Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	**Proposal To Host IEEE 802.16 Interim Meeting(s), May 2004 or September 2004**
Date Submitted	**2004-11-12**
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Re:	
Abstract	Provide check list (Annex A) for hosting May 2004 and September 2004 meetings
Purpose	ITRI (Industrial Technology Research Institute) and CyberTAN Technology intend to host IEEE 802.16 Interim Meetings (**1 out of 2 candidate months**) in Taipei
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Annex A: Checklist to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	Arthur Wang
Corporate Host or Hosts	ITRI & CyberTan Technology (Co-host)
Additional Corporate Supportor or Supporters (if any)	Taiwan Broadband Wireless Communications Alliance
City	Taipei (Metropolitan area with a variety of hotels within 10 min taxi ride)
Hotel	Grand Hyatt Taipei (a*) / The Grand Hotel (b*)
Proposed Dates	#37 (May 2005; most likely 9-12 May) or #39 (September 2005; most likely 12-15 September).
Does Corporate Host agree to accept any financial loss?	YES
Does Corporate Host agree to turn over any financial surplus?	YES (Surplus from registration fee, excluding sponsorship)
Registration Fee	USD **300**
Advance Registration Fee	USD 270
Hotel status (reserved? contract offered?)	Holding
Number of sleeping rooms offered in block	250
Sleeping Room cutoff date	April 1st (MAY meeting); July 15th (SEPT Meeting)
Sleeping Room Rate	(a) MAY:USD **150**, (a) SEPT: USD190 (Plus 10% tax) (b) MAY = (b) SEPT: USD **100** ~ 175 (Plus 10% tax)
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
Will lunches be included in the registration fee?	NO (Lunch will be offered by sponsor)
Will the Host sponsor (pay for) a social event?	YES
Will the Host sponsor (pay for) any other functions or features?	YES (One day free tour: National Palace Museum etc.)
Will classroom-style meeting rooms be included?	YES
What are the seating capacities of the meeting rooms?	Option (a): 320, 100, 60, 24 Option (b): 300, 80, 80, 20
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	**One Full Day City Touring + One Evening Social Event** sponsored by the hosts. Detail available upon request

*Hotel Options: (a) *Grand Hyatt Taipei* wiht business center neighborhood. (b) *The Grad Hotel* with beautiful scene surrounding. Only twenty minutes taxi ride apart.