Project	IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>
Title	**Proposal to Host IEEE 802.16 Interim Session #37 in Beijing**
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Re:	Annex A for Hosting Proposal based on guidelines in document IEEE 802.16-04/67
Abstract	Describes the check list for Interim Session hosting proposals
Purpose	To request the WG to accept the proposal
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Annex A : Checklist for Interim Session Hosting Proposal

Individual Host (normally a Working Group Member)	Jose Puthenkulam
Corporate Host or Hosts	Intel Corporation
Additional Corporate Supportor or Supporters (if any)	CCSA-TC5
City	Beijing
Hotel	Century Golden Resources Hotel
Proposed Dates	16-20 May 2005
Does Corporate Host agree to accept any financial loss?	Yes
Does Corporate Host agree to turn over any financial surplus?	Yes
Registration Fee	$220 per person
Advance Registration Fee	$200 per person
Hotel status (reserved? contract offered?)	reserved
Number of sleeping rooms offered in block	170 rooms
Sleeping Room cutoff date	20 Apr 2005
Sleeping Room Rate	USD100 per room night
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. Breakfast + coffee/tea/snack/ + lunch included
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?	Half-day visit to the Great wall and Dinner with Chinese Cultural show
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	350 – 400 class room style
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	Visit to Great Wall without additional fee for meeting delegates.