



**IEEE 802 Plenary Session  
March 8-13, 2015  
Berlin, Germany**

Issued on Thursday February 26, 2015

## Social Event

**WHAT:** *[“Stars in Concert”](#)*  
**WHEN:** *Wednesday, March 11 2015 from 6:30pm to 9:30pm”*  
**WHERE:** *Estrel Festival Center*

- **Registered Attendee Ticket Price \$US 30.00 Guest Ticket Price \$US 60.00**

Information (<https://www.estrel.com/en/entertainment/current-shows/stars-in-concert.html>)

- The cost of the social event is **not included** in the registration fee.
- Tickets for the show at the Estrel Festival Center are available on a first come, first serve basis and can be purchased at the same time as registration or separately at <https://802world.wufoo.com/forms/ieee-802-social-registration-fee-march-2015/>.
- Tickets are non refundable but are transferable.

## Registration Fees & Deadlines

**Late/On-site: After 6:00 PM Pacific Time February 6, 2015**

(UTC Time: 2:00 AM Saturday, February 7, 2015)

- \$US 800 for attendees staying at the Estrel Berlin
- \$US 1100 for all others (including local attendees not staying at the group hotel)

### Student Registration:

- \$US 150 for a limited number of student attendees (full-time at bachelor or post- graduate level)
- Available only one time per person.
- The person using the Student meeting fee will not be able to use 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 March 10, 2015**

- **Registration Fee:** \$US 25.00
- **Registration Limit:** 35 Students and or Faculty (first come first serve)
- **Credentials Required:** Valid student/faculty identification required
- **Registration Website:** <https://802world.org/apps/session/90/register2>

**Meeting Place** - Please arrange to pick up your registration badge between 7:30 AM and 8:00 AM at the IEEE 802 Registration Desk at the Estrel Berlin hotel. Plenary Session event staff will be able to provide you with the name of the meeting room assigned to the University Outreach Program.

- The day will start with an orientation session of about one hour long. Attendees are then free to observe sessions in progress so long as there is adequate space in the room. A list of meetings recommended for observation by the Working Groups (a self guided tour) will be supplied. The day will end with a closing session for participants ask questions.

**Registration & Event Website:** <http://802world.org/plenary>

## What is included in the registration fee?

The registration fee covers AV equipment, network/Internet services, power hook-ups, morning and afternoon refreshments as well as meeting services and supplies. The combined hotel room stays of attendees is used to offset the cost of the meeting. For this reason, anyone who is not a registered guest at the Estrel Berlin for one or more nights is not eligible for the hotel discount.

For the March 2015 Session Food and Beverage Service includes: AM Break, PM Break, Lunch

## Registration, Cancellation and VISA Letter Websites

- **Registrations** (<https://802world.org/apps/session/90/register2>)
- **Cancellation** (<https://802world.org/apps/session/90/register2/cancel>)
- **Visa Invitation** (<https://802world.org/apps/session/90/register2/visa>)

## Cancellation & Refund Policy

CANCELLATION TYPE	DEADLINE
EARLY - FULL REFUND	6 PM Pacific Time, Friday, <b>February 6, 2015</b>
LATE – CANCELLATION FEE \$US 100	6 PM Pacific Time, Wednesday, <b>February 25, 2015</b>
<b>NO REFUNDS AFTER</b>	<b>6 PM Pacific Time, Wednesday, February 25, 2015</b>

Cancellation requests must be made either by submitting an online request at <http://802world.org/plenary> or by submitting an email request direct to: Email: [802info@facetoface-events.com](mailto:802info@facetoface-events.com)

## Registration Discount Policy (Group Hotel)

The combined hotel room stays of IEEE 802 attendees' is used to offset the cost of the meeting. For this reason, anyone who is not a registered guest at the **Estrel Berlin for one or more nights** will not be eligible for the hotel discount

Attendees who elect to share accommodations must ensure that all members of the rooming party are listed on the hotel register before arrival (or upon check-in at the hotel) so that the hotel can verify their hotel stay.

**Please note:** The correct registration fee must be paid prior to receiving your badge, which permits entrance to scheduled meetings.

## IEEE 802 Plenary Session Special Group Hotel Rates

**Estrel Berlin** □  
Sonnenallee 225 □  
12057 Berlin, Germany □  
Phone +49 30 6831 0

IEEE 802 has made a special arrangement with the Estrel Hotel in Berlin to provide rooms with special rates for IEEE 802 Plenary Session attendees. A limited number of IEEE Group Rate rooms are still available. If you require a room please book as soon as possible.

### IEEE 802 GROUP RATE (SINGLE) EUR 157.00 per Night

- **Includes service charges & VAT**
- Includes Basic Internet Access, Full Buffet Breakfast
- Rate applies to Single Occupancy Run of House Rooms

### IEEE 802 GROUP RATE (DOUBLE) EUR 188.00 per Night

- **Includes service charges & VAT**
- Includes Basic Internet Access, Full Buffet Breakfast
- Rate applies to Double Occupancy Run of House Rooms

### ROOM RATES SUBJECT TO AVAILABILITY

- The Group Rates are subject to the availability of rooms in the IEEE 802 Group Room Block.
- **If the block is sold out the IEEE 802 rates may no longer be available.**

### HOTEL CANCELLATION POLICY

- Individual guest room reservations can be cancelled free of charge until **4 weeks prior to arrival date.**
- After this date, all cancellations or no shows, the Estrel will charge **80% of the room rate as cancellation charges.**
- Cancel Reservation email: [reservation@estrel.com](mailto:reservation@estrel.com)

### ESTREL BERLIN CONTACT INFORMATION

- Hotel Information Website: <https://www.estrel.com/en/>
- Reservation Inquiries: [groups@estrel.com](mailto:groups@estrel.com)
- Cancel Reservation by email: [reservation@estrel.com](mailto:reservation@estrel.com)

### Berlin Tourism Information

IEEE 802 Website: <http://802world.org/plenary/local-info/>  
Tourism Berlin Website: <http://www.visitberlin.de/en/plan/on-site/practical-info>  
Berlin Discount Card: <http://www.visitberlin.de/en/article/general-faq>  
Public Transportation: <http://www.visitberlin.de/de/plan/on-site/public-transportation>

### Local Berlin Tourism Information

IEEE 802 Website: <http://802world.org/plenary/local-info/>  
With the help of a local IEEE 802 Member we have compiled some useful information including near by restaurants and a transit map. Please feel free to check it out the site to help with your plans for Berlin.

## Email Distribution List

We provide e-mailed session announcements and updates. To join this list and stay informed, 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

Please contact us directly if we may be of any assistance in your preparations for this event. We are accessible via telephone and email.

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IEEE 802 Meeting Planner  
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**Phone:** (408) 241-8906  
**Email:** [802info@facetoface-events.com](mailto:802info@facetoface-events.com)