IEEE 802

To: IEEE 802 Members & Attendees -

This package contains the following information on the upcoming IEEE 802 plenary for November 2000:

- Hotel and Pre-registration information for the November plenary to be held at the Hyatt Regency Tampa, in Tampa, Florida, during the week of November 6 – 10, 2000.

- Hotel reservation form for mail or fax (or you may also reserve your room by telephone).

- Information on airline and rental-car group discounts available for IEEE 802 attendees.

- The IEEE 802 Plenary - Basic Meeting Agenda.

- Reminder of dates and places for future IEEE 802 plenary meetings (2000-2002).

- Pre-registration for this meeting is strongly encouraged because **it will save you $50** and much time spent waiting in line at the On-site Registration Desk. For the November plenary meeting the fee for pre-registration is **$250** and the fee for on-site registration is **$300**.

- In order to pre-register you are required to provide valid credit card information for the payment of the pre-registration fee ($250) before the pre-registration deadline. After the deadline you are required to pay the on-site registration fee ($300). Credit cards which fail to authorize the charge on that date, may require you to register on-site at the higher rate ($300), so check you expiration date now !!!

- We are encouraging you to use our email pre-registration process for this meeting, although we will continue to support our mail and fax pre-registration processes.

Note: We no longer provide mailed meeting announcements. Meeting information will continue to be available on the IEEE 802 web site at: http://www.ieee802.org/meeting/ . Please check it for possible late updates. We also have an email exploder for keeping folks posted on late breaking plenary meeting information (e.g. overflow hotel arrangement, hotel goofs or confusion, pre-registration reminders, etc.). To get on this list and stay informed send email to: majordomo@majordomo.ieee.org with no subject and with the following 2 lines appearing first in the body of the message:

> **subscribe stds-802-all**
> **end**

One final reminder, the contact information for our IEEE 802 meeting planners is now as follows:

> IEEE 802 LMSC Plenary Meetings
> c/o Face To Face Events, Inc.
> 2699 Iversen Court
> Santa Clara, CA 95051 USA
> Phone: (408) 241-8906   Fax: (408) 241-8918   **Email:** 802info@ieee.org

I hope to see each of you in Tampa, Florida.

Regards,
Dr. Everett O. (Buzz) Rigsbee
Executive Secretary, IEEE 802

802info@ieee.org

July 2000

TO: IEEE 802 Members, Liaisons & Attendees
FM: Everett O. Rigsbee, Executive Secretary, IEEE 802
Subject: IEEE 802 LAN/MAN Standards Committee (LMSC) Plenary Meeting Announcement

The IEEE 802 LMSC November plenary will be held during the week of November 6 - 10, 2000 at:

<div align="center">

Hyatt Regency Tampa
2 Tampa City Center
Tampa, FL 33602
Phone: (813) 225-1234   Reservation Fax: (813) 222-4964

</div>

The 802 Conference rate is $145.00 US + tax per night single occupancy or $165.00 US + tax per night double occupancy. These rates are available from October 27 through November 19, 2000 subject to room availability. Please make your room reservations directly with the hotel using the attached IEEE 802 Hotel Reservation Form or by phone. If making reservations by phone, please be sure to identify yourself as a member of the **IEEE 802 Group** to get these special group rates. For this meeting we have arranged a room-block of **450** rooms which will be reserved for IEEE 802 attendees until the reservation cut-off date:

<div align="center">

Hotel Reservation Deadline (Room-block Cut-off) is Wednesday, September 27, 2000

</div>

Please note: Reservation requests received after this date will be accepted on a space available basis and will still honor the 802 conference rates. One night (room + tax) deposit or major credit card guarantee will be required to guarantee your reservation. Your deposit will be refunded or guarantee released if the reservation is cancelled at least 48 hours prior to arrival date and time. Late cancellations and "no-shows" will be assessed a one night room and tax penalty.

<div align="center">

The Deadline for Pre-registration is Wednesday, October 25, 2000.

</div>

Meeting Registration: You are encouraged to pre-register for this meeting using email, regular mail, or fax (see the attached forms and information). The pre-registration fee of **$250 US** must be paid by credit card and received no later than Wednesday, October 25, 2000. Alternatively, you may wait and register on-site at the meeting. The fee for on-site registration will be **$300 US**, and this can be paid by Visa, MasterCard, American Express or Discover Card, by personal, company, or traveler's checks (in US$ only), or by US cash. All checks must be made payable to "IEEE 802". Plan to stop by the IEEE 802 Registration Desk on Sunday evening from 5–8pm or Monday from 8am-5pm to collect your pre-registered packet or to complete on-site registration for the meeting. At that time you will receive the latest agenda for all of the week's meetings and events. The 802 Executive Committee meets Monday at 8am, and **the 802 Opening Plenary Session begins promptly at 11am**.

