCD+SB+PD+XV	100	100	Caribbean I
Tuesday	8:00	18:00	802.22	WG	SR+HT4+TM+FM+LCD+XV	80	80	Grand Sierra F
Tuesday	8:00	18:00	802.22	TG 1	SR+HT+LCD+XV	40	40	Curacao 1&2
Tuesday	8:00	20:00	802.0	Executive Sub-Committee Mtgs	BR+SP+LCD	20	20	Regents Boardroom
Tuesday	8:30	18:00	802.17	RPR	BR+LCD	15	12	Governors Boardroom
Tuesday	8:30	18:00	802.20	Wireless Mobility	SR+(2)HT3+2TM+FM+LCD+XV+SB	100	100	Caribbean II
Tuesday	8:30	18:00	802.3	at (DTE Power Enhancements)	SR+HT+TM+LCD+XV	50	50	Caribbean VI
Tuesday	8:30	18:00	802.3	av (10G EPON)	SR+HT+TM+FM+2LCD+XV	100	75	Caribbean IV
Tuesday	8:30	18:00	802.3	az (EEE)	SR+HT+LCD+XV	40	40	Boca I
Tuesday	8:30	18:00	802.3	ba (HSE)	SR+HT4+TM+FM+LCD+SB+XV	150	140	Caribbean III
Tuesday	9:00	18:00	802.1	Track #1 Interworking	SR+HT+TM+FM+FC+LCD	150	100	Caribbean V
Tuesday	9:00	18:00	802.1	Track #2 AV Bridging	SR+HT+TM+FC+LCD	50	50	Caribbean VII
Tuesday	9:00	18:00	802.1	Track #3 Data Center Bridging	SR+HT+TM+FC+LCD	50	50	Boca III-IV
Tuesday	9:00	18:00	802.1	Track #4 Security	SR+HT+FC+LCD	40	40	Boca II
Tuesday	10:00	11:00	802.3	ar (Rate Management)	SR+HT+LCD+XV	25	5	Bonaire 7
Tuesday	10:30	12:30	802.11	TGn	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	80	Grand Sierra E
Tuesday	10:30	12:30	802.11	TGu	SR+HT+LCD+XV	25	20	Bonaire 8
Tuesday	10:30	12:30	802.11	TGv	SR+HT+TM+LCD+XV	50	40	Grand Sierra H
Tuesday	10:30	15:30	802.11	TGz	SR+HT+LCD+XV	40	40	Grand Sierra G
Tuesday	13:30	15:30	802.11	TGmb	SR+HT+LCD+XV	25	25	Bonaire 8
Tuesday	13:30	15:30	802.11	TGw	SR+HT+LCD+XV	25	25	Bonaire 7
Tuesday	13:30	15:30	802.15	IGVLC	SR+HT+LCD+XV	40	40	Bonaire 3
Tuesday	13:30	18:00	802.11	TGs	SR+HT+TM+LCD+XV	50	50	Grand Sierra I
Tuesday	13:30	18:00	802.15	TG4e	SR+HT+LCD+XV	40	40	Bonaire 4
Tuesday	13:30	18:00	802.19	Wireless Coexistence TAG	BR+LCD+XV	25	15	Antigua 3&4
Tuesday	15:30	18:00	802.15	TG6	SR+HT+LCD+XV	40	40	Bonaire 3
Tuesday	16:00	18:00	802.11	TGk	SR+HT+LCD+XV	25	10	Bonaire 7
Tuesday	16:00	18:00	802.11	TGp	SR+HT+LCD+XV	40	35	Grand Sierra G
Tuesday	16:00	18:00	802.11	VHT SG	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	100	Grand Sierra E
Tuesday	18:30	20:00	Tutorial #3	IEEE Education, Mentoring and Support: Update on	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	500	450	Grand Sierra D
Tuesday	19:00	21:30	802.18	IMT Advance	SR+HT+TM+FM+FC+LCD	150	100	Caribbean V
Tuesday	19:00	22:00	802.3	ba (HSE)	SR+HT4+TM+FM+LCD+SB+XV	150	140	Caribbean III
Tuesday	20:00	21:30	Tutorial #4	Security Signalling During Handovers	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	500	450	Grand Sierra D

