



## MEETING ANNOUNCEMENT

### IEEE 802 Plenary Session – March 16-21, 2014 Beijing, China

**Monday December 9, 2013**

The March 2014 IEEE 802 Plenary Session will take place March 16-21, 2014 at the China World Hotel and Traders Hotel in Beijing China.

**China World Hotel and Traders Hotel Beijing**

No.1 Jianguomenwai Avenue, Beijing10004 China

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**.

**Event Information & Registration Website:** <http://802world.org/plenary>

### Registration Fees

**Standard: Before 6pm Pacific Time, Friday February 7, 2014**

(UTC Time: 2am Saturday, February 8, 2014)

- \$US 600 for attendees staying 1 or more nights at the IEEE 802 Group Hotels
- \$US 900 for attendees **not** staying 1 or more nights at the IEEE 802 Group Hotels

**Late/On-site: After 6pm Pacific Time, Friday February 7, 2014**

(UTC Time: 1am Saturday, February 8, 2014)

- \$US 800 for attendees staying 1 or more nights at the IEEE 802 Group Hotels
- \$US 1100 for attendees **not** staying 1 or more nights at the IEEE 802 Group Hotels

**Student: Until March 21, 2014**

- \$150 US for **all** attendees (no group hotel stay required)
- The Student meeting fee is available to full-time college students at the bachelor or post-graduate level. The Student meeting fee is available only one time per person. The person using the Student meeting fee will not be able to use meeting attendance to gain or maintain voting rights. **A valid current student ID must be shown to pick up the meeting badge.**

**University Outreach Day: March 18, 2014**

- \$US 25 for Full-Time Students/Faculty (students at the bachelor or post-graduate level)
- A Single Day Session, to introduce Students and Faculty to IEEE 802 Standards Activities.

**SPECIAL NOTE:** Registration Fees **does not include breakfast**. Morning and afternoon break service as well as lunch Monday – Thursday during the event are included in the registration fee. Please make arrangements to have breakfast is on your own or part of your room reservation.

**PLEASE ALSO NOTE:**

**1. 2014 Chinese New Year holiday is on Jan 31st, 2014.** Most people will take their long holiday time off starting as early as Jan 26th to as late as Feb 8th. It is very possible the turn around time may get delayed due to the holiday season in China. Please plan and submit your requisition and start the VISA application as early as possible to avoid the last minute rush.

## Group Hotel Registration Discount Policy

The March 2014 IEEE 802 Plenary Registration Fee will be discounted by \$US 300 for attendees booking and staying one or more nights at IEEE-802 contracted hotel: China World Hotel Beijing and Traders Hotel Beijing. Please note: payment of the \$300 US surcharge will be required onsite if the hotel cannot verify an attendee's hotel stay.

## Registration Policy

Registration is available through a secure website and requires a valid credit card for the payment of the registration fee.

- 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

If you register and pay for an IEEE 802 session and then are unable to attend the session, you **MUST** request cancellation of your registration in order to receive a refund of all or part of the fees paid.

Registration is by individual. **If you register for an IEEE 802 session and are then unable to attend the session, your registration MAY NOT be transferred to another individual or to another plenary session.** It may only be cancelled.

Cancellation requests must be submitted either by using the online registration system, or by sending an email to the Meeting Planners.

1. To request a cancellation using the online registration system, click "CANCEL" on the header bar of the event webpage (<http://802world.org/plenary>). Cancellation requests processed by the online system will result in an immediate transmission of a cancellation acknowledgement via email.
2. To request cancellation by email, send your cancellation request along with your registration information to the Meeting Planners at: [802info@facetoface-events.com](mailto:802info@facetoface-events.com). Cancellation requests using email will be acknowledged by return email within 72 hours.
- 3.

The amount of your refund depends on the date and time your cancellation request is submitted to the 802 Meeting Planners and is subject to the following rules:

CANCELLATION TYPE	DEADLINE
<b>EARLY - FULL REFUND</b>	6 PM Pacific Time, Friday, <b>February 7, 2014</b>
<b>LATE – CANCELLATION FEE \$US100</b>	6 PM Pacific Time, Friday, <b>February 28, 2014</b>
<b>NO REFUNDS AFTER</b>	6 PM Pacific Time, Friday, <b>February 28, 2014</b>

- Refunds will be issued as a credit back to the credit card that was used to pay the registration fee after the close of the session.

**This cancellation policy applies only to Session Registration. Hotel accommodations are governed by the hotel's cancellation policies and remain the sole responsibility of the attendee.**

## VISA Applications

Foreign citizens must obtain a Chinese visa before entering into China. For more detailed visa information please visit the website of the embassy of China in your country.