General Info: The Hyatt Regency Tampa is located 7 miles (15 minutes) from the Tampa International Airport. A complimentary Hotel Shuttle Service is available to and from the airport to the hotel from 6 am to 12 midnight daily. Please note - there is a charge for hotel parking for in-house guests and other visitors.

If you require further information regarding this meeting, please contact the IEEE 802 Conference Organizers at Phone: (408) 241-8906, Fax: (408) 241-8918, or **Email**: 802info@ieee.org, or you may check the IEEE 802 worldwide website at: http://www.ieee802.org/meeting/.

Sincerely,
Everett O. Rigsbee, Executive Secretary, IEEE 802

IEEE 802 Group - Hotel Reservation Form

Hyatt Regency Tampa
2 Tampa City Center
Tampa, FL 33602
Phone: (813) 225-1234   Reservation Fax: (813) 222-4964

The Hyatt Regency Tampa is pleased to host the IEEE 802 plenary meeting. Our entire staff would like to take this opportunity to extend a warm welcome to you during your upcoming stay.

Group Name: **IEEE 802 LAN/MAN Standards Committee Plenary Meeting**		
Meeting Dates: **November 6-10, 2000**	Group Code: **IEEE 802**	
Guest Information: (fill in below)	Room Block Reserved Until: **September 27, 2000**	
Last Name:	First Name:	
Arrival date:	Arrival time:	Departure date:
Company:		Phone:
Address:		Fax:
City:	State:	Zip Code:
Credit Card # (VISA, M/C, Amex or Discovery):		Expiry Date:
Cardholder's Signature:	Print Cardholders Name:	
Any special requests:		

🕐 **Reservations received after September 27, 2000 or after the block has been filled, will continue to be accepted at the group rate on a space available basis.** Book early to assure your preferred room accommodation.

$ To guarantee your reservation include a first night's deposit (room + taxes) or provide a major credit card (listed above). If you do not wish to use a credit card, you must mail a check payable to "Hyatt Regency Tampa" with this form. **Do Not Send Cash.** The deposit will be refunded if the reservation is cancelled at least forty-eight (48) hours prior to arrival. Late cancellations and no shows will be assessed a one nights' room and tax penalty. Please retain the cancellation number provided until credit/refund is received. Group rates apply from October 27 – November 19, 2000 (subject to room availability).

Group Rate (per night):	**Please Check Type of Room(s) Requested:**	
_____$145.00 Single + tax per night	_____Single(s) 1 person	
_____$165.00 Double + tax per night	_____Double(s) 2 persons – 1 bed (King)	
_____$190.00 Triple Occupancy + tax per night	_____Double(s) 2 persons – 2 beds (Double)	
_____$215.00 Quadruple Occupancy + tax per night	_____Extra Roll-away beds	
	_____Smoking _____Non-Smoking	

Note: Hotel check-in time is 3PM; checkout time is 12 noon but may be extended to 1pm by individual request. Currently, the hotel sales tax is 11.75% (subject to change).

IEEE 802 - Airline Discount Information

AMERICAN, DELTA, and UNITED Airlines have joined with IEEE 802 to offer special convention air fares, not available to the general public, when you attend the meeting on **November 6-10, 2000** at the Hyatt Regency Tampa. Discounted airfares are available to Tampa International Airport.

IEEE 802 has made arrangements with American, Delta and United airlines to provide you with discounts of **5%**, **10%**, or **15%** off current published fares. Please note that seats are limited and that some restrictions do apply on all fares, so call early for best choice and availability. Fares are guaranteed only at time of purchase. To obtain the best fare and schedule information please contact the Airline's Convention Desk at the numbers listed below.

If you purchase tickets from a local travel agent, be sure that your travel agent contacts the appropriate Airline Convention Desk and provides the **IEEE 802-account number**. Your travel agent will still receive their normal commission and you will receive a more cost-effective fare.

