
Important Venue Information Memo
IEEE 802 LMSC Plenary – March 2009 Session

DATE: Tuesday, September 4, 2007
TO: IEEE 802 SEC
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SUBJ: **Future Venue Options for March 2009 -- Rome, Italy or Vancouver, Canada**

This memo is to provide you with the information regarding two venue options for the IEEE 802 March 2009 Plenary Session. We would like you to discuss these two options with your Working Groups, take a straw poll, and send us the results and any feedback from your Group by: **Friday, September 21, 2007.**

A.) Option #1 - Rome, Italy:

- Meeting Dates: March 8-13, 2009 – Anticipated Attendance- 800 to 1000
- non-NA Venue/Location: new Rome Marriott Park Hotel - just outside Rome, Italy, with largest hotel conference center in Europe, an excellent meeting location, however it is VERY expensive !!!
- Guest Room Rates: ~\$255/\$280US Single/Double occupancy including breakfast and 10%-VAT
- Meeting Expenses:
 - F&B: fairly high pricing (50-70% more than US Venues)
 - Meeting Room Rental: >\$400,000US including 20%-VAT for the week
 - AV/Electrical: high pricing (AV: 60% more than US Venues - Electrical: >\$10K, free in US)
- Necessary Registration Fees for a break-even session: {can be reduced with funds from 802 treasury}
 - Pre-Registration: \$800.00US (>60-days prior to session start)
 - Web-Registration: \$1,000.00US (60 thru 10-days prior to session start)
 - On-Site Registration: \$1,200.00US (≤10-days prior to session start)
- Meeting Space Internet Access: >\$13,400US+ 20%-VAT for shared 30Mb/s for the week

B.) Option #2 - Vancouver, Canada:

- Meeting Dates: March 8-13, 2009, Anticipated Attendance – 1200 to 1400
- non-US Venue/Location: Hyatt Regency and Fairmont Hotel, Vancouver BC, Canada, great downtown location, with easy access, great restaurants & shopping, and a very-good value deal !!!
- Guest Room Rates: ~\$170US, single/double occupancy, includes complimentary High Speed Internet Access in the guest rooms at both hotels.
- Meeting Expenses:
 - F&B: average pricing (similar to US Venues)
 - Meeting Room Rental: complimentary meeting space at both hotels
 - AV/Electrical: average pricing (similar to US Venues)
- Necessary Registration Fees for a break-even session: {normal fees}
 - Pre-Reg: \$400.00US (>16-days prior to session start)
 - On-Site: \$500.00US (≤16-days prior to session start)
- Meeting Space Internet Access: FREE for shared 30Mb/s for the week

Unfortunately Geneva, Switzerland at ITU Headquarters was not available during our March 2009 dates, but we have an opportunity for March 13-18, 2011 to pursue, if we can get an ITU-hosted session deal. Please contact us if you require any further information.

Thank you for your cooperation and support.