



SUMMARY FINANCIAL REPORT
 IEEE SPONSORED OR CO-SPONSORED CONFERENCES
 See reverse side for instructions on how to complete this form
 Revised 3/29/96
 CONFERENCE

1. Full title of Conference 1997 IEEE WIRELESS COMMUNICATIONS CONFERENCE
 2. Dates of Conference 13 AUGUST 1997
 3. Location of Conference (full name and address) REGAL HARVEST HOUSE, 1345 28th ST., BOULDER, CO 80300

TYPE OF REPORT / CURRENCY USED

4. Indicate type of report by checking one box:
 Budget (REVISED) Interim Report Final Report

5. All income and expense figures below must in U.S. Dollars. For Conferences held outside the U.S.A., indicate here the local currency (e.g., Swiss Francs) and the conversion rate used (local currency units per 1 U.S. Dollar) and date.

Local currency: _____ Conversion rate: _____ Date of Conversion rate: 9-16-97

INCOME

	Budget..	Interim Report	Final Report
6. Registration Fees	\$ <u>57,000</u>	\$ <u>67,240</u>	\$ _____
7. Conference Publication Sales	<u>2,500</u>	<u>2,326</u>	_____
8. Exhibits	<u>20,000</u>	<u>13,000</u>	_____
9. Social Functions	_____	_____	_____
10. All Other Conference Receipts	<u>5,000</u>	_____	_____
11. Total Conference Income	<u>84,500</u>	<u>82,566</u>	_____
12. Conference Loans	<u>10,000</u>	<u>10,000</u>	_____
13. Total Receipts	\$ <u>94,500</u>	\$ <u>92,566</u>	\$ _____

EXPENSE

	Budget	Interim Report	Final Report
14. Promotion	\$ <u>16,300</u>	\$ <u>14,125</u>	\$ _____
15. Conference Publications	<u>7,100</u>	<u>4,560</u>	_____
16. Exhibits	<u>2,300</u>	<u>1,100</u>	_____
17. Social Functions	<u>19,500</u>	<u>20,488</u>	_____
18. Administration	<u>14,000</u>	<u>8,708</u>	_____
19. All Other Conference Expenses	_____	<u>2,164</u>	_____
20. Total Conference Expense	<u>59,200</u>	<u>51,145</u>	_____
21. Loan Repayments	<u>10,000</u>	<u>10,000</u>	_____
22. Total Outlays	\$ <u>69,200</u>	\$ <u>61,145</u>	\$ _____

SURPLUS / (LOSS)

23. Total Receipts (13) \$ 94,500 / 92,566 24. Total Outlays (22) \$ 69,200 / 61,145
 25. Surplus (Loss) - (Item 23 less Item 24) \$ 25,300 / 31,421

POST CONFERENCE DISTRIBUTION

Surplus (Loss) in Item 25 to be distributed as follows:

	Co-sponsor Entity	% Share	\$ Distributed
a.	<u>MTT SOCIETY</u>	<u>50</u>	_____
b.	<u>IMAPS</u>	<u>50</u>	_____
c.	<u>NIST & OTHERS</u>	<u>0</u>	_____
d.	_____	_____	_____
		Surplus (Loss) \$	<u>31,421</u>

CONFERENCE FINANCIAL INSTITUTION:

Name of Bank CRESTAR BANK
 Address 70 IMAPS 1850 CENTENNIAL PARK DRIVE SUITE 150 RESTON, VA 20191-1517
 Conference Account Title 1997 IEEE W CC Account No. _____
 Have you requested IEEE Conference Insurance? Yes No

AUDITOR:

Name _____ Tel. No. () _____
 Address _____

SUBMITTED BY:

Name R A SPARKS for ROGER MARKS Tel. No. (303) 497-3037
 Address NIST DEPT. 813.06 325 BROADWAY BOULDER, CO 80303 E-Mail: r.b.marks@lecc
 Conference Position CHAIRMAN
 CONFERENCE SIGNATURE R.A. Sparks (CO-FINANCE CHAIR) for R.B. MARKS Date 2 APRIL 1997

APPROVAL SIGNATURES:

SOCIETY: R.A. Sparks, MTT-S ADMINISTRATOR Date: 4/2/97 REGION/SECTION/CHAPTER _____ Date: _____

APPROVED BY MTT-S A/D/COM RETURN TO: IEEE CONFERENCE SERVICES
 445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, U.S.A.
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DETAILED FINANCIAL REPORT - PART II: EXPENSE
IEEE SPONSORED OR CO-SPONSORED CONFERENCES
Revised 3/29/96

This form should be completed only for IEEE sponsored or cosponsored Conferences. **The care taken** in filling out this report will be to a more accurate projection of your Conference's net surplus or loss.

