

Wireless Communications Association International
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To: Dr. Roger B. Marks
From: Andrew Kreig
Date: Nov. 6, 2003
Re: Collocation Proposal for June 2004 IEEE 802.16 Session #31

Roger:

Thanks very much for your response the other day. Here is a revised proposal with a dramatically reduced registration fee and increased amenities, even given the reduced estimate of attendees.

I hope this works!

WCA: We will commit to a package of \$95 (with an estimate of 70 attendees). For that \$95 per person, we could cover:

- Meeting space
- Screen rental and labor to set up and tear down.
- Coffee breaks for four days in the morning and afternoon.
- Continental breakfast on our keynote day, June 2
- VIP pass plus two drink tickets and admission to WCA Welcome Reception on June 2.
- Access to WCA's sleeping rooms at the Marriott Wardman Park, a Four-Star hotel.
- Hotel at WCA's rate of \$175, with no attrition risk to IEEE. The rack rate for these rooms is \$365, and the usual lowest conference rate in high season is \$225. The hotel is within walking distance of many great restaurants in one of the finest areas of DC, and next to a Metro stop and the National Zoo. The hotel also has lots of "nooks and crannies" for small meetings and social interaction.
- One booth space for IEEE 802.16.
- All signage related to the IEEE meeting, to give the meeting a nice look without putting costs and resource demands on IEEE staff and volunteers
- A registration counter with signage, adjacent to but separate from WCA's counter
- The usual co-promotional advantages, including inclusion in scores of "magazine and media partner" advance promos for months in advance of the event.

Please contact me <<mailto:president@wcai.com>> with any questions. Thanks again!

RBM: Will the hotel allow us to bring our own A/V equipment (projectors, microphones, network equipment, and power strips)? No hotel has ever said no, but there is always the possibility of a first.

WCA: Yes, you can bring your own. There is no exclusive contractor.