



**IEEE 802 Plenary Session  
March 8-13, 2015  
Berlin, Germany**

**Registration and Hotel Reservation Reminder #1**

Issued on Monday December 15, 2014

**March 2015 IEEE-802 Plenary at the Estrel Hotel, Berlin Germany**

The March 2015 IEEE 802 Plenary Session will take place March 8-13, 2015 at the Estrel Hotel in Berlin Germany.

Participating IEEE-802 Working Groups: **802.1, 802.3, 802.11, 802.15, 802.16, 802.18, 802.19, 802.21, 802.22, 802.24** and **EC Study Group on Privacy Recommendation**.

**Registration Fees & Deadlines**

**Standard: Before 6:00 PM Pacific Time, February 6, 2015**

(UTC Time: 1:00 AM Saturday February 7, 2015)

- \$US 600 for attendees staying at the Estrel Berlin
- \$US 900 for all others (including local attendees not staying at the group hotel)

**Late/On-site: After 6:00 PM Pacific Time February 6, 2015**

(UTC Time: 1am Saturday, February 7, 2015)

- \$US 800 for attendees staying at the Estrel Berlin
- \$US 1100 for all others (including local attendees not staying at the group hotel)

**Student Registration:**

- \$US 150 for a limited number of student attendees (full-time at bachelor or post-graduate level)
- Available only one time per person.
- The person using the Student meeting fee will not be able to use meeting attendance to gain or maintain voting rights.
- **A valid current student ID must be shown when picking up the meeting badge.**

**Social Event:**

“Stars in Concert”, Estrel Festival Center on Wednesday, March 11 2015 from 6:30pm to 9:30pm”

Show information (<https://www.estrel.com/en/entertainment/current-shows/stars-in-concert.html>)

- \$US 30 for attendees
- \$US 60 for guests
- The cost of the social event is **not included** in the registration fee.
- Tickets for the show at the Estrel Festival Center are available on a first come, first serve basis and can be purchased at the same time as registration.
- Tickets are non refundable but are transferable.

**Registration & Event Website:** <http://802world.org/plenary>

## What is included in the registration fee?

The registration fee covers AV equipment, network/Internet services, power hook-ups, morning and afternoon refreshments as well as meeting services and supplies. The combined hotel room stays of attendees is used to offset the cost of the meeting. For this reason, anyone who is not a registered guest at the Estrel Berlin for one or more nights is not eligible for the hotel discount.

For the March 2015 Session Food and Beverage Service includes: AM Break, PM Break, Lunch

## Registration Policy

**Session Registration:** Registration is available through a secure website and requires a valid credit card for the payment of the registration fee; checks are NOT accepted for web-registration.

Any individual who attends any part of a meeting that is a scheduled part of an 802 Plenary Session must register for the full session.

Session registrations are not transferable to another individual or to another plenary session.

If you register for an IEEE 802 Plenary session and then are unable to attend, you must request cancellation of your registration before the cancellation deadline to be eligible for a refund of all or part of the fees paid.

- **Registrations** (<https://802world.org/apps/session/90/register2>)
- **Cancellation** (<https://802world.org/apps/session/90/register2/cancel>)
- **Visa Invitation** (<https://802world.org/apps/session/90/register2/visa>)

## Cancellation & Refund Policy

In order to obtain a refund of all or part of the fees paid you must request cancellation of your registration before the late cancellation deadline.

CANCELLATION TYPE	DEADLINE
EARLY - FULL REFUND	6 PM Pacific Time, Friday, <b>February 6, 2015</b>
LATE – CANCELLATION FEE \$US 100	6 PM Pacific Time, Wednesday, <b>February 25, 2015</b>
<b>NO REFUNDS AFTER</b>	<b>6 PM Pacific Time, Wednesday, February 25, 2015</b>

Cancellation requests must be made either by submitting an online request at <http://802world.org/plenary> or by submitting an email request direct to: Email: [802info@facetoface-events.com](mailto:802info@facetoface-events.com)

## Registration Discount Policy (Group Hotel)

The combined hotel room stays of IEEE 802 attendees' is used to offset the cost of the meeting. For this reason, anyone who is not a registered guest at the **Estrel Berlin for one or more nights** will not be eligible for the hotel discount

Attendees who elect to share accommodations must ensure that all members of the rooming party are listed on the hotel register before arrival (or upon check-in at the hotel) so that the hotel can verify their hotel stay.

**Please note:** The correct registration fee must be paid prior to receiving your badge, which permits entrance to scheduled meetings.

## Germany VISA Applications

In many cases, visas are required for entrance into Germany. For standards participants traveling to Germany, we recommend visiting the German government site for advice on how to obtain such a visa.

[http://www.auswaertiges-  
amt.de/sid\\_4EB56235283CE006F05DBB1303DB60E6/EN/EinreiseUndAufenthalt/Visabestimmungen  
node.html](http://www.auswaertiges-amt.de/sid_4EB56235283CE006F05DBB1303DB60E6/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)

The German Government page is able to supply such information as:

- Up-to-date information on the Visa Application Process
- Expected wait-times for appointments and application processing in various cities

([http://www.auswaertiges-  
amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html#doc480844bodyText5](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html#doc480844bodyText5))

For further information on traveling to the Germany, please go to:

[http://www.bund.de/EN/Entering-Germany/Entering-Germany\\_node.html](http://www.bund.de/EN/Entering-Germany/Entering-Germany_node.html)

The websites listed above are NOT IEEE websites but are provided to you as additional information on traveling to the Germany.

### Instructions for Obtaining an Invitation Letter for in German Visa Applications

The Estrel Berlin has agreed to partner IEEE Standards Association to provide you with a letter inviting you to attend the session.

