



2003-MTT/AP Co-Located Symposia

Status Report to MTT ADCOM
September 20, 1997

Report Submitted by Co-Chairs R.V.Snyder and K. Tomiyasu

Symposium Dates: June 8-15, 2003

Symposium Location: Pennsylvania Convention Center, Philadelphia, PA

Microwave Week dates: June 6-15, 2003

Headquarters Hotels: Philadelphia Marriot for MTT & AP (this is new, but only if formal AP approval received...no changes as of now.

Formal proposal to be presented to AP ADCOM in June, 1998, but approval (informal) received. No changes described below will occur until after formal acceptance by AP ADCOM.

Agreement in the form of an MOU has been reached with AP. See attached MOU. AP needed confirmation of 350 rooms available in the Marriot and we needed no risk of penalty. We have agreed to what we call the "TS" Compromise. We will be picking up the option for 1000 rooms at the Marriot (currently 800 rooms), with allocations of 35%, 35%, and 30%, respectively, to MTT, AP and Exhibitors....the "TS" part (which you might call the Tomiyasu-Snyder or whatever else comes to mind) refers to the date for termination of the room allocation agreement: April 15, 2003. After that date we will sell the rooms to any conventioneer, such as exhibitors, non-MTT/AP, etc. Using the TS, we will eliminate the chance of room-block related penalties (none now, but when you ask for contract changes, well...). If you want the HQ hotel, run that credit card charge before 4/15/03. We will also be picking up a first option on the Salon rooms in the Marriot.

New AP Chairman is Dr.Dave Staiman of Lockheed-Martin Moorestown

Revised: 9 September 1997

~~DRAFT~~

Memorandum of Understanding
Co-located MTT-S and AP-S International Symposia
Philadelphia, Pennsylvania
8-15 June 2003

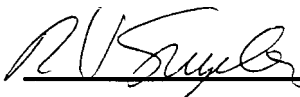
- 1) The MTT and AP with URSI plan to cohabit the Pennsylvania Convention Center (PaCC) and nearby hotels to hold their respective international symposia on June 8-15, 2003.
- 2) MTT and AP Steering Committees mutually agree to host the two collocated symposia, and proceed with the physical, technical and financial arrangements to achieve success of both symposia for the benefit of the technical profession. Surpluses will be planned for each Society commensurate with three (3) previous years. The PaCC exhibits income will be distributed between MTT and AP proportionate to the number of exhibitors averaged over the three (3) prior Symposia for each Society.
- 3) Currently, the Marriott Hotel is holding 800 rooms and is designated as the Headquarters Hotel for MTT. Also currently, the Wyndham Hotel is holding 550 rooms and is designated as the Headquarters Hotel for AP.
- 4) Notwithstanding, it is agreed to negotiate with the Marriott and Wyndham with the intent to amend both hotel contracts to:
 - a) designate the Marriott as the Headquarters Hotel for both MTT and AP,
 - b) allocate rooms at each Hotel, 35%, 35%, and 30% to AP technical registrants MTT technical registrants, and exhibitors respectively,
 - c) exercise the first option for 1000 rooms, and obtain a first option for the 12 salons at the Marriott and 8 committee meeting rooms, at lowest possible cost, ideally zero
 - d) conduct both MTT and AP committee meetings at the Marriott, and,
 - e) hold both MTT and AP Awards Banquets at the Marriott on separate evenings.
- 5) MTT and AP agree to authorize a single housing bureau to assign hotel space on a first-come basis. The room, allocation percentages shall apply until April 15, 2003, and dishonored thereafter.
- 6) The Social Events and Companion's Program will be coordinated, and economies may be gained by combining some activities between the two Societies.
- 7) MTT and AP agree to continue discussions and negotiations regarding symposia registration, technical meeting rooms, digests, compact discs (CD), and hotel penalty costs. A separate MOU will be prepared and signed in the immediate future.
- 8) Any remaining items requiring resolution will be brought to the attention of the Advisors of the two Symposia for their guidance.

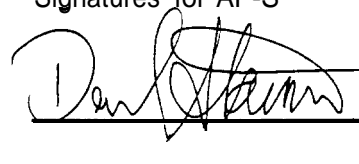
Signatures for MTT

Date

Signatures for AP-S

Date

 9-9-97

 9/9/97

 9-9-97