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**FACE TO FACE EVENTS**  
**IEEE 802 PLENARY SESSION SHIPPING MEMO**

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**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 – MARCH 2017 IEEE 802 PLENARY SESSION  
**DATE:** 2/1/17  
**CC:** LISA RONMARK – FACE TO FACE EVENTS, INC.

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**HOW TO SHIP ITEMS TO/FROM:**

**THE MARCH 2017 IEEE 802 PLENARY SESSION – VANCOUVER, BC CANADA**

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 6<sup>th</sup> and March 9<sup>th</sup>.

Please forward your shipment tracking number and courier name to Darcel Moro ([darcel@facetoface-events.com](mailto:darcel@facetoface-events.com)) and Lisa Ronmark ([lisa@facetoface-events.com](mailto:lisa@facetoface-events.com)) of Face To Face Events.

Please arrange to ship directly to:

**Hold for Guest: ( Guest Name) ( Guest Cell Number)**  
**IEEE 802 Plenary Session, March 12-17, 2017**  
**Darcel Moro IEEE 802 Meeting Planner**  
**Hyatt Regency Vancouver**  
655 Burrard Street  
Vancouver, BC, Canada V6C 2R7  
USA

**Attn: Darcel Moro, IEEE 802 Meeting Planner**  
PHONE # +1 (604) 808-9624  
EMAIL: [darcel@facetoface-events.com](mailto:darcel@facetoface-events.com)

When possible please indicate on the packages –

**“HOLD for IEEE 802 Plenary Session March 12-17, 2017”**

**ATTN: DARCEL MORO, IEEE 802 Meeting Planner**

**EXIT SHIPMENTS – FRIDAY, MARCH 17<sup>th</sup>**

All materials requiring an EXIT shipment from the Hyatt Regency Vancouver 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, March 16<sup>th</sup>. If you are unable to meet this deadline, please contact the onsite Business Centre at the hotel to make alternate arrangements.

Thank you for your cooperation and support.

Dawn Slykhouse , Face To Face Events, INC