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**IMPORTANT SHIPPING MEMO**  
**IEEE 802 Plenary Session LMSC – March 2008 SESSION**

DATE: Wednesday, February 20, 2008

TO: IEEE 802 SEC and IEEE Standards Office Staff

FROM: Dawn Slykhouse                              Tel: (408)241-8906  
IEEE 802 Conference Organizer              Fax: (408)241-8918  
FACE TO FACE EVENTS, INC.              Email: [dawns@facetoface-events.com](mailto:dawns@facetoface-events.com)  
2699 Iversen Court  
Santa Clara, CA. 95051

Cc: Darcel Moro and Lisa Ronmark, IEEE 802 Meeting Managers,  
Face To Face Events, Inc.

SUBJ: Shipping Information for the IEEE 802 Plenary Session  
in Orlando, Florida USA March 16-21, 2008

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This memo is to provide you with the information required to ship any IEEE 802 meeting materials to the March 2008 Plenary Session at the Caribe Royale Resort and Convention Center.

**Please arrange to ship directly to:**

**Caribe Royale Resort & Convention Center  
c/o Loading Dock  
8101 World Center Drive  
Orlando, FL USA  
32128**

**Attn: Angela Roach**  
Convention Services Manager  
Direct Tel: (407) 238-8461  
Email: [ARoach@cariberoyale.com](mailto:ARoach@cariberoyale.com)

**Please indicate on the packages –**

“Please HOLD for IEEE 802 LMSC Plenary Session March 16-21, 2008  
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 to the hotel between:  
**Monday, March 10th and Friday, March 14th.**

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](mailto:darcel@facetoface-events.com). Please contact us if you have any questions about the above memo. Thank you for your cooperation and support.