
FACE TO FACE EVENTS
IEEE 802 PLENARY SESSION SHIPPING MEMO

TO: IEEE 802 EXECUTIVE COMMITTEE, WG CHAIRS, IEEE STANDARDS STAFF, AND VERILAN
FROM: DAWN SLYKHOUSE AND ALYSSA WILLIAMS– FACE TO FACE EVENTS, INC.
SUBJECT: SHIPPING INSTRUCTIONS - NOVEMBER 2016 IEEE 802 PLENARY SESSION
DATE: 10/16/16
CC: LISA RONMARK – FACE TO FACE EVENTS, INC.

HOW TO SHIP ITEMS TO/FROM:

THE NOVEMBER 2016 IEEE 802 PLENARY SESSION – SAN ANTONIO

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, October 31th and Thursday, November 3rd, 2016.

Please forward the courier name and tracking number associated with your shipment to Dawn Slykhouse, (dawns@facetoface-events.com), of Face To Face Events.

Please arrange to ship directly to:

Hold for Guest: (Guest Name) (Guest Cell Number)
c/o Fed Ex Office at Grand Hyatt San Antonio
IEEE 802 Plenary Session, Nov. 6-11, 2016
Dawn Slykhouse IEEE 802 Meeting Planner
600 East Market Street
San Antonio, Texas, USA 78205
USA

Attn: Dawn Slykhouse, IEEE 802 Meeting Planner
PHONE # +1 (408) 594-1342
EMAIL: dawns@facetoface-events.com

When possible please indicate on the packages –

“HOLD for IEEE 802 Plenary Session November 6-11, 2016”

ATTN: DAWN SLYKHOUSE, IEEE 802 Meeting Planner

EXIT SHIPMENTS – FRIDAY, NOVEMBER 11nd

All materials requiring an EXIT shipment from the Grand Hyatt San Antonio must include the necessary waybills, address labels, customs documentation and shipment instructions. All forms and packaging must be completed and attached. Materials are due at the IEEE 802 Registration/Desk in no later than 3 PM on Thursday, November 10TH. If you are unable to meet this deadline, please contact the FedEx Business Center onsite at the hotel to make alternate arrangements.

Thank you for your cooperation and support.

Dawn Slykhouse , Face To Face Events, INC