

URGENT MESSAGE**December 1997**

TO: IEEE 802.3/802.1 MEMBERS

FROM: Geoff Thompson, chair 802.3
Bill Lidinsky, chair 802.1

SUBJECT: IEEE 802.3/802.1 INTERIM MEETING ANNOUNCEMENT,
Monday, February 2 through Friday, February 6, 1998

Meeting Plan					
Mon Feb. 2	802.3z Gigabit Ethernet Howard Frazier, chair				Mon-Tues Meeting host: Packet Engines (Howie Johnson)
Tues Feb. 3					
Wed Feb. 4		IEEE 802.3 Trunking Study Group Geoff Thompson, chair			Wed - Fri Meeting host: Extreme Networks (Steve Haddock)
Thurs Feb. 5			IEEE 802.3ac VLAN Tagging, Ian Crayford, chair	IEEE 802.1 Bill Lidinsky, chair	
Fri Feb. 6					

This **IEEE 802.3/802.1 Interim Meeting** will be held in Bellevue, Washington during the dates of February 2 through February 6, 1998 at

DoubleTree Hotel at Bellevue Center
818 112th Avenue NE.
Bellevue, WA. USA 98004

Reservation line: 800 222-TREE(8733)
Hotel tel: (425) 455-1515 Hotel fax: (425) 454-3964

Our meeting hosts have arranged for a limited number of guest rooms at the **DoubleTree Hotel at Bellevue Center**. For this particular Interim meeting a special meeting package group rate will be offered at all attendees. **The meeting package group rate will include the following: guest room accommodation, hotel sales tax, food and beverage (continental breakfast, mid-morning and afternoon coffee service), food and beverage gratuities and taxes, meeting room rental and tax, audio visual equipment and services (inc. taxes) and a meeting planner's fee.**

ACCOMMODATIONS	MEETING PACKAGE GROUP RATE
Single : 1 Person	\$142.08 (inclusive)
Double: 2 Persons, 1 Bed	**\$142.08 (inclusive)
Twin: 2 Persons, 2 Beds	**\$142.08 (inclusive)

Please note: Meeting Package Group rate includes the Occupancy tax of 14.4%.

**The double/twin occupancy rate is for 1 meeting attendee and one companion only.

RESERVATION DEADLINE IS: MONDAY, JANUARY 12,1998
GROUP NAME FOR ROOM RESERVATIONS IS: "IEEE 802 INTERIM MEETING"

The Hotel understands that all reservations will be made on an individual basis. **It is imperative to call 1-800-222-TREE(8733) to make room reservations and that attendees identify themselves as part of the IEEE 802 Interim Meeting in order to be eligible for the meeting package group rate. No room reservations can be made directly with the hotel. The cut-off date for all reservations is Monday, January 12, 1998. No reservations can be made after this deadline date. Please book immediately to assure accommodation.** A deposit of one night's room plus tax for each of the confirmed rooms will be due from individuals attending the meeting. All deposits for individual room reservations are fully refundable if a room is canceled **prior to 4:00PM on date of arrival.** Personal checks, money orders or a valid major credit card number and expiration date will be needed for the deposit. All departure dates will be confirmed at the front desk at **the** time of check in. The meeting agenda will be published one week prior to the start of the meeting. **Upon check-out, each guest room folio will have a breakdown between the guest room accommodation and taxes and the meeting package.**

The DoubleTree Hotel at Bellevue Center is conveniently located about 15 miles, 30 minutes from Seattle-Tacoma International Airport. Shuttle Express service is available to and from the airport, every 30 minutes for a nominal fee. The hotel is centrally located on Seattle's eastside, with convenient freeway access of Interstate 405 which connects both I-90 and I-5. A map will be available on the IEEE website (see URL below). Please note: there are 2 DoubleTree Hotels in the Bellevue area. Complimentary parking is available at the hotel.

If you require further information regarding this **IEEE 802.3/802.1 Interim Meeting**, please contact Dawn Williams at voice: (408) 241-8906, Fax: (408) 241-8918, email: 72630.107@compuserve.com or visit the IEEE 802 worldwide web at: <http://stdsbbs.ieee.org/groups/802/index.html>.

Thank you. We look forward to your participation.