To: IEEE 802 Members & Attendees -

This package contains the following information on the upcoming IEEE 802 plenary for **March 2001**:

- Hotel and Pre-registration information for the March plenary to be held at the Hyatt Regency Hilton Head, in Hilton Head, South Carolina, during the week of March 11 - 16, 2001. **Please note:** the Hyatt Regency Hilton Head will be changing their management company to become a Marriott hotel prior to the meeting (~ 1/12/01). Because of this we suggest you make your reservations directly with the hotel and not through the Hyatt 1-800 reservation line.

- The IEEE Standards Board will be meeting with us at this location on Thursday, Friday and Saturday. This is a unique opportunity for you to observe the IEEE Standards Board in action. All 802 attendees are welcome to attend the Standards Board meetings.

- 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 (2001-2003).

- 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 March 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 **strongly** encourage you to use our new **Web-based 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 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

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

802info@ieee.org

November 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 March plenary will be held during the week of March 11 - 16, 2001 at:

<div align="center">

Hyatt Regency Hilton Head
1 Hyatt Circle, PO Box 6167
Hilton Head Island, SC 29928
Phone: (843) 785-1234   Reservation Fax: (843) 785-2419

</div>

The 802 Conference rate is $165.00 US + tax per night single or double occupancy. These rates are available from March 3 through March 25, 2001 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 block of **450** rooms that 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, February 21, 2001

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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 secure 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, February 28, 2001

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Meeting Registration: You are encouraged to pre-register for this meeting using the web, 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, February 28, 2001. Otherwise you may wait and register on-site at the meeting. The fee for on-site registration will be **$300 US**, and this can be paid by Visa, MasterCard, American Express, Discover Card, by personal, company, or traveler's checks (in US$ 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 5–8 pm 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 11 am.**

General Info: The Hyatt Regency Hilton Head is located 4 miles from the small Hilton Head Airport (HHH) or an hour's drive from Savannah International Airport (SAV). Hotel Shuttle Service is available to and from both airports to the hotel. Reservations for shuttle transportation are not necessary but are available for your convenience. This is **NOT** a complimentary service. 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: **Email:** 802info@ieee.org, **Phone:** (408) 241-8906, or **Fax:** (408) 241-8918, 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 Hilton Head
1 Hyatt Circle, PO Box 6167
Hilton Head Island, SC 29928
Phone: (843) 785-1234   Reservation Fax: (843) 785-2419

The Hyatt Regency Hilton Head is pleased to welcome the attendees of the March 2001 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: **March 11 - 16, 2001**	Group Code: **IEEE 802**
Guest Information: (please fill in below)	Room Block Reserved until: **February 21, 2001**

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 February 21, 2001 (or after the block has been filled) will continue to be accepted at the 802 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 + tax) 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 Hilton Head" 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 night's room + tax penalty. Please retain the cancellation number provided until credit/refund is received. Group rates apply from March 3 – March 25, 2001 (subject to room availability).

Group Rate (per night):	Please Indicate Type of Room(s) Requested:	
_____$165.00 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	_____Twin(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 3 pm; checkout time is 12 noon but may be extended to 1 pm by individual request. Currently, the hotel room tax is 11% (subject to change). There is no charge for children 18 years or younger staying in room with parents.

IEEE 802 - Airline Discount Information

AMERICAN, DELTA, and UNITED Airlines have joined with IEEE 802 to offer special convention airfares, not available to the general public, when you attend the meeting on **March 11 - 16, 2001** at the Hyatt Regency Hilton Head. Discounted airfares are available to Savannah International Airport (SAV) and, for the airlines with available commuter flights, to Hilton Head Airport (HHH).

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 the 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**	**American** **Star File # 5531AO**	**March 9, 2001** through **March 19, 2001**
DELTA **(800) 241- 6760** **Weekdays 8 am – 11 pm EST**	**Delta** **File # DMN171416A**	**March 9, 2001** through **March 19, 2001**
UNITED **(800) 521- 4041** **Weekdays 7 am – 12 pm EST**	**United** **Meeting Plus # 598YZ**	**March 9, 2001** through **March 19, 2001**

IEEE 802 - Car Rental Discounts

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

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

Avis is offering 5-15% discount off published rates at the time of booking. Published rates will vary. Please contact Avis for current rate.

Rates are available from March 6 - 23, 2001. You must return car to same location or additional charges will apply. Renter must meet Avis minimum age, driver, and credit requirements.

IEEE 802 - LAN/MAN Standards Committee

Plenary Meeting Pre-Registration Procedures - by Fax or Mail

<u>Note:</u> Deadline for Pre-Registration is: Wednesday, February 28, 2001.

IEEE 802 is pleased to offer you the opportunity to pre-register for this Plenary meeting. 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 Web-based pre-registration is described separately.

