
FACE TO FACE EVENTS
IEEE 802 PLENARY SESSION SHIPPING MEMORANDUM

TO: IEEE 802 EXECUTIVE COMMITTEE, WG CHAIRS, IEEE STANDARDS STAFF, AND VERILAN
FROM: DAWN SLYKHOUSE – FACE TO FACE EVENTS, INC.
SUBJECT: SHIPPING INSTRUCTIONS FOR THE NOVEMBER 2015 IEEE 802 PLENARY SESSION
DATE: MONDAY SEPTEMBER 21, 2015
CC: LISA RONMARK – FACE TO FACE EVENTS, INC.

HOW TO SHIP ITEMS TO/FROM:

NOVEMBER 2015 IEEE 802 PLENARY SESSION – HYATT REGENCY DALLAS, DALLAS TX USA

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, November 2nd and Friday, November 6th, 2015.

In order to facilitate receipt of your packages at the Hyatt Regency Dallas, please forward the courier name and tracking number associated with your shipment to Lisa Ronmark (lisa@facetoface-events.com) and Dawn Slykhouse (dawns@facetoface-event.com), of Face To Face Events.

Please arrange to ship directly to:

HYATT REGENCY DALLAS
300 REUNION BOULEVARD
Dallas, TX, USA 75207
Tel: + 1 214 651-1234

C/O: Lucy Williams Senior Event Planning Manager
PHONE: +1 (214) 712-7254 EMAIL: lucy.williams@hyatt.com

When possible please indicate on the packages –

“HOLD for IEEE 802 Plenary Session November 8-13, 2015”

ATTN: LISA RONMARK, IEEE 802 Meeting Planner

EXIT SHIPMENTS – FRIDAY, NOVEMBER 13, 2015

All materials requiring an EXIT shipment from the Hyatt Regency Dallas must include the necessary waybills, address labels, customs documentation and shipment instructions. All forms and packaging must be completed and attached. Materials must be submitted to the IEEE 802 Meeting Concierge no later than 5 PM on Thursday, November 12, 2015. If you are unable to meet this deadline, please contact the hotel business center to make alternate arrangements.

Thank you for your cooperation and support.

Dawn Slykhouse - dawns@facetoface-events.com

President

Face To Face Events, Inc.

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