

Project	IEEE 802.16 Broadband Wireless Access Working Group < http://ieee802.org/16 >		
Title	Proposal to Host IEEE 802.16 Interim Session #61 in Cairo, Egypt		
Date Submitted	2008-07-17		
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Re:	Call for proposals to host 802.16 interim meeting #61		
Abstract	Checklist to host session #61.		
Purpose	Proposal to host session #61 in Cairo Egypt.		
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Checklist to Accompany Interim Session Proposals

Individual Host (normally a Working Group Member)	Fadel Digham
Individual Co-Host	Ahmed Shalash
Corporate Host or Hosts	NTRA: National Telecom Regulatory Authority of Egypt
Additional Corporate Supporter or Supporters (if any)	Cairo University
City	Cairo
Hotel	Movenpick Hotel 6 th of October City, a Cairo Suburb.
Proposed Dates	4 th to 7 th of May 2009 Starting Monday 8am, ending Thursday noon.
Does Corporate Host agree to accept any financial loss?	Yes
Does Corporate Host agree to turn over any financial surplus?	Yes
Registration Fee (estimate)	500-550 \$
Advance Registration Fee (estimate)	400-450
Hotel status (reserved? - contract offered?)	Reserved
Number of sleeping rooms offered in block	350
Sleeping room cut off date	TBD
Sleeping room rate	~250\$
Will the Host provide a registration desk?	Yes
Will the Host accept registration fees and provide receipts?	TBD
Will the Host maintain a list of paid registrants?	Yes
Will breakfast and coffee/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?	TBD
Will classroom-style meeting rooms be included?	Yes
What are the seating capacities of the meeting rooms?	450x1 (can split in two) 100x1 50x1 30x1

Is hotel currently holding these rooms for the group?	Yes
Will all meeting rooms will 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?	TBD
Will the Host provide network technical support?	Yes
<i>Special features: describe in separate contributed document</i>	TBD