Attachment D: IEEE 802 Plenary Schedule

Day	Start Time	End Time	Grp	Meeting	Set Up	Set	Request	Room
Wednesday	7:00	8:00	802.15	AC Meeting	BR+LCD	15	12	Governors Boardroom
Wednesday	8:00	10:00	802.11	TGt	SR+HT+LCD+XV	25	20	Bonaire 7
Wednesday	8:00	10:00	802.11	TGu	SR+HT+LCD+XV	25	20	Bonaire 8
Wednesday	8:00	10:00	802.11	VHT SG	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	100	Grand Sierra E
Wednesday	8:00	10:00	802.11	VTS SG	SR+HT+TM+LCD+XV	50	50	Grand Sierra I
Wednesday	8:00	10:00	802.15	IGTHZ	BR+LCD+XV	25	20	Antigua 3&4
Wednesday	8:00	10:00	802.15	TG4e	SR+HT+LCD+XV	40	40	Bonaire 4
Wednesday	8:00	10:00	802.15	TG3c	SR+HT4+TM+PD+PM+FM+LCD+SB+XV	150	100	Grand Sierra B
Wednesday	8:00	10:00	802.15	TG6	SR+HT+LCD+XV	40	40	Bonaire 3
Wednesday	8:00	10:00	802.22	TG 1	SR+HT+LCD+XV	40	40	Curacao 1&2
Wednesday	8:00	18:00	802.16	ITU Liaison Group	SR+HT+LCD+XV	30	30	Bonaire 1
Wednesday	8:00	18:00	802.16	Maintenance	SR+HT3+TM+FM+LCD+XV	70	70	Grand Sierra C
Wednesday	8:00	18:00	802.16	License-Exempt	SR+HT+LCD+XV	10	10	Bonaire 2
Wednesday	8:00	18:00	802.16	Relay	SR+HT3+TM+FM+LCD+XV	70	70	Grand Sierra A
Wednesday	8:00	18:00	802.16	TGm	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	500	300	Grand Sierra D
Wednesday	8:00	18:00	802.18	RR TAG	US20+LCD+XV+10XC	30	30	Bonaire 5&6
Wednesday	8:00	18:00	802.21	Media Independent Handover Services	SR+HT3+TM+FM+LCD+SB+PD+XV	100	100	Caribbean I
Wednesday	8:00	18:00	802.22	WG	SR+HT4+TM+FM+LCD+XV	80	80	Grand Sierra F
Wednesday	8:00	18:00	802.0	Executive Sub-Committee Mtgs	BR+SP+LCD	20	20	Regents Boardroom
Wednesday	8:30	18:00	802.17	RPR	BR+LCD	15	12	Governors Boardroom
Wednesday	8:30	18:00	802.20	Wireless Mobility	SR+(2)HT3+2TM+FM+LCD+XV+SB	100	100	Caribbean II
Wednesday	8:30	18:00	802.3	at (DTE Power Enhancements)	SR+HT+TM+LCD+XV	50	50	Caribbean VI
Wednesday	8:30	18:00	802.3	av (10G EPON)	SR+HT+TM+FM+2LCD+XV	100	75	Caribbean IV
