



## MEETING INFORMATION UPDATE #4

**ONSITE REGISTRATION AFTER JUNE 28, 2013**

IEEE 802 Plenary Session – July 14-19, 2013 Geneva, Switzerland

FRIDAY JUNE 28, 2013

The July 2013 IEEE 802 Plenary Session will take place July 14-19, 2013 in Geneva, Switzerland at:

### International Telecommunication Union (ITU)

Place des Nations, 1211 Geneva 20, Switzerland ([MAP](#))

The following IEEE-802 Working Groups will be participating: 802.1, 802.3, 802.11, 802.15, 802.16, 802.18, 802.19, 802.21, 802.22, 802.24 and OmniRAN EC Study Group. University Outreach will also take place on Tuesday July 16, 2013.

### ATTENDEE REGISTRATION (<http://802world.org/plenary>)

**LATE/ONSITE:**            AFTER 6PM Pacific Time June 28, 2013            **FEE:**            \$US 800

**PLEASE NOTE:** Registration Fee does not include food and beverage service.

### STUDENT & UNIVERSITY OUTREACH REGISTRATION (<http://802world.org/plenary>)

#### DEADLINES (Geneva Time)

- **STUDENT\*:**    JULY 18, 2013 - 6 PM
- **OUTREACH:**    JULY 16, 2013 – 9 AM

#### FEEES

- **STUDENT:**    \$US 150
- **OUTREACH:**    \$US 25

#### Student:

- Full-Time Students (college students at the bachelor or post-graduate level)
- The Student meeting fee is available only one time per person. The person using the Student meeting fee will not be able to use this meeting attendance to gain or maintain voting rights. **A valid current student ID must be shown when picking up the meeting badge.**

#### University Outreach (Tuesday Only):

- \$US 25 for Full-Time Students/Faculty (students at the bachelor or post-graduate level)

### SPECIAL REGISTRATION INSTRUCTIONS

1. After registering for this session on the IEEE 802 registration website, your name and email contact information will be sent to the ITU.
2. The ITU will send a confirmation of registration letter within 14 days to your registration email address. **If you do not receive a copy of the letter please check your spam filer for mail from itu.int .**
3. Bring this letter to the session, along with photo ID to pick up your ITU security badge. A sample of the letter you will receive is shown here:  
[ITU Registration Confirmation Letter](#)
4. If you are a citizen of a country that requires a visa to travel to Switzerland, you may need to provide ITU with information to generate a visa request letter. The entire visa request process is described below.

## ITU SECURITY NAME BADGE REQUIREMENTS

- All Registered Attendees will be required to obtain an ITU Security Name Badge. In the days leading up to the July 2013 IEEE 802 Plenary Session each participant will receive a letter of confirmation of registration via email from ITU (may take up to 14 days). This letter will contain important information about how and where to obtain your security name badge for the event. Do not misplace this letter; it and your passport will be required to obtain your badge onsite in Geneva.
- Please see the [ITU Registration Confirmation SAMPLE LETTER](#) for more information.

## VISA LETTERS & REQUIREMENTS

IEEE will not issue VISA Letters for the July 2013 IEEE 802 Plenary Session. Please review the enclosed ITU information for more details. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **four weeks**.

For any such request, a covering letter (**with letterhead, address and the sender's title and legible signature**) stamped and signed by the person responsible for the delegate's entity must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) bearing the words "**visa request**". A model of such a letter can be at: <http://www.itu.int/en/ITU-T/info/Pages/visas.aspx>

It must specify the following information of the applicant(s) for whom the visa(s) is (are) required: full name and functions; place and date of birth; passport number: place and date of issue, and expiry date; the title and dates of the meeting in question and must be accompanied by a **very clear and legible copy of the passport and a copy of the notification of confirmation of registration** approved for the ITU-T meeting in question.

Please contact the IEEE 802 Meeting Planners should you require additional information or assistance with registration services for the July 2013 IEEE 802 Plenary Session.

## IEEE 802 CANCELLATION & REFUND POLICY

- In order to obtain a refund of all or part of the Registration Fee paid you must request cancellation of your registration before the final cancellation deadline by submitting an online request at <http://802world.org/plenary> or by an email request: [802info@facetoface-events.com](mailto:802info@facetoface-events.com)

|                                  | DEADLINE  |
|----------------------------------|---|
| EARLY - FULL REFUND              | 6 PM Pacific Time, Friday, <b>May 24, 2013</b>  |
| LATE - CANCELLATION FEE \$US 100 | 6 PM Pacific Time, Friday, <b>June 28, 2013</b> |
| <b>NO REFUNDS AFTER</b>          | <b>6 PM Pacific Time, Friday, June 28, 2013</b> |

## REGISTRATION HOURS & LOCATION

Please note hours of operations for IEEE 802 Event Registration (Name Badge Pick Up), Event Information Desk and ITU Security Badge pick up.