AIRLINE + Phone Number	IEEE 802 Account Number	Allowed Travel Dates
AMERICAN (800) 433-1790 8 AM –1 AM EST	**Star File #** **37H0AA**	**October 31 to November 16, 2000**
DELTA (800) 241- 6760 WEEKDAYS 8 AM – 11PM EST	**Delta File #** **DMN134911A**	**October 31 to November 16, 2000**
UNITED (800) 521- 4041 WEEKDAYS 7 AM – 12 MIDNIGHT EST	**Meeting Plus #** **582CK**	**October 31 to November 16, 2000**

IEEE 802 - Car Rental Discounts

Avis Worldwide Discount (AWD) Number for IEEE 802 Group: **A606094** & Rate Code: **B8/01Alpha.**

When making your reservations, please quote the AWD Number and Rate Code shown above in order to receive the special meeting discount rates. Reservations must be made by calling the Meeting Reservation and Information Desk at: **(800) 331-1600** or online at: **www.avis.com**

Should a lower qualifying rate become available, Avis will offer a 5% discount on that rate. The attendee must use the assigned Avis Worldwide Discount Number and meet Avis rental requirements to receive this additional discount.

Rates are available for from October 25 – November 17, 2000. You must return car to same location or additional charges will apply. All rates include unlimited free mileage. Rates quoted below do not include charges for tax, optional insurance, or gas refueling. Renter must meet Avis minimum age, driver, and credit requirements.

Tampa, Florida

(November 2000)

Rates shown do not include taxes.

CAR CLASS	DAILY	WEEKLY*
Compact	$34.99	$124.99
Intermediate	$36.99	$163.99
2-door Full Size	$40.99	$189.99
4-door Full Size	$42.99	$190.79
Sport Utility	$54.99	$279.99
Mini Van	$54.99	$279.99

- Weekly rental period = five through seven days

- Should a lower qualifying rate become available, Avis is pleased to present a 5% discount on that rate OR if a car size is selected that is not available above, Avis will discount the best available rate by 5%.

IEEE 802 - LAN/MAN Standards Committee

Plenary Meeting Pre-Registration Procedures - by Fax or Mail

Note: Deadline for Pre-Registration is: Wednesday, October 25, 2000.

The IEEE 802 Executive Committee is pleased to offer you the opportunity to pre-register for future IEEE 802 Plenary meetings. This will save you **$50** and eliminate the need for you to stand in a long on-site registration line while at the meeting. The following describes the procedures for pre-registration by fax or mail for 802 plenary meetings. A procedure for e-mail pre-registration is described separately.

1. Pre-registration requests will be accepted through Wednesday, October 25, 2000. Requests arriving after this date will be processed at the meeting and be charged the higher on-site registration fee ($300.).

2. Within 5 business days of receipt of your request you will be sent a confirmation of receipt by e-mail or fax. If after 5 days you have not received your return confirmation, please send your request again. Please bring your confirmation number with you to the meeting as proof of pre-registration.

3. The fee for pre-registration is **$250.** At this time, the only means of payment for pre-registration is by major credit card. VISA, MasterCard, American Express and Discover cards are acceptable. Company, personal and traveler's checks (in US $) and US cash will continue to be accepted for on-site registration at the higher on-site registration rate of **$300.**

4. Your credit card will not be charged until Wednesday, October 25, 2000. However, if your credit card fails to authorize the charge at that time, you will be required to provide payment at the meeting at the **$300** rate. So check your expiration date now.

5. You will still need to pick up your name badge, receipt, agenda, and other relevant meeting materials at the registration desk. A separate table will be set up for pre-registered attendees for your convenience.

6. If you should be unable to attend the meeting, please notify the 802 Conference Organizers by phone or email at least 72 hours before the start of the meeting (i.e. no later than 1:00pm PST, Fri, 11/3/00) to ensure no cancellation fee is incurred. Cancellations received before this deadline will receive a full refund of $250 US. Cancellations received after the deadline but before close of the meeting will get a partial refund of $225. If no notification has been received by the close of the meeting (1:00pm PST, Fri, 11/10/00), the refund will be reduced to $200.

7. We encourage you to pre-register by email or by completing the pre-registration form on the next page and sending it by fax or mail to the address on the form.

Pre-registration has been introduced to expedite the registration process, and to avoid the long registration lines. We hope you will pre-register, if possible, and help to create a more efficient and professional environment for our meeting.

IEEE 802 Plenary Meeting Pre-Registration Form – November 2000

The Deadline for Pre-Registration is: Wednesday, October 25, 2000

Please provide a complete and legible address. Attach an up-to-date business card if available.

