

Annex A: Checklist to Accompany IEEE 802.16 Interim Session Proposals

Individual Host (normally a Working Group Member)	Naftali Chayat
Corporate Host or Hosts	Alvarion
Additional Corporate Supportor or Supporters (if any)	TBD, currently none
City	Tel Aviv
Hotel	David Intercontinental
Proposed Dates	May 8-11, 2006
Does Corporate Host agree to accept any financial loss?	Yes
Does Corporate Host agree to turn over any financial surplus?	Yes
Registration Fee	100US\$ higher than advance registration
Advance Registration Fee	Circa 300US\$
Hotel status (reserved? contract offered?)	Contract in final stages
Number of sleeping rooms offered in block	90 standard + 90 de-luxe
Sleeping Room cutoff date	Block kept until April 8, 2006
Sleeping Room Rate	155 (single) or 178 (double) US\$ standard, 186 (single) or 210 (double) US\$ de-luxe
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 (breakfasts included with the room)
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?	A Friday tour in Israel
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	4 rooms of about 100 people each, with ability to unite (up to 3) rooms
Is hotel currently holding these rooms for the group?	Yes, pending signing of the contract
Will all meeting rooms be available both day and night?	At least 3 rooms – yes, 4 th until 5 pm
Will Internet connectivity be provided?	Yes
Will wireless LAN access be provided?	Yes
Will a local server be provided?	No, we count on the WG Chair
Will the Host provide network technical support?	Yes
<i>Special features: describe in separate contributed document</i>	