- You must register for the upcoming plenary session in order to obtain an Invitation Letter.
- To register for the IEEE 802 plenary session you must pay the registration fee using a valid credit card that can accept charges in US dollars.
- If for any reason you should be unable to attend the plenary session you may request a refund of your registration fee according to the IEEE 802 Cancellation Policy (<http://802world.org/plenary/cancellation-policy/>)
  1. Once your registration has been approved you may at any time select the link to “Generate a Visa Letter” from the dropdown menu under the VISA tab on event website.
  2. Log in using the same UserID and Password that you used to register.
  3. Provide some additional information that is necessary for your Invitation Letter:
    - Your Date of Birth
    - Your Place of Birth
    - The Nationality of Your Passport (i.e. the issuing country)
    - The Passport Number
    - The Passport Expiration Date
  4. Once this information has been accepted your personalized letter will be generated in Acrobat PDF format and then displayed on the screen for printing and saving.
  5. In addition, a copy of the generated visa letter PDF format file will be sent as an attachment in an email to your email address. These letters have the necessary logos at the top, are properly signed by the Estrel Berlin, and should be printable on any common personal computer printer.

If you are still unsure of what to do, or if you have any other questions, please contact our meeting organizers by email: [802info@facetoface-events.com](mailto:802info@facetoface-events.com) or by phone: +1 (408) 241-8906.

## IEEE 802 Plenary Session Special Group Hotel Rates

**Estrel Berlin** □  
Sonnenallee 225 □  
12057 Berlin, Germany □  
Phone +49 30 6831 0

IEEE 802 has made a special arrangement with the Estrel Hotel in Berlin to provide rooms with special rates for IEEE 802 Plenary Session attendees. The number of IEEE Group Rate rooms available is limited and the **deadline date is firm**, so please book early.

Please use the following Link to reach the IEEE 802 reservation site and book your Estrel reservation:

<https://bookings.ihotelier.com/bookings.jsp?groupID=1223675&hotelID=17417>

### IEEE 802 GROUP RATE (SINGLE) EUR 157.00 per Night

- Includes service charges & VAT
- Includes Basic Internet Access, Full Buffet Breakfast
- Rate applies to Single Occupancy Run of House Rooms

### IEEE 802 GROUP RATE (DOUBLE) EUR 188.00 per Night

- Includes service charges & VAT
- Includes Basic Internet Access, Full Buffet Breakfast
- Rate applies to Double Occupancy Run of House Rooms

### IEEE 802 GROUP RATE DEADLINE: **MONDAY, JANUARY 12, 2015 at 11:59 PM CET**

- 11:59 PM CET (Central European Time, UTC + 1), 2:59 PM PST (Pacific Standard Time, UTC - 8)
- Following the deadline date, rooms and rates are subject to availability.

### ROOM RATES SUBJECT TO AVAILABILITY

- The Group Rates are subject to the availability of rooms in the IEEE 802 Group Room Block.
- **If the block is sold out before the deadline date, Monday January 12, 2015 IEEE 802 rates may no longer be available.**

### HOTEL CANCELLATION POLICY

- Individual guest room reservations can be cancelled free of charge until **4 weeks prior to arrival date.**
- After this date, all cancellations or no shows, the Estrel will charge **80% of the room rate as cancellation charges.**
- Cancel Reservation by email: [reservation@estrel.com](mailto:reservation@estrel.com)

### HOTEL CONTACT INFORMATION

- Hotel Information Website: <https://www.estrel.com/en/>
- Reservation Inquiries: [groups@estrel.com](mailto:groups@estrel.com)
- Cancel Reservation by email: [reservation@estrel.com](mailto:reservation@estrel.com)

### SERVICES AT A GLANCE

- |                           |                     |                      |
|---------------------------|---------------------|----------------------|
| ▪ 24 Hour Front Desk      | ▪ Hotel Shop        | High-speed Internet  |
| ▪ Luggage Storage         | ▪ Business Center   | Laundry and Pressing |
| ▪ Safes at the Front Desk | ▪ Concierge Service | Service              |
| ▪ Quick Check-out         | ▪ Bicycle Hire      | Underground Garage   |
| ▪ Shuttle Service         | ▪ Cash Machine      |                      |
|                           | ▪ WLAN              |                      |

## Ground Transportation to the Estrel Berlin

Information and Map PDF:

[https://www.estrel.com/tl\\_files/estrel/downloads/allgemein/Anreise\\_Umleitung\\_lang\\_eng.pdf](https://www.estrel.com/tl_files/estrel/downloads/allgemein/Anreise_Umleitung_lang_eng.pdf)

### From Berlin Tegel Airport (TXL) □

- Take the X9 bus line from the airport to the "**Jungfernheide**" bus stop.
- Transfer then to the S42 S-Bahn commuter train line (Ringbahn) until you reach the "**Sonnenallee**" stop.
- Public transport journey duration: roughly 40 minutes □
- Taxi journey duration: roughly 30 minutes □ Taxi price: roughly 35 euros

## Email Distribution List

We provide e-mailed session announcements and updates. To join this list and stay informed, send email to [listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org) with no subject and with the following 2 lines appearing first in the body of the message:

**subscribe stds-802-all**  
**end**

## Meeting Planner Contact Information

Please contact us directly if we may be of any assistance in your preparations for this event. We are accessible via telephone and email.

Dawn Slykhouse  
IEEE 802 Meeting Planner  
**Face to Face Events**  
2699 Iversen Court  
Santa Clara, CA 95051 USA  
**Phone:** (408) 241-8906  
**Email:** [802info@facetoface-events.com](mailto:802info@facetoface-events.com)