

IEEE 802: Meeting Information Update Memo – 3rd Announcement

Date: Wednesday, June 16, 2004

Subj: Portland Hilton and Embassy Suites are SOLD OUT – Here is your next best bet !!!

The next IEEE 802 Plenary Session is **July 11-16, 2004**, in Portland, OR. The Portland Hilton and the Embassy Suites are both SOLD OUT. If you do not have a room reserved yet, please contact the Heathman Hotel to make your reservation now. The Heathman is a highly-rated executive hotel with great charm, ambiance, and lots of amenities. They are offering an exceptional value for our group members. The Heathman Hotel is located just across the street from the Portland Hilton.

**Heathman Hotel**

1001 SW Broadway

Portland, OR. 97205, USA

Reservation Phone: **+1 (503) 241-4100** Toll Free: **(800) 551-0011** (US Only)

The 802 Group room rate is **\$130** for a Deluxe Room and **\$170** for a Symphony Suite, Single/Double Occupancy + tax per night. These rates are available from July 10 – 17, 2004, subject to room availability. Please make your room reservations directly with the hotel, and be sure to identify yourself as a member of the IEEE 802 Group to qualify for these special group rates. But hurry because they have only a limited number of rooms available for us. They will go very quickly.

**The Hotel Reservation Deadline (Room-block cut-off date) is Monday, June 28, 2004**

**Cancellation Policy:** Your deposit will be refunded (or the credit card guarantee released), if the reservation is cancelled at least 48 hours prior to 6pm of your scheduled arrival date. Late cancellations and “No-Shows” will be assessed a one night (room + tax) penalty.

The Portland Hilton and the Embassy Suites are both taking waitlists for 802 attendees. Our group has a significant number of late cancellations, so you should have a good chance of getting a room. You should call the hotel directly and request to be put on the 802-Wait-List for either of these hotels.

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**Meeting Registration is NOW available!**

Please register for this session at: <http://www.ieee802.org/meeting/NextPlenary.html>

**Session Registration:** Any individual who attends any part of a meeting that is a scheduled part of an 802 Plenary Session must register for the session. Registration is available through a secure website or at the On-Site Registration Desk. Pre-registration is available through the website only, NO checks are accepted for pre-registration. **The web pre-registration fee is \$300.** Pre-registration closes at 1am UTC, Saturday, June 26, 2004 (6pm PDT, Friday, June 25, 2004). After the close of pre-registration, **the web registration fee is \$350.** Web registration fees must be paid by credit card. Your credit card is billed at the time you register. The **On-Site registration fee is \$350** and can be paid by Visa, MasterCard, American Express, Discover Card, by personal, company, or traveler's checks (in US\$ only), or by US cash. All checks must be made payable to "IEEE 802". Registrations may be canceled subject to the terms and conditions of our Cancellation Policy. **Registrations are not transferable to any other individual.**

For more detailed information on this Plenary Session, please go to:

<http://www.ieee802.org/meeting/index.html>

Thank you,

Dawn C. Slykhouse, IEEE 802 Conference Organizer

c/o Face to Face Events, Inc.

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