1. Pre-registration requests will be accepted through Wednesday, February 28, 2001. 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 your completing 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 accepted. Company, personal and traveler's checks (in US $) and US cash will continue to be accepted for On-Site registration at the On-Site registration rate of **$300.**

4. Your credit card will be charged up until Wednesday, February 28, 2001. However, if your credit card fails to authorize the charge, you will be required to provide payment at the meeting at the **$300** rate. So check your expiration date and credit limit now.

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

6. If you should be unable to attend this 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 pm PST, Fri, 3/9/01) to ensure no cancellation fee is incurred. Cancellations received by this deadline will receive a full refund of $250. Cancellations received after the deadline, but before close of the meeting (i.e. by 1 pm PST, Fri, 3/16/01) will get a partial refund of $225. If no notification is received by the close of the meeting, the refund is reduced to $200.

7. We encourage you to pre-register using the web 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 is provided to simplify and expedite the registration process, and allows you 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 – March 2001

The Deadline for Pre-Registration is: Wednesday, February 28, 2001

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 O   No O

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

Last Name: _____

Is this a new address?   Yes O   No O

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 LAN - 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				
802.17	RPR - Resilient Packet Ring LAN - MAC/PHY				

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

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

O Discover   O VISA   O MasterCard   O 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 pre-registration?   **Yes** O   **No** O

Cancellation is Required: If you are unable to attend, please notify us by phone or email at least 72 hours before the start of the meeting (i.e no later than 1 pm PST, Fri. 3/9/01), to ensure a full refund is received ($250). For cancellations received after the deadline a partial refund of $225 will be issued. If no notification is received by the close of the Plenary meeting (i.e. by 1 pm PST, Fri. 3/16/01), there will be a No-Show penalty of $50, and the refund will be reduced to $200.

Mail or Fax this form to: IEEE 802 LMSC Meeting
                                        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

OFFICE USE ONLY

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

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IEEE 802 Plenary Pre-Registration on the Web !!!

Note: Deadline for Pre-Registration is: Wednesday, February 28, 2001

We now provide a means for you to pre-register for IEEE 802 Plenary Meetings on the Web. We would like to encourage you to use this service for the upcoming March 11-16, 2001 Plenary Meeting at the Hyatt Regency Hilton Head, Hilton Head, SC. All that is required is to fill in the information requested on the Web Form at the following URL:

http://www.ieee802.org/meeting/regform2.html

Within 5 business days you should receive back an email confirming 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 an email response within a week, just fill-in and submit the form again. Your confirmation will include a unique confirmation number, which you should bring with you to the meeting as proof of your registration (to protect again the possibility of a clerical error - we're all human!).

Our initial version of the Web Form registration does not utilize a secure Internet connection for collecting your personal or credit card information. In the near future, our form will be updated to link you directly to a secure payment processor (Verisign) for full protection of your credit card transaction. It will also provide an instant receipt which you can save or print to confirm your transaction. Until this transition takes place, we will continue to offer two options for processing the **$250 US** payment for your pre-registration:

1. You may fill-in your credit card info on the web form, or

2. You may request that we use the same credit card info, which you provided for registration at a previous plenary meeting (i.e. 3/00-Albuquerque, 7/00-La Jolla, 11/00-Tampa). Sorry, information from earlier meetings is not available. Please fill-in your current credit card expiration date 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 pre-registrations for future meetings by selecting "Yes" for that option.

Web-Form pre-registrations will be accepted through Wednesday, February 28, 2001. Forms received after this date will be processed at the meeting. Your credit card will not be charged until Wednesday, February 28, 2001. If your credit card fails to authorize the charge at that time, you may need 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 pm PST, Friday, March 9, 2001) and you will receive a full credit to your credit card ($250 US). If notice is received after this deadline but before the close of the meeting (i.e. by 1 pm PST, Friday, March 16, 2001), a cancellation fee of $25 will be deducted from your refund (i.e. refund will = $225). If no notice of cancellation is received by the close of the meeting, a "No-Show" fee of $50 will be deducted from the refund to your credit card (i.e. refund will = $200).

For further info on 802 plenary meetings please check our website at: http://www.ieee802.org/meeting/

IEEE 802 Plenary Basic Meeting Format (version 03, 12/1/00)

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
	1-11p	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
	1-6p	802.17 Resilient Packet Rings
	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-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
	8a-6p	802.17 Resilient Packet Rings
	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-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
	8a-6p	802.17 Resilient Packet Rings
	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-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
	8a-6p	802.17 Resilient Packet Rings
	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

2001

March 11-16 – Hyatt Regency Hilton Head, SC

July 8-13 - Portland Marriott, Portland, OR

November 11-16 – Hyatt Regency Town Lake, Austin, TX

2002

March 10-15 - Hyatt Regency St Louis, MO

July 7-12 - Hyatt Regency Vancouver, BC Canada

November 10-15 - Hyatt Regency Kauai, Koloa, HI

2003

March 9-14 - Hyatt Regency Town Lake, Austin, TX

July 7-11 – to be determined

November 9-14 - Hyatt Regency Albuquerque, NM