**ENTRY/EXIT REQUIREMENTS:** It is the sole prerogative of each country or region to determine who is allowed to enter. The IEEE and or Consular officials cannot intervene on your behalf if you do not meet entry requirements. Requirements are subject to change at any time. It is your responsibility to check with the Embassy of the People's Republic of China or its consulates for up-to-date information.

**VISA ISSUING PROCESS:** Thoroughly review all information available regarding the visa issuance process, consult your local visa issuing office and plan accordingly if you are travelling to or residing in China. Pay particular attention to the length of stay permitted after each entry on your Chinese visa. Overstaying can lead to fines and administrative detention for up to fifteen days.

### HOW TO READ YOUR VISA



### PLEASE NOTE:

1. **2014 Chinese New Year holiday is on Jan 31st, 2014.** Most people will take their long holiday time off starting as early as Jan 26th to as late as Feb 8th. It is very possible the turn around time may get delayed due to the holiday season in China. Please plan and submit your requisition and start the VISA application as early as possible to avoid the last minute rush.

2. "Business VISA" with the invitation letter is probably the easiest VISA to apply (even compare to tourism VISA). Chinese VISA allows up to 12 months effective length and multiple entry (unlimited entry within effective time) in to China, please always select these two options on application to avoid re-apply process if need to go back in near future. The application fee is the same.

## VISA Invitation Letter

IEEE will not issue VISA Letters for the March 2014 IEEE 802 Plenary Session.

If you require an invitation letter for a Chinese visa, please complete the online form (<http://802world.org/plenary/files/2013/12/2014IEEEInvitationLetterSample-website.pdf>) by updating the blank fields with your personal details and email it to [chinavisarequest@gmail.com](mailto:chinavisarequest@gmail.com). Our VISA Invitation Sponsor, WSN will issue an invitation letter via email and send this to you within 10 business days.

The following information is required to be completed and updated in the sample invitation letter:

- full name
- gender
- date of birth
- passport number
- job title
- company
- postal address
- telephone number
- email address

## IEEE 802 Plenary Session Hotels

IEEE 802 has made a special arrangement with the China World Hotel and the Traders Hotel in Beijing to provide rooms with special rates for IEEE 802 Plenary Session attendees. Both hotels are on the same campus and connected by an underground shopping mall.

### China World Hotel

No 1 Jianguomenwai Avenue  
 Beijing, 100004, China  
 Phone # (86 10) 6505 2266  
 Email: [cwh@shangri-la.com](mailto:cwh@shangri-la.com)  
 Website:  
<http://www.shangri-la.com/beijing/chinaworld/about/>

### Traders Hotel

No 1 Jianguomenwai Avenue  
 Beijing, 100004, China  
 Phone # (86 10) 6505 2277  
 Email: [thb@tradershotels.com](mailto:thb@tradershotels.com)  
 Website:  
<http://www.shangri-la.com/beijing/traders/about/>

## Reservation Rate Options

Each hotel has supplied options to meet the needs and budget of IEEE 802 Plenary Session attendees.

### OPTION 1

- Subject to 15% Service Charge but covers all other fees.
- Complimentary Wired and Wireless Internet in Guest Room
- **Includes of Daily Breakfast**

### OPTION 2

- Subject to 15% Service Charge but covers all other fees.
- Complimentary Wired and Wireless Internet in Guest Room
- **Does not include of Daily Breakfast**
- **(See Terms & Conditions Below)**

## Guest Room Rates China World Hotel

### OPTION 1

Room Categories	Daily Room Rate	
	Single	Double
Deluxe Room	CNY 1,500	CNY 1,700
Horizon Room	CNY 2, 000	CNY 2, 200

### OPTION 2

Room Categories	Daily Room Rate	
	Single	Double
Deluxe Room	CNY 1,450	CNY 1,650

## Guest Room Rates Traders Hotel

### OPTION 1

Room Categories	Daily Room Rate	
	Single	Double
Superior Room	CNY 1,350	CNY 1,450
Deluxe Room	CNY 1, 450	CNY 1, 550
Traders Club Room	CNY 1, 750	CNY 1, 850

### OPTION 2

Room Categories	Daily Room Rate	
	Single	Double
Superior Room	CNY 1,300	CNY 1,400
Deluxe Room	CNY 1, 400	CNY 1, 500

## Hotel Reservation Websites

**SPECIAL NOTE:** Even though there are two options, you will only find the rate with breakfast included on the hotel reservation web page. **If you do not want the included breakfast, you will first need to book your room with the breakfast included.** Once you receive a confirmation number, you will need to email the Reservation Department ([reservations.cwh@shangri-la.com](mailto:reservations.cwh@shangri-la.com)) with your reservation details and indicate that you want the no breakfast rate option. Unfortunately this was necessary because there were limitations on web page customization and we wanted to offer some lower cost options for those who want them.