Is this the first time you have registered for an IEEE 802 Plenary Meeting?   Yes ❑   No ❑

First Name: _____ Badge name: _____
(if you prefer different from your first name)

Last Name: _____
Is this a new address?   Yes ❑   No ❑

Company: _____

Address: _____ M/S: _____

City/State: _____ ZIP: _____

Bus/Day Phone: (_____)_____ Fax: (_____)_____

E-mail: _____

Please indicate below working group affiliation/interests: (check only **ONE** group per column)

WG #	Working Group Name	Primary	Secondary	Tertiary	Other
802.1	HILI - Higher Layer Interface				
802.3	CSMA/CD - MAC/PHY				
802.11	WLAN - Wireless LAN MAC/PHY				
802.15	WPAN – Wireless Personal Area Network MAC/PHY				
802.16	BBWA - Broadband Wireless Access LAN/MAN MAC/PHY				

METHOD OF PAYMENT: Pre - Registration Fee: $250.00 US

Please indicate credit card type and number below and provide an authorizing signature:

❑ Discover   ❑ VISA   ❑ MasterCard   ❑ American Express

Credit Card Number: _____ Expiry Date: _____

Authorizing Signature: _____ Name Printed On Card: _____

Do you want us to keep your credit card info on file for future email pre-registration?   Yes ❑   No ❑

Cancellation Required: If you are unable to attend, please notify us by phone or email at least 72 hours before the start of the meeting (no later than 1:00pm PST, Fri. November 3, 2000), to ensure no cancellation fee is incurred. For cancellations received after the deadline a partial refund of $225.00 US will be issued. If no notification has been received by the close of the Plenary meeting (1:00pm PST, Fri. November 10, 2000), there will be a no-show penalty of $50, and the refund will only be $200 US.

Mail or Fax this form to: IEEE 802 LMSC Plenary Meeting
Face To Face Events Inc. (802 Conference Organizers)
2699 Iversen Court, Santa Clara, CA 95051 USA
Phone: (408) 241-8906   Fax: (408) 241-8918 **Email:** 802info@ieee.org

OFFICE USE ONLY

Date Rec'd: _____   Confirmation Reg No: _____   Date Confirmed: _____

IEEE 802 Plenary Pre-Registration by Email !!!

Note: Deadline for Pre-Registration is: Wednesday, October 25, 2000

We are now providing a means for you to pre-register for IEEE 802 Plenary Meetings by email. We would like to encourage you to use this service for the upcoming November 10-14, 2000 Plenary Meeting at the Hyatt Regency Tampa, Tampa, Florida. All that is required is to fill in the information requested below and email this form to:

802info@ieee.org

Within 5 business days you should receive back an email confirmation of the receipt of your registration or an indication of additional information or clarification required. Since email is an imperfect process, if you have not received a response within a week, just "send again" (resend) the same message. Your confirmation will include a confirmation number which you should bring with you to the meeting as proof of registration to protect again the possibility of clerical error (we're all human!).

Some 802 members have expressed concern about sending credit card information via email. Where some systems today have the ability to send secure email (encrypted), many systems don't, and where the risk of email interception by crooks is small, the potential for hassle if it happens is large. For these reasons, we will be offering two options for processing the **$250 US** payment for your email pre-registration:

1. You may fill-in your credit card info below and send via email.

2. You may request that we use the same credit card info, which you provided for registration at a previous plenary meeting (i.e. Nov-99-Kauai or Mar-00-Albuqurque). Sorry, no information for earlier meetings is available). Please ensure that your credit card expiration date has not changed or you may be required to register on-site at the higher rate ($300). You are responsible for providing usable credit card information.

Once you have credit card information on-file, you may request that we keep it on file for use in processing e-mail pre-registrations for future meetings.

Email pre-registrations will be accepted through Wednesday, October 25, 2000. Email received after this date will be processed at the meeting. Your credit card will not be charged until Wednesday, October 25, 2000. Credit cards, which fail to authorize the charge at that time, may require you to register on-site at the higher rate ($300), so check your expiry date NOW !!!.

PLEASE NOTE - Cancellations Are Now Required:

If you should be unable to attend the meeting, please notify the 802 Conference Organizers by phone or email at least 72 hours before the start of the meeting (i.e. no later than 1:00 pm PST, Friday, November 3, 2000) and you will receive a full credit to your credit card ($250). If notification is received after this deadline but before close of the meeting, a cancellation fee of $25 US will be deducted from your refund (i.e. refund will = $225). If no notification of cancellation is received by close of the meeting (i.e. by 1:00 pm PST, Friday, November 10, 2000), a "No-Show" fee of $50 US will be deducted from the refund to your credit card (i.e. refund will = $200).

For further info on the 802 plenary meetings please check our website at:

http://www.ieee802.org/meeting/

Please fill in the simple text form below (or a replica) and email it to: 802info@ieee.org

Is this the first time you have registered for an IEEE 802 Plenary Meeting?   **Yes** ❏ **No** ❏

Last_Name:
First_Name(s):
Badge_Name:
Working_Group_Interest(s):
Company_Name:
Mail_Address:
City:
State/Province:
Country:
Postal_Code:
Telephone:
Fax:
E-mail:
Payment ($250) by (choose one): ...
[ ] Credit Card On File*.