### IEEE 802 Plenary **REGISTRATION** Desk

Located in the entrance of the [ITU Montbrillant \(M\) building at 2 rue de Varembé, Geneva](#).

The desk will be available throughout for attendees to collect their name badge, as well as for general event information and enquiries.

**The IEEE 802 Plenary Session Registration Desk will be open the following hours:**

#### **Sunday 14 July 2013**

3:00 PM – 7:00 PM

#### **Monday 15 July to Wednesday 17 July 2013**

7:30 AM – 5:30 PM

### IEEE 802 Plenary **INFORMATION** Desk

Located in the main entrance of the CIGG.

#### **Monday 15 July to Thursday 18 July 2013**

7:30 AM – 5:30 PM

### ITU SECURITY BADGE

The ITU Security Badge desk is located in the entrance of the [ITU Montbrillant \(M\) building at 2 rue de Varembé, Geneva](#).

To be issued a meeting participant badge please bring your ITU registration confirmation email, together with official photo identification, to the ITU Security Badge desk. This **photo identification badge must be worn at all times while on ITU premises**.

**The ITU Security Badge Desk will be open the following hours:**

#### **Sunday 14 July 2013**

3:00 PM – 7:00 PM

#### **Monday 15 July**

7:30 AM – 4:30 PM

#### **Tuesday 16 July to Friday 19 July 2013**

8:00 AM – 4:30 PM

**\*Please note we encourage attendees to collect badges well before their first scheduled meeting to ensure access to the ITU meeting space.**

## MEETING FACILITIES

Please note the individual Working Group Sessions will take place in the following buildings: ITU, CIGG, CCV. All buildings can be accessed by the same transit stops and are in close walking proximity to one another.

### ITU (**REGISTRATION & SECURITY BADGES**)

International  
Telecommunication Union  
Place des Nations, 1211  
Geneva 20, Switzerland ([MAP](#))

### CIGG ([MAP](#))

Centre International de  
Conférence Genève  
17 rue de Varembé  
CH 1211 Genève 20

### CCV ([MAP](#))

Centre de Conférences  
de Varembé (CCV)  
9-11 rue de Varembé  
CH 1211 Genève 20

### **Tower Entrance (S-F)**

Open 24 Hours (ITU Badge Required)

### **Varembé Entrance (M-F)**

Open 6 AM – 10 PM (ITU Badge Required)

### **Monbrillant Entrance (M-F)**

Open 6 AM – 10 PM (ITU Badge Required)

### **17 rue de Varmde**

Open 7 AM – 7 PM

No ITU Badge Required

### **9-11 rue de Varmde**

Open 7 AM – 7 PM

No ITU Badge Required

## SCHEDULE OF EVENTS

Please note the following basic information below. A more complete schedule of event can be found online at <http://802world.org/attendee>

### ❖ OPENING PLENARY

- Monday July 14<sup>th</sup>
  - 11:00 AM – 12:00 PM
  - CICG Room #2

### ❖ EXECUTIVE COMMITTEE MEETING

- Monday July 14<sup>th</sup>
  - 8:00 AM – 10:30 AM
  - ITU Popov #2

### ❖ NEW MEMBER ORIENTATION

- Monday July 14<sup>th</sup>
  - 10:00 AM – 11:00 AM
  - CICG Room #4

### ❖ TUTORIAL SECTIONS

(<http://www.ieee802.org/Tutorials.shtml>)

- Monday July 14<sup>th</sup>
  - 6:00 PM – 10:30 PM
  - ITU Popov #1 and #2

### ❖ UNIVERSITY OUTREACH

- Tuesday July 15<sup>th</sup>
  - 8:00 AM – 9:00 AM & 4:00 PM – 5:00 PM
  - ITU L2

### ❖ EXECUTIVE COMMITTEE MEETING

- Friday July 19<sup>th</sup>
  - 1:00 PM – 6:00 PM
  - ITU Popov #2

**ALL SCHEDULE ITEMS ARE SUBJECT TO CHANGE – PLEASE CONFIRM SCHEDULE ONSITE**

## ATTENDEE INFORMATION PACKAGE

Please note an attendee information package has been issued alongside MIU#4. This information package can be also found online at

<http://802world.org/plenary/files/2013/06/Attendee-Info-Package-.pdf>

## IEEE 802 EMAIL LIST SERVE

We only provide e-mailed session announcements. To join this list and stay informed about upcoming plenary sessions, 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

**Face to Face Events Inc.**, 2699 Iversen Court, Santa Clara, CA 95051 USA

**Phone:** +1 (408) 241-8906

**Fax:** +1 (408) 241-8918

**Email:** [802info@facetoface-events.com](mailto:802info@facetoface-events.com)