



SAVE THE DATE - version #3
IEEE 802 Plenary Session – July 14-19, 2013
Geneva, Switzerland

February 20, 2013

The July 2013 IEEE 802 Plenary Session will take place July 14-19, 2013 at the International Telecommunication Union (ITU-HQ) Headquarters Campus in Geneva, Switzerland.

International Telecommunication Union (ITU)
Place des Nations, 1211 Geneva 20, Switzerland

The following IEEE-802 Working Groups will be participating: **802.1, 802.3, 802.11, 802.15, 802.16, 802.18, 802.19, 802.21, 802.22, 802.24** and **EC SG OmniRAN**.

Registration Fees:

Early: Before 6pm Pacific Time, Friday, May 24, 2013

(UTC Time: 1am Saturday, May 25, 2013)

- \$500 US for all attendees (no group hotel stay required)

Standard: After Early Registration and before 6pm Pacific Time, Friday June 28, 2013

(UTC Time: 1am Saturday, June 29, 2013)

- \$600 US for all attendees (no group hotel stay required)

Late/On-site: After 6pm Pacific Time, Friday June 28, 2013

(UTC Time: 1am Saturday, June 29, 2013)

- \$800 US for all attendees (no group hotel stay required)

Registration for the July 2013 IEEE 802 Plenary Session (<http://802world.org/plenary>) will be available some time after the completion of the March 2013 Session in Orlando, FL USA.

Registration Policy:

Registration is available through a secure website and requires a valid credit card for the payment of the registration fee. Checks are NOT accepted for web-registration.

- Any individual who attends any part of a meeting that is a scheduled part of an 802 Plenary Session must register for the full session and pay the current registration fee.
- Session registrations are not transferable to another individual or to another plenary session.
- If you register for an IEEE 802 Plenary session and then are unable to attend, you must request cancellation of your registration before the cancellation deadline to be eligible for a refund of all or part of the fees paid.

Cancellation & Refund Policy:

- In order to obtain a refund of all or part of the Registration Fee paid you must request cancellation of your registration before the final cancellation deadline by submitting an online request at <http://802world.org/plenary> or by an email request: 802info@facetoface-events.com

IEEE 802 Plenary Session Special Group Hotel Rates:

IEEE 802 has made a special arrangement with Manotel Group's 6 business class hotels in downtown Geneva to provide rooms with special rates for IEEE 802 Plenary Session attendees. Each Manotel hotel provides guaranteed reservations via major credit card on a special IEEE-802 webpage with NO-penalty for reservation cancellation requests received more than 7-days (≥168 hours) in advance of arrival date & time, free guestroom internet, business traveler amenities, and optional breakfast and restaurant services. They are all 4 and 3-star properties, and each has its own unique style that allows for a variety of guest preferences. We recommend that you visit our website to see the different features, prices, and their convenient locations to make your selection, and then book online as soon as possible to ensure you get your preference. The number of rooms available is limited so please book early. You can always cancel if your plans change but once our block is sold out, no more rooms may be available. All of the Manotel hotels have highest customer ratings for comfort, convenience, and service. They are a very safe choice for those not familiar with Geneva. Please use the following Link to reach the IEEE 802 reservation site and book your Manotel reservation:

<http://www.fastbookings.biz/DIRECTORY/crs.phtml?crossSelling=NO&clusterName=crsswmanotel&AccessCode=PROMO-CNG-IEEE&FirstDate=130714>

PLEASE NOTE: The IEEE 802 July 2013 Plenary Registration Fee is not discounted for attendees staying at any specific hotels. Please be sure to book your travel plans at your earliest opportunity to ensure you receive the best prices and options for your trip.

ITU Hotel Reservations:

ITU maintains a [list of hotels and residences](#) of varied categories in or near Geneva that offer special rates to delegates attending conferences or meetings at the ITU. The list requires use of a standard [booking form](#). A PDF copy of the full hotel list is available at: <http://www.itu.int/travel/hotels.pdf>.

Follow the procedure below to make a reservation for a hotel room with the ITU special terms:

- Delegates must reserve a room directly (i.e. not through an intermediary such as a travel agency, airline, etc.) with their chosen hotel from the [list](#) by phone, fax, or email.
- They must confirm the booking by mailing or faxing this standard [booking confirmation form](#), which must provide valid credit card information to secure the hotel room guarantee.
- Bookings that are not guaranteed by a credit card will be held only until 18.00 hours.
- When checking in, delegates may be required to provide evidence that they are attending an ITU meeting or conference (i.e. show badge or invitation letter).

Email Distribution List:

We only provide e-mailed session announcements and updates. Session information will continue to be available on the IEEE 802 web site at: <http://www.ieee802.org/meeting/>. We also have a Meeting Info email distribution list. To join this list to stay informed on Plenary Session info, send an email to listserv@listserv.ieee.org with no subject and these 2 lines appearing first in the body of the message:

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subscribe stds-802-all
end
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Meeting Planner Contact Info:

Please contact us directly if we may be of any assistance in your preparations for this event. We are accessible via telephone and email.

Dawn Slykhouse
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Face to Face Events
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Phone: +1 (408) 241-8906

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