Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	**Proposal to host 802.16 interim Session #49, May 2007 in Portland, Oregon**
Date Submitted	**2006-07-20**
Source(s)	Jose Puthenkulam [mailto:jose.p.puthenkulam@intel.com] Intel Corporation
Re:	Proposal invitations for Session #49, May 2007
Abstract	Checklist for Proposal to host Session #49
Purpose	Discussion and Approval of Checklist for Proposal based on 80216-04_67 Annex A
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Annex A: Checklist to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	Jose Puthenkulam
Corporate Host or Hosts	Intel Corporation
Additional Corporate Supportor or Supporters (if any)	
City	Portland, OR
Hotel	DoubleTree Hotel
Proposed Dates	May ~~21-24~~
Does Corporate Host agree to accept any financial loss?	Yes
Does Corporate Host agree to turn over any financial surplus?	Yes
Registration Fee	$450
Advance Registration Fee	$400
Hotel status (reserved? contract offered?)	Tentatively blocked, contract under negotiation
Number of sleeping rooms offered in block	150+
Sleeping Room cutoff date	May
Sleeping Room Rate	$110-150
Will the Host provide a registration desk?	Yes
Will the Host accept registration fees and provide receipts?	Yes
Will the Host maintain a list of paid registrants?	Yes
Will breakfast and coffe/tea/snack breaks be included?	Yes
Will lunches be included in the registration fee?	Yes
Will the Host sponsor (pay for) a social event?	Yes
Will the Host sponsor (pay for) any other functions or features?	TBD
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	600pp, 260pp, 175pp, 125pp + additional smaller capacities as needed
Is hotel currently holding these rooms for the group?	Yes
Will all meeting rooms be available both day and night?	Yes
Will Internet connectivity be provided?	Yes
Will wireless LAN access be provided?	Yes
Will a local server be provided?	Yes

| Will the Host provide network technical support? | Yes |
| Special features: describe in separate contributed document | |