Wednesday	8:30	18:00	802.3	az (EEE)	SR+HT+LCD+XV	40	40	Boca I
Wednesday	8:30	18:00	802.3	ba (HSE)	SR+HT4+TM+FM+LCD+SB+XV	150	140	Caribbean III
Wednesday	8:30	18:00	802.3	ba (HSE) Break Out	SR+HT+LCD+XV	40	40	Boca V
Wednesday	8:30	18:00	802.3	Maintenance	SR+HT+LCD+XV	40	40	Boca VI
Wednesday	9:00	18:00	802.1	Track #1 Interworking	SR+HT+TM+FM+FC+LCD	150	100	Caribbean V
Wednesday	9:00	18:00	802.1	Track #2 AV Bridging	SR+HT+TM+FC+LCD	50	50	CaribbeanVII
Wednesday	9:00	18:00	802.1	Track #3 Data Center Bridging	SR+HT+TM+FC+LCD	50	50	Boca III-IV
Wednesday	9:00	18:00	802.1	Track #4 Security	SR+HT+FC+LCD	40	40	Boca II
Wednesday	10:30	11:30	802.15	WG Meeting	SR+HT4+TM+PD+PM+FM+LCD+SB+XV	150	150	Grand Sierra B
Wednesday	10:30	12:30	802.11	WG Mid-Session Plenary	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	300	Grand Sierra E
Wednesday	11:30	12:30	802.15	WNG	SR+HT4+TM+PD+PM+FM+LCD+SB+XV	150	150	Grand Sierra B
Wednesday	13:30	15:30	802.11	TGn	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	80	Grand Sierra E
Wednesday	13:30	15:30	802.11	TGs	SR+HT+TM+LCD+XV	50	50	Grand Sierra I
Wednesday	13:30	15:30	802.11	TGu	SR+HT+LCD+XV	25	20	Bonaire 8
Wednesday	13:30	15:30	802.15	TG4c	SR+HT+LCD+XV	40	20	Bonaire 4
Wednesday	13:30	18:00	802.11	TGv	SR+HT+LCD+XV	50	40	Grand Sierra H
Wednesday	13:30	18:00	802.15	TG3c	SR+HT4+TM+PD+PM+FM+LCD+SB+XV	150	100	Grand Sierra B
Wednesday	13:30	18:00	802.15	TG5	SR+HT+LCD+XV	40	20	Bonaire 3
Wednesday	13:30	18:00	802.19	Wireless Coexistence TAG	BR+LCD+XV	25	15	Antigua 3&4
Wednesday	16:00	18:00	802.11	TGp	SR+HT+LCD+XV	40	35	Grand Sierra G
Wednesday	16:00	18:00	802.11	TGw	SR+HT+LCD+XV	25	25	Bonaire 7
Wednesday	16:00	18:00	802.11	VTS SG	SR+HT+TM+LCD+XV	50	50	Grand Sierra I
Wednesday	16:00	18:00	802.15	TG4d	SR+HT+LCD+XV	40	20	Bonaire 4
Wednesday	18:30	21:00	802	Social Reception	REC		1200	Pavilion