### 1. THE CHINA WORLD HOTEL BEIJING (Group Code: ZIC160314):

Hotel and Group Code will be pre-selected if this direct hyperlink is used:

[http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=CWH&group\\_code=ZIC160314&check\\_in=20140311&check\\_out=20140327](http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=CWH&group_code=ZIC160314&check_in=20140311&check_out=20140327)

Alternatively, guests can make their bookings directly on the Shangri La using the Group Code:

- 1) Go to the Shangri-La website (<http://www.shangri-la.com>).
- 2) Select the appropriate hotel and enter all the necessary stay requirements like check-in date, check-out date, number of rooms, adults and children.
- 3) Under the "Special Rate" area, select "Group Code" and enter the Group Code (ZIC160314).
- 4) Click the Check Availability button to continue.
- 5) If all the search criteria are correct and rooms are still available for the group, the group rate will be returned in the availability search result. Simply follow the on-screen instructions to complete the online booking.

### 2. THE TRADERS HOTEL, BEIJING (Group Code: IEE160314):

Hotel and Group Code will be pre-selected if this direct hyperlink is used:

[http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=THB&group\\_code=IEE160314&check\\_in=20140311&check\\_out=20140327](http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=THB&group_code=IEE160314&check_in=20140311&check_out=20140327)

Alternatively, guests can make their bookings directly on the Shangri La website using the Group Code:

- 1) Go to the Shangri-La website (<http://www.shangri-la.com>).
- 2) Select the appropriate hotel and enter all the necessary stay requirements like check-in date, check-out date, number of rooms, adults and children.
- 3) Under the "Special Rate" area, select "Group Code" and enter the Group Code (IEE160314).
- 4) Click the Check Availability button to continue.
- 5) If all the search criteria are correct and rooms are still available for the group, the group rate will be returned in the availability search result. Simply follow the on-screen instructions to complete the online booking.

## IEEE 802 Hotel Reservation Terms & Conditions

There are several differences in the reservation options, procedures, and cancellation policies you need to be aware of. Please read and understand these before making your reservation. Face to Face Events will be pleased to answer any questions you may have.

- **RESERVATION CHANGES DEADLINE:** ALL ADJUSTMENTS MUST BE MADE BEFORE **MARCH 11, 2014**. ALL CHANGES AFTER THIS DATE WILL BE SUBJECT TO A CHARGE EQUIVALENT TO THE FULL DURATION OF ORIGINALLY BOOKED DATES OF STAY.
- **CANCELLATION DEADLINE:** ANY NO SHOWS OR CANCELLATIONS AFTER MARCH 11, 2014 WILL BE SUBJECT TO A LATE CANCELLATION CHARGE EQUIVALENT TO THE FULL DURATION OF THE STAY.
- **EARLY DEPARTURE FEE:** EARLY DEPARTURES WILL BE CHARGED FOR THE FULL DURATION OF THE STAY.
- **NO BREAKFAST OPTION:** If you do not want the included breakfast, you will **first need to book your room with the breakfast included**. Once you receive a confirmation number, you will need to email the Reservation Department ([reservations.cwh@shangri-la.com](mailto:reservations.cwh@shangri-la.com)) with your reservation details and indicate that you want the no breakfast rate option.
- **Subject to Availability:** Once the block is sold out or the deadline date has passed IEEE 802 Group Room Rates will no longer be available.
- **Reservation Cut Off Date:** The IEEE 802 Guest Room Rate will be available until the block is sold out or **Friday February 7, 2014** which ever comes first.
- **Extended Dates:** The IEEE 802 Guest Room rate will be available, subject only to availability from Tuesday March 11, 2014 through Wednesday March 26, 2014
- **Check In Time:** Guest Rooms will be available after 2PM Local Time on Day of Arrival; those who wish to occupy a room prior to this time must make a reservation for the preceding night.
- **Check Out Time:** Guest Rooms must be vacated by 1PM Local Time on the Day of Departure.
- **Guest Room Internet Access:** Wired and Wireless Internet Access is Complimentary.
- **Guest Room Credit Card Guarantee:** All IEEE 802 Guest Room reservations must be guaranteed with a credit card at the time booking. Hotel will require the name of the card holder, card number and expiry date.

## Travel Information for the March 2014 IEEE 802 Plenary – Beijing, China

**LANGUAGE:** Mandarin Chinese

**CURRENCY:** China's currency is the Renminbi (RMB), usually called the Yuan. Ten Jiao make up one Yuan. At present, the Yuan is worth about US \$0.12, with slight daily fluctuations.

1 Renminbi (yuan) (Y) = 10 jiao = 100 fen

**CURRENCY EXCHANGE:** The Bank of China has exchange desks for foreign currency and travelers checks with convenient hours at all hotels, airports, Friendship Stores, and other shopping areas.

