

**IMPORTANT SHIPPING MEMO
IEEE 802 LMSC –MARCH 2007 PLENARY SESSION**

DATE: Friday, February 23, 2007

TO: IEEE 802 SEC and IEEE Standards Office Staff

FROM: Dawn Slykhouse Tel: (408)241-8906
IEEE 802 Conference Organizer Fax: (408)241-8918
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Cc: Darcel Moro IEEE 802 Meeting Manager
Lisa Ronmark, IEEE 802 Project Administrator,
Face To Face Events, Inc.

SUBJ: Shipping Information for IEEE 802 LMSC March 2007 in Orlando, FL.

This memo is to provide you with the information required to ship any IEEE 802 AV/Office equipment and/or meeting materials to the March 2007 Plenary Session at the Caribe Royale (All Suites Resort and Convention Centre) in Orlando Florida.

Please arrange to ship directly to:

Caribe Royale Orlando
Attn: Anglea Roach, Convention Services Manager
8101 World Center Drive
Orlando, FL. 32821
Direct Tel: (407)238-8461
Email: ARoach@cariberoyale.com

Please indicate on the packages –

“Please HOLD for IEEE 802 Plenary Session – March 11-16, 2007
ATTN: Darcel Moro, IEEE 802 Meeting Manager

Please note: When and how items are shipped is a matter of personal discretion. However, to ensure your package(s) arrive on time please arrange for delivery at the hotel between: **Monday, March 5th and Friday, March 9th**.

Lastly, in order to confirm delivery of goods we request the courier name and tracking number associated with your shipment be made available via email to Darcel Moro of Face to Face Events: darcel@facetoface-events.com.

Please contact us if you have any questions about the above memo. Thank you for your cooperation and support.