

Project	<b>IEEE 802.16 Broadband Wireless Access Working Group</b> < <a href="http://ieee802.org/16">http://ieee802.org/16</a> >	
Title	<b>Proposal to Host IEEE 802.16 Interim Session #37 in Sorrento (Napoli) - Italy</b>	
Date Submitted	<b>2004-11-17</b>	
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	Giuseppe Perotti Siemens Comm.	<a href="mailto:giuseppe.perotti@siemens.com">mailto:giuseppe.perotti@siemens.com</a>
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 to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	Giulio Cavalli
Corporate Host or Hosts	Siemens Comm.
Additional Corporate Supportor or Supporters (if any)	
City	Sorrento (Napoli)
Hotel	Hilton Sorrento Palace
Proposed Dates	2-5 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 €
Advance Registration Fee	250 €
Hotel status (reserved? contract offered?)	Reserved
Number of sleeping rooms offered in block	About 350
Sleeping Room cutoff date	1 April 2005
Sleeping Room Rate	Single room: 135€ Double room single room: 180€ Double room: 210€
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, also lunches is 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?	
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	350 for plenary room 120 for the breakout rooms
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
<i>Special features: describe in separate contributed document</i>	