Attachment D: IEEE 802 Plenary Schedule

Day	Start Time	End Time	Grp	Meeting	Set Up	Set	Request	Room
Thursday	8:00	10:00	802.11	TGn	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	80	Grand Sierra E
Thursday	8:00	10:00	802.11	TGw	SR+HT+LCD+XV	25	25	Bonaire 7
Thursday	8:00	10:00	802.15	SGRFID	SR+HT+LCD+XV	40	40	Bonaire 3
Thursday	8:00	10:00	802.22	TG 1	SR+HT+LCD+XV	40	40	Curacao 1&2
Thursday	8:00	12:30	802.15	TG4d	SR+HT+LCD+XV	40	20	Bonaire 4
Thursday	8:00	15:30	802.11	TGu	SR+HT+LCD+XV	25	20	Bonaire 8
Thursday	8:00	15:30	802.11	TGv	SR+HT+LCD+XV	50	40	Grand Sierra H
Thursday	8:00	15:30	802.15	TG4d	SR+HT+LCD+XVam) PI2 0ry (pm)i-872217175.9(G3.3XV)XC15:6 29.5day15:30			802.15 3G4dSR+HT+LCD+XV 50B

Attachment D: IEEE 802 Plenary Schedule

Day	Start Time	End Time	Grp	Meeting	Set Up	Set	Request	Room
Friday	8:00	10:00	802.22	WG	SR+HT4+TM+FM+LCD+XV	80	80	Grand Sierra F
Friday	8:00	12:00	802.11	WG Closing Plenary	SR+HT4+TM+PD+PM+2FM+SB+LCD+XV	400	300	Grand Sierra E
Friday	8:00	12:00	802.16	Editors Meeting	BR+LCD+XV	15	10	Governors Boardroom
Friday	8:00	13:00	802.0	Executive Sub-Committee Mtgs	BR+SP+LCD	20	20	Regents Boardroom
Friday	10:30	12:00	802.22	WG Closing Plenary	SR+HT4+TM+FM+LCD+XV	80	80	Grand Sierra F
Friday	13:00	18:00	802.0	Executive Committee	22US+100SR+11TM+FM+2LCD	122	122	Caribbean I&II
Key:								
BR	Boardroom							
DA	Digital Amplifier							
FC	Flip Chart							
FM	Floor Microphone - for audience							
HT	Headtable for 2 (HT4 means Headtable for 4)			All meetings with HT must have a VGA cable long enough to reach from the projector to the HT.				
LCD	LCD projector + screen							
OH	Overhead projector + screen							
PD	Podium							
PM	Podium Microphone							
SB	Switch Box							
SP	phone line for speaker phone (no phone required)							
SR	Schoolroom							
TM	Table Microphone (Microphone on Head Table with long cord)							
XC	Extra Chairs							
XV	VGA cable from projector to Head Table							

Attachment E: Instructions for 802 Plenary Session Host Proposals and Timeline for Proposal Consideration

Introduction

IEEE-P802 is actively seeking plenary hosts and venues for some future IEEE-P802 Plenary Sessions. We are especially seeking hosts and venues located outside of North America (e.g. in Asia, Europe, Australia, etc.), where we have had very little success in finding suitable plenary venues. The specific sessi

- d) The name & location of the Hotel(s) where Group sleeping rooms will be located and if a room block of sufficient size can be reserved on a 1st option basis.
- e) A statement that the Host organization understands it will be expected to execute contracts for the meeting space and hotel rooms to be used by the Group, that these contracts may incur some financial obligations upon the Host, and that the Host agrees to assume such responsibility as part of their proposal submission.

3. By March 21, 2008 the IEEE-P802 Executive Committee will authorize the issuance of a Request-For-Proposal (RFP) with facility requirements and hosting specifications, together with a specific submittal template for required information (see Attachment B for sample) to ensure a fair basis for proposal comparisons. On or before March 28, 2008 this RFP will be sent directly to those Host candidates, who were judged to be viable proponents based on their Letter-of-Intent responses. Host Candidates will have approximately 6-weeks to complete & return their proposals to the Executive Secretary.

4. All RFP responses must be submitted on or before May 9, 2008. During the next two weeks telecons will be scheduled with Host representatives for Q&A, clarifications, and negotiation of Host roles and responsibilities. On or before May 30th, the Executive Secretary will identify the top candidates (up to 4) for each of the available Plenary Session slots.

5. Based on the list top candidates and venues a series of Meeting Planner (MP) site inspections will be scheduled to provide a chance to view and evaluate the potential venues and meet with the local hosts to ensure that venues and hotels are truly viable, that all requirements have been adequately addressed in the host proposals, and that budgeted numbers are truly reflective of anticipated actual costs.

6. On or before June 30, 2008 the Executive Secretary will:

- publish the list of the remaining qualified candidates and their final proposals,
- provide evaluation reports from the various site inspections, and
- assign a ranking score based on judged overall suitability for serving as an IEEE-P802 Plenary venue.

This data will be published for review by the IEEE-P802 Executive Committee, and a summary report will be prepared for review by all of the IEEE-P802 WGs. The Executive Secretary will also indicate which of the 3 plenary session slots have sufficiently strong candidate proposals to be considered for selection at the July 2008 Plenary Session. The IEEE-P802 Executive Committee (EC) will determine which slots will be considered for final selection at the July session.

7. During the July 13-18, 2008 IEEE-P802 Plenary Session in Denver, CO the final candidate proposals for the slots to be selected during the session will be summarized on the web and highlighted during the session Opening Plenary. A web-survey will be posted that will allow all July attendees and anyone who registered for at least one of the previous 6 plenaries to vote on their venue preferences for the slots under consideration. A Tutorial Slot will be allocated to allow brief presentations from the candidate hosts on their venue proposals, and for Q&A about the various venue

features, benefits, and opportunities. WG discussions of proposal merits will also be encouraged but each WG's agenda will determine how much time will be available for this. WGs may also provide guidance to their WG Chair on any strong preferences Pro or Con on the various proposals under consideration by straw polls or motions.

8. At the closing Executive Commi