NOTE: All expense items may be expressed in either U.S. Dollars or in local currency.

Full title of Conference 1997 IEEE WIRELESS COMMUNICATIONS CONFERENCE

	Dates of Conference <u>11-13 AUGUST 1997</u>		
	Budget (revised)	Interim Report (9-16-97)	Final R
PROMOTION			
Printing/Call for Papers	\$ <u>1,000</u>	\$ <u>3,644</u>	\$
Printing/Advance Program			
Printing/Final Program	<u>8,300</u>	<u>5,710</u>	
Mailing Lists/Labels			
Postage	<u>6,000</u>	<u>4,771</u>	
Other <u>MISCELLANEOUS PRINTING</u>	<u>1,000</u>		
Total	\$ <u>16,300</u>	\$ <u>14,125</u>	\$
CONFERENCE PUBLICATION			
Conference Record/Digest Printing / <u>WORKSHOP</u>	\$ <u>7,100</u>	\$ <u>4,560</u>	\$
Author Kits Printing			
Shipping to Site and IEEE Hq.			
Total	\$ <u>7,100</u>	\$ <u>4,560</u>	\$
EXHIBITS (Attach detailed statement of all expenses necessary to mount and display exhibits.)	Total	\$ <u>2,300</u>	\$ <u>1,100</u>
SOCIAL FUNCTIONS (Itemize event on separate sheets.)	Total	\$ <u>19,500</u>	\$ <u>20,488</u>
ADMINISTRATION			
Conference Audit, Fees	\$ <u>100</u>	\$ <u>100</u>	\$
Conf Mgt & Consulting Expenses			
Insurance & Bonding	<u>100</u>		
Security & Guard Service			
AN Equip. Rent & Operator	<u>2,000</u>	<u>1,137</u>	
Credit Card Fees	<u>1,800</u>	<u>1,571</u>	
Secretarial Services.	<u>2,500</u>		
Office Equip. Rental			
Misc. Materials & Supplies	<u>2,500</u>	<u>203</u>	
Registration Materials	<u>5,000</u>	<u>5,647</u>	
Telephone			
Transportation			
Gratuities, Etc. (Attach Details)			
Total	\$ <u>14,000</u>	8,768	
ALL OTHER			
Committee Expenses	\$	\$ <u>393</u>	\$
Other (Attach Details)		<u>1,771</u>	
Total	\$	\$ <u>2,164</u>	\$
TOTAL EXPENSES	\$ <u>59,200</u>	\$ <u>51,145</u>	\$

CURRENCY

State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc.

Currency utilized: USDOLLARS

In the event a currency other than the U.S. Dollar is utilized, it will be necessary to convert to U.S. Dollars at the current conversion rate when submitting your Final Summary Financial Report to IEEE.

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER
("SUMMARY REPORT", -PART I: INCOME", -PART II: EXPENSE- AND "SOCIAL FUNCTIONS").

RETURN TO: IEEE CONFERENCE SERVICES
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DETAILED FINANCIAL REPORT - PART I: INCOME
IEEE SPONSORED OR CO-SPONSORED CONFERENCES
Revised 3/29/96

This form should *be* completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All income items may be expressed in either U.S. Dollars *or* in local currency.

Full title of Conference 1997 IEEE WIRELESS COMMUNICATIONS CONFERENCE
 Dates of Conference 11-13 AUGUST 1997

INCOME

REGISTRATION FEES	Quantity	Fee	(REVISED) Budget	9-16-97 Interim Report	Final Report
In Advance-Members	80	x 350	= \$ 28,000	\$	\$
In Advance-Non-members	40	x 400	= 16,000		
In Advance-Reduced Rate	50	x 260	= 13,000		
At Conference-Members		X 400	=		
At Conference-Non-members		X 450	=		
At Conference-Reduced Rate		X 300	=		
Total Registrants			Total \$ 57,000	\$ 67,240	\$
CONFERENCE PUBLICATION SALES					
To Members	25	x 50	= \$ 1,250	\$	\$
To Non-members	25	x 50	= 1,250		
To IEEE Hq.		X	=	2,326	
Total Copies		X	Total \$ 2,500	\$ 2,326	\$
EXHIBITS					
Tables	20	x 1000	= \$ 20,000	\$ 13,000	\$
Booths		X	=		
Booths		X	=		
Booths		X	=		
Total			Total \$ 20,000	\$ 13,000	\$
SOCIAL FUNCTIONS					
(Itemize by event on separate sheets.)			Total \$	\$	\$
ALL OTHER					
(List here or attach details.)					
CONFERENCE LOAN - MIT-5			\$ 5,000	\$ 5,000	\$
IMAPS			5,000	5,000	
WORKSHOP			5,000		
Total			Total \$ 15,000	\$ 10,000	\$
TOTAL INCOME			\$ 94,500	\$ 92,566	\$

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER
 ("SUMMARY REPORT", "PART I: INCOME", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").

