Project	**IEEE 802.16 Broadband Wireless Access Working Group <http://ieee802.org/16>**
Title	**Proposed Venue to Hold 802.16 Session #45 in Mont Tremblant, Quebec**
Date Submitted	**2005-11-17**
Source(s)	François (Frank) M. Draper Wavesat Inc. 1375 Trans-Canada Hwy., Suite 300 Dorval, Quebec, Canada H9P 2W8 Brian Kiernan InterDigital Communications Corp King of Prussia, PA, 19406, USA Keith Doucet Redline Communications 302 Town Centre Blvd. Markham, ON Canada L3R 0E8	Voice: (514) 684-0200 ext. 339 Fax: (514) 684-0288 [mailto: fdraper@wavesat.com] [mailto: brian.kiernan@interdigital.com] [mailto: kdoucet@redlinecommunciations.com]
Re:	
Abstract	Provide check list (Annex A) for hosting September 2006 meeting, Session #45.
Purpose	Proposed venue for Session #45 (Mont Tremblant, Quebec) for consideration by the Working Group
Notice	This document has been prepared to assist IEEE 802.16. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein.
Release	The contributor grants a free, irrevocable license to the IEEE to incorporate material contained in this contribution, and any modifications thereof, in the creation of an IEEE Standards publication; to copyright in the IEEE's name any IEEE Standards publication even though it may include portions of this contribution; and at the IEEE's sole discretion to permit others to reproduce in whole or in part the resulting IEEE Standards publication. The contributor also acknowledges and accepts that this contribution may be made public by IEEE 802.16.
Patent Policy and Procedures	The contributor is familiar with the IEEE 802.16 Patent Policy and Procedures <http://ieee802.org/16/ipr/patents/policy.html>, including the statement "IEEE standards may include the known use of patent(s), including patent applications, provided the IEEE receives assurance from the patent holder or applicant with respect to patents essential for compliance with both mandatory and optional portions of the standard." Early disclosure to the Working Group of patent information that might be relevant to the standard is essential to reduce the possibility for delays in the development process and increase the likelihood that the draft publication will be approved for publication. Please notify the Chair <mailto:chair@wirelessman.org> as early as possible, in written or electronic form, if patented technology (or technology under patent application) might be incorporated into a draft standard being developed within the IEEE 802.16 Working Group. The Chair will disclose this notification via the IEEE 802.16 web site <http://ieee802.org/16/ipr/patents/notices>.

Annex A: Checklist to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	**François Draper, Brian Kiernan and Keith Doucet**
Corporate Host or Hosts	**Wavesat, Interdigital and Redline (co-hosts)**
Additional Corporate Supportor or Supporters (if any)	**TBC**
City	**Mont Tremblant, Canada**
Hotel	**Choice of 3 hotels**
Proposed Dates	**September 10 to 15, 2006**
Does Corporate Host agree to accept any financial loss?	**Yes**
Does Corporate Host agree to turn over any financial surplus?	**Yes**
Registration Fee	**$400 USD**
Advance Registration Fee	**$300 USD**
Hotel status (reserved? contract offered?)	**Not blocked at this point**
Number of sleeping rooms offered in block	**350**
Sleeping Room cutoff date	**1 month prior to event**
Sleeping Room Rate	**3 hotel chosen onsite: from CAD$105 to CAD $175 (from $95USD to $147 USD)**
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?	**TBC**
Will classroom-style meeting rooms be included?	**Yes**
What are the seating capacities of the meeting rooms?	**400**
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**