**CREDIT CARDS:** Visa, Master Card, American Express, Diner's Club, Federal Card, Million Card, and JCB credit cards are accepted at most hotels and state run shops in the major cities. Travelers should be prepared to pay in Yuan when shopping in smaller shops, at restaurants, and in smaller hotels.

**TIME ZONE:** China Standard Time (CST) is GMT +8

**ELECTRICITY:** Throughout China, 220 volts 50Hz A/C is used. Electrical appliances will require an adapter that can change the shape of the plug prongs, as well as an electrical voltage converter that will allow a 110-volt appliance to take 220 Volt Chinese current.

**ELECTRICAL PLUG TYPES:** The official plug of China is similar to Type A, but is slightly shorter and without holes in the blades. Type A outlets are common, and Type G may also be found.



Type A



Type G

**DIALING CODE:** +86

**AVERAGE DAILY TEMPERATURE (MARCH):** 40 ° F or 4 ° C

**WEATHER FORECAST:** <https://www.google.com.au/#q=beijing+china+weather>

### HEALTH INFORMATION FOR TRAVELERS TO CHINA

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/china>

**INSURANCE:** The registration fees do not include travel or medical insurance or any other type of insurance. Please consider what if any insurance you may require for your travel.

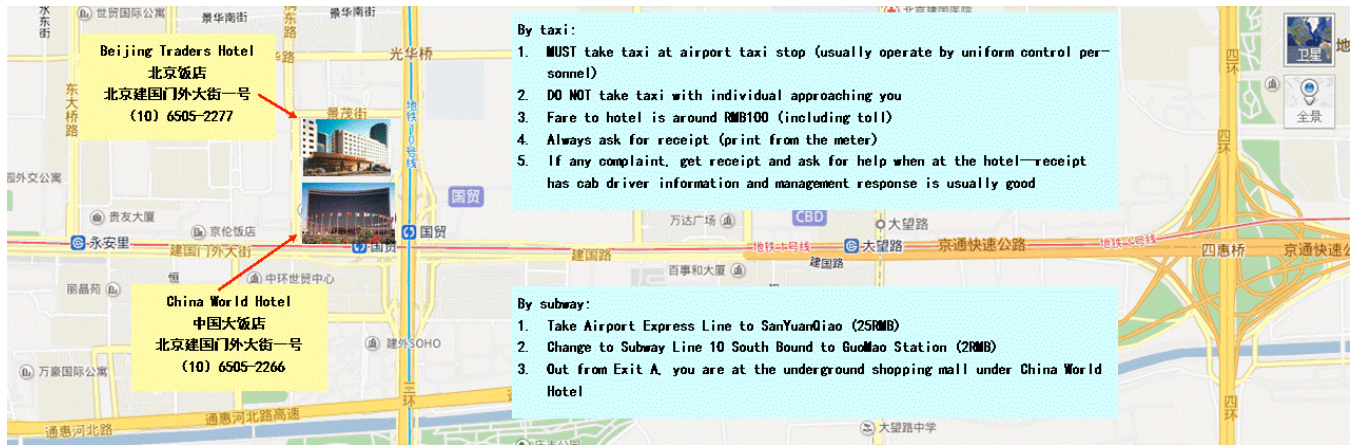
**BEIJING MAP:** <http://goo.gl/maps/FK0Rn>

**TAXI:** Metered taxis are readily available at all hotels and shopping districts, and will stop for signaling travelers. Travelers may find it convenient to hire a taxi for a whole or half day, but be sure to agree on a price first. **Some taxi drivers speak English, but most don't. Always take along written directions and a map to point to the location of your destination.**

**SUBWAY:** Beijing has a modern subway for fast travel around the city. If you're in a hurry, this is the way to go. Signs and schedules are in English as well as Chinese, and transfers between lines are free.

**SUBWAY MAP:** <http://www.exploremetro.com>

**PDF MAP & DIRECTIONS:** A PDF Copy of Directions (Taxi and Subway) to the China World Hotel and Traders Hotel from the Beijing International Airport is available on the event website (<http://802world.org/plenary/files/2013/12/802-0314-MapDirections-ChinaWorldHotel.pdf>).



**TRAVEL & TOURISM WEBSITES:** Please feel free to use the following links to learn more about and plan your travel to Beijing.

- <http://www.chinahighlights.com/beijing/>
- <http://www.lonelyplanet.com/china/beijing>
- <http://www.travelchinaguide.com/cityguides/beijing.htm>

## FUTURE MEETING INFORMATION UPDATES

### 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.802world.org/plenary>. 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](mailto:listserv@listserv.ieee.org) with no subject and these 2 lines appearing first in the body of the message:

**subscribe stds-802-all  
end**

## MEETING PLANNER CONTACT INFORMATION

Please contact us directly if we may be of any assistance in your preparations for this event.

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