

February 2008
Gabe/Debora/Carol

**Meeting for NA (West) RCCC
3-4 April 2008, Las Vegas Hilton Hotel
Las Vegas, Nevada**

IEEE WCNC'08 and CITA WIRELESS scheduled in Las Vegas, 31 March – 3 April

This letter lays out our basic needs for meeting rooms, catering services, and audio-visual equipment in the Las Vegas Hilton.

The RCCC will begin with a WCNC conference reception (Wednesday) so the chapter chairs can get acquainted the evening before the Congress begins (reception is 6:00 to 7:30 p.m.) in the “Pavilion 1 Room” of the Hilton. The actual meeting takes place the following day (Thursday) from 8:30 a.m. to 4:30 p.m. in “Conference Rooms 7-8.” Friday’s meeting will be held in the “Crown Room” and finishes at noon (meeting Friday from 8:30 to 12:30 p.m.) and ending with lunch. As of now, we are expecting a total of 32 attendees from North America (West): 21 chapter chairs and 11 officers/staff.

Often the Regional Director (Gabe) will host a dinner the evening of the first meeting day – in the hotel or a local restaurant. Gabe please check the hotel web site and choose a couple of possible restaurants in the hotel (so the bill can go on the master account). Debora (if Gabe wishes to do that) the hotel dining area should be able to accommodate 32 people (in a section).

Luncheons (2) would be handled as a group: usually served between 12:30 and 1:30 p.m. in the meeting rooms. Breakfasts (2) will also be catered in the respective meeting rooms.

Morning and afternoon “breaks” will be set up in the meeting rooms; we will have two morning breaks (approximately 10:00 a.m. each day) and one afternoon break (the first day at about 3:30).

Breaks:

Morning breaks: coffee, tea, and decaf refreshed; put out bottled water as well (with remaining pastries from breakfast).

Afternoon break: cookies; coffee, decaf, soft drinks (mostly diet), and bottled water

Our preferred seating arrangement for the RCCC is to have seats/tables set up in up classroom style or modified chevron, with enough sitting space to spread out their papers, computers, etc.

We require an LCD projector with projection screen and white board (with color markers). We absolutely need one microphone at the head table, one cordless lapel microphone (for presentations), and several “power bars” to plug in individual computers at their seats. It is advisable to also have one or two cordless microphones in the room - to be passed around to those who want to make comments from their seats.

For attendees arriving Wednesday afternoon, free passes and badges to attend the WCNC conference and CITA WIRELESS Exhibit Floor can be picked up at the WCNC registration in the convention center adjacent to the hotel. Alternately, Carol Cronin will bring all remaining passes and badges to the reception Wednesday evening.

I think that about covers it – at least it is enough to get you started.

Thanks -
Carole