* Please note: if your credit card has been/will be renewed since your last
802 Plenary meeting, you will need to update your expiry date below.

[ ] Credit Card enclosed:
Card #: _____ Expiry Date: _____
Please keep my Credit Card Info on file for future use: [ ] Yes .. [ ] No
<end>

Sample Pre-registration Record:

Last_Name: *Smith*
First_Name(s): *John L.*
Badge_Name: *Louie*
Working_Group_Interest(s): *802.3, 802.1, 802.11*
Company_Name: *NetNoise Inc.*
Mail_Address: *2345 Wireline Ave, M/S: 50-50*
City: *Anytown*
State/Province: *CA*
Country: *USA*
Postal_Code: *94904*
Telephone: *800 234-5678*
Fax: *800 234-1234*
E-mail: *j.smith@netnoise.com*
Payment ($250 US) by (choose one):
[X] Credit Card On File.
[ ] Credit Card enclosed:
Card #: _____ Expiry Date: _____
Please keep my Credit Card Info on file for future use: [X]-Yes ... [ ]-No

IEEE 802 Plenary Basic Meeting Format   (version 02, 7/10/00)

Date:	Time:	Meeting Name:
Sun	5-8p	IEEE 802 Registration @ 802 Registration Desk
Mon	8a-5p	Registration Desk
	8-10:30a	802.0 Executive Committee
	11a-12n	**IEEE 802 Opening Plenary**
	1-6p	802.1 Architecture, Bridging & Interworking(AB&I) Working Group
	1-6p	802.3 CSMA/CD (Ethernet) Working Group
	1-6p	802.5 Token Ring Working Group
	1-11p	802.11 Wireless LAN Working Group
	1-6p	802.15 Wireless Personal Area Network(PAN) Working Group
	1-6p	802.16 Broadband Wireless Access Working Group
	6:30-8p	Tutorial#1: scheduled by request of WG Chair
	8-9:30p	Tutorial#2: scheduled by request of WG Chair
Tues	8a-5p	Registration Desk
	8a-6p	802.1 AB&I Working Group & Breakouts
	8a-6p	802.3 CSMA/CD Working Group & Breakouts
	8a-6p	802.5 Token Ring Working Group & Breakouts
	8a-11p	802.11 Wireless LAN Working Group & Breakouts
	8a-6p	802.15 Wireless PAN Working Group & Breakouts
	8a-6p	802.16 Broadband Wireless Access Working Group & Breakouts
	6:30-8p	Tutorial#3: scheduled by request of WG Chair
	8-9:30p	Tutorial#4: scheduled by request of WG Chair
Wed	8a-5p	Registration Desk
	8a-12n	802.1 Technical Plenary
	8a-6p	802.1 AB&I Working Group & Breakouts
	8a-6p	802.3 CSMA/CD Working Group & Breakouts
	8a-6p	802.5 Token Ring Working Group & Breakouts
	8a-11p	802.11 Wireless LAN Working Group & Breakouts
	8a-6p	802.15 Wireless PAN Working Group & Breakouts
	8a-6p	802.16 Broadband Wireless Access Working Group & Breakouts
	6:30-9p	**802 Social Reception**
Thur	8a-5p	Registration Desk
	8a-6p	802.1 AB&I Working Group & Breakouts
	8a-6p	802.3 CSMA/CD Working Group & Breakouts
	8a-6p	802.5 Token Ring Working Group & Breakouts
	8a-11p	802.11 Wireless LAN Working Group & Breakouts
	8a-6p	802.15 Wireless PAN Working Group & Breakouts
	8a-6p	802.16 Broadband Wireless Access Working Group & Breakouts
	7p-12m	802.0 Executive Committee

Note: Please contact your 802.x Working Group Chair directly for a more detailed meeting agenda.

IEEE 802 Plenary Meeting Schedule

2000

November 6-10 - Hyatt Regency Tampa, FL

2001

March 12-16 – Hyatt Regency Hilton Head, SC

July 9-13 - Portland Marriott, Portland, OR

November 12-16 – Hyatt Regency Town Lake, Austin, TX

2002

March 11-15 - Hyatt Regency St Louis, MO

July 8-12 - Hyatt Regency Vancouver, BC Canada

November 11-15 - Hyatt Regency Kauai, Koloa, HI

2003

March 10-14 - Hyatt Regency Town Lake, Austin, TX

July 7-11 – to be determined

November 10-14 - Hyatt Regency Albuquerque, NM