

Annex A: Checklist to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	Panyuh Joo
Corporate Host or Hosts	Samsung Electronics
Additional Corporate Supportor or Supporters (if any)	No
City	Seoul
Hotel	JW Marriott
Proposed Dates	1 st or 2 nd week of sept.2005
Does Corporate Host agree to accept any financial loss?	Yes
Does Corporate Host agree to turn over any financial surplus?	No
Registration Fee	\$270
Advance Registration Fee	\$270
Hotel status (reserved? contract offered?)	Reserved
Number of sleeping rooms offered in block	100+(can be adjusted)
Sleeping Room cutoff date	18 th July(could be extended)
Sleeping Room Rate	190 USD/night (excluding tax/service charge)
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?	Yes
Will the Host sponsor (pay for) a social event?	Yes
Will the Host sponsor (pay for) any other functions or features?	Providing Invitation Letter
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	100, 200, 500 +
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>	