

Welcome to Waikoloa, Hawaii USA

To: IEEE 802 WIRELESS WORKING GROUP CHAIRS

From: Dawn Slykhouse Face to Face Events, Inc.

CC: Lisa Ronmark, Face to Face Events, Inc.

Date: Monday March 5, 2012

We are looking forward to welcoming you to the Hilton Waikoloa Village for the March 2012 IEEE 802 Plenary Session. The enclosed information will provide you with some important details to help you make the most of your Plenary Session experience at the Hilton Waikoloa. If you have any questions or concerns about the session do not hesitate to be in touch.

FACE TO FACE EVENTS CONTACT INFORMATION

DAWN SLYKHOUSE

Mobile #: (408) 594-1342

Email: dawns@facetoface-events.com

LISA RONMARK

Mobile #: (408) 740-5837

Text # (604) 316-4947

Email: lisa@facetoface-events.com

In the event of an Emergency outside of business hours please contact either party via the hotel operator.

GUEST ROOM INTERNET COMPLIMENTARY

CODE: IEEE802PLENARY

INSTRUCTIONS: See Attached

SAFETY & SECURITY

Hotel Emergency Ext: 55

Hotel Security Ext: 2444

FACE TOFACE EVENTS

2699 Iversen Court, Santa Clara, CA 95051 USA

Lost & Found: 2502

SCHEDULE UPDATES

Please ensure that any last minute changes to your Working Group Schedule are submitted before noon on Sunday March 11th.

During the session please submit requests via email to both Dawn Slykhouse as well as Lisa Ronmark.

MOBILE DEVICE WEBSITE

<http://802world.org/attendee> .

WORKING GROUP DOCUMENTS & ATTENDANCE

Working Group documents and the Wireless Interim session attendance tool may be accessed online at <http://newton.events.ieee.org>

EVENT OFFICE (EXT 2112)

Face To Face will be using **the Grand Promenade Storage room.**

VoIP PHONE: (503) 943-5083

WG CHAIR OFFICE (EXT 2110)

WG Chairs may use **Kona 3** as a working office or for small informal meetings. There will be tables, chairs a printer, some office supplies and access to IEEE 802 Meeting Network in this room. Please see Lisa or Dawn if you would like a key to access the room before 8AM and after 5PM.

REG DESK (EXT # 2113)

Registration services will be located in the **Grand Promenade** in the **Conference Center Building** of the Hilton Waikoloa Village.

REGISTRATION DESK HOURS

Sunday March 11th
5:00 PM to 8:00 PM

**Monday March 12th and Tuesday
March 13th**
7:30 AM to 5:00 PM

OFFICE PHONE

(408) 241-8906

CELL

(408) 594-1342

WEB

<http://802world.org/plenary>

Wednesday March 14th

7:30 AM to 1:00 PM

MEETING CONCIERGE HOURS

Sunday March 11th

5:00 PM to 8:00 PM

Monday March 12th through

Thursday March 15th

7:30 AM to 5:00 PM

Friday March 16th

7:30 AM to 1:00 PM

MEETING SPACE NETWORK

VeriLAN will manage meeting space network connectivity for the March 2012 IEEE 802 Plenary Session.

Please report any disruption of service to a VeriLAN staff member at the Network Help.

NETWORK HELP DESK

For attendees experiencing difficulties accessing the meeting network a Help Desk will be located in the **Grand Promenade** near the Kona Rooms in the Conference Center Building.

NETWORK OFFICE (EXT # 2111)

VeriLAN will be using **Waikoloa 3**.

WIRED CAFÉ

A wired café will be situated in the Grand Promenade, near the Monarchy Ballroom. Please report any disruption of service in the café to VeriLAN staff.

AV MANAGEMENT (SCREENS, MICROPHONES ETC)

PSAV will be manage AV equipment services for the March 2012 IEEE 802 Plenary Session.

Please report any disruption of screens, microphones etc, to the Face to Face Events Meeting Concierge.

LCD PROJECTOR MANAGEMENT

VeriLAN will be providing LCD projector management services for the March 2012 IEEE 802 Plenary Session.

Please note the following:

1. End of Meeting Day – Please Power OFF the machine
2. Completion of Session – Please Power OFF the machine and EMAIL IEEE@verilan.com
3. Projector Failure – Contact any VeriLAN employee or send an EMAIL to IEEE@verilan.com

FOOD & BEVERAGE BREAKS

Lagoon Lanai

Continental Breakfast

7:30 AM to 9:00 AM

Morning Coffee/Tea

9:00 AM to 11:00 AM

Lunch

11:30 AM to 1:30 PM

Afternoon Coffee/Tea

2:00 PM to 4:00 PM

Afternoon Snacks

3:00 PM to 4:00 PM

There will be no lunch service or afternoon break Friday March 16th.

SOCIAL EVENT

Registered attendees and their guests are invited to attend a networking social scheduled on Wednesday March 14th. The event will start at

6:30 PM. Please confirm location onsite.

Please remind your working group members to wear their name badge, as they will be required for admission.

Each name badge handout contains 1 complimentary drink coupon that may be used for beer, wine, soda, juice or water.

Guest badges are available at the Meeting Concierge Desk **until 12 PM Wednesday, March 14th**.

COUPON PACKAGE

Working Group Chairs and members of the Executive Committee shall receive a welcome package upon checking in at the Hilton Waikoloa.

Big Island Breakfast Coupon:

Waters Edge Ballroom

6:30 am - 11:00 am

Appetizer/Menu Item

Maximum Value \$15

Malolo Lounge, Cantina, Lagoon Grill

Beverage

Beer/Wine/Water /Soft Drink

Malolo Lounge, Cantina, Lagoon Grill