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SUMMARY FINANCIAL REPORT
 IEEE SPONSORED OR CO-SPONSORED CONFERENCES
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Revised 3/29/96
CONFERENCE

1. Full title of Conference 1997 IEEE WIRELESS COMMUNICATIONS CONFERENCE
 2. Dates of Conference 11-13 AUGUST 1997
 3. Location of Conference (full name and address) REGAL HARVEST HOUSE, 1345 28th ST., BOULDER, CO 80302

TYPE OF REPORT / CURRENCY USED

4. Indicate type of report by checking one box:
 Budget (REVISED) Interim Report Final Report

5. All income and expense figures below must in U.S. Dollars. For Conferences held outside the U.S.A., indicate here the local currency (e.g., Swiss Francs) and the conversion rate used (local currency units per 1 U.S. Doll and date.

Local currency: _____ Conversion rate: _____ Date of Conversion rate: _____

INCOME

	Budget	Interim Report	-Final Report
6. Registration Fees	\$ 57,000	\$ 67,240	\$ _____
7. Conference Publication Sales	2,500	2,326	_____
8. Exhibits	20,000	13,000	_____
9. Social Functions	5,000	_____	_____
10. All Other Conference Receipts	84,500	82,566	_____
11. Total Conference Income	10,000	10,000	_____
12. Conference Loans	\$ 94,500	\$ 92,566	\$ _____
13. Total Receipts	_____	_____	_____

EXPENSE

	Budget	Interim Report	Final Report
14. Promotion	\$ 16,300	\$ 14,125	\$ _____
15. Conference Publications	7,100	4,560	_____
16. Exhibits	2,300	1,100	_____
17. Social Functions	19,500	20,488	_____
18. Administration	14,000	8,708	_____
19. All Other Conference Expenses	59,200	2,164	_____
20. Total Conference Expense	10,000	10,000	_____
21. Loan Repayments	\$ 69,200	\$ 61,145	\$ _____
22. Total Outlays	_____	_____	_____

SURPLUS / (LOSS)

23. Total Receipts (13) \$ 94,500 / 92,566 24. Total Outlays (22) \$ 69,200 / 61,145
 25. Surplus (Loss)-(Item 23 less Item 24) \$ 25,300 / 31,421

POST CONFERENCE DISTRIBUTION

Surplus (Loss) in Item 25 to be distributed as follows:

	Co-sponsor Entity	% Share	\$ Distributed
a.	<u>MTT SOCIETY</u>	<u>50</u>	_____
b.	<u>IMAPS</u>	<u>50</u>	_____
c.	<u>NIST & OTHERS</u>	<u>0</u>	_____
d.	_____	_____	_____

Surplus (Loss) \$ _____

CONFERENCE FINANCIAL INSTITUTION:

Name of Bank CRESTAR BANK
 Address 70 IMAPS 1850 CENTENNIAL PARK DRIVE SUITE 150 . RESTON, VA 20191-1517
 Conference Account Title 1997 IEEE WCC Account No. _____

Have you requested IEEE Conference Insurance? Yes No

AUDITOR:

Name _____ Tel. No. () _____
 Address _____

SUBMITTED BY:

Name R A SPARKS for ROGER MARKS Tel. No. (303) 497-3037
 Address NIST DEPT. 813.06 325 BROADWAY BOULDER, CO 80303 E-Mail: r.b.marks@ieee.org

Conference Position CHAIRMAN
 CONFERENCE SIGNATURE R. A. Sparks (co-FINANCE CHAIR) for R.B. MARKS Date 2 APRIL 1997

APPROVAL SIGNATURES:

SOCIETY: R. A. Sparks, MTT-5 ADMINISTRATOR Date: 4/2/97 REGION/ SECTION/ CHAPTER _____ Date: _____

APPROVED BY MTT-5 ADCOM **RETURN TO: IEEE CONFERENCE E S**
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Full title of Conference 1 997 IEEE WIRELESS COMMUNICATIONS CONFERENCE

Dates of Conference 11-13 AUGUST 1997

PROMOTION	Budget (REVISED)	Interim Report (9-16-97)	Final Report
Printing/Call for Papers	\$ 1,000	\$ 3,644	\$
Printing/Advance Program			
Printing/Final Program	8,300	5,710	
Mailing Lists/Labels			
Postage	6,000	4,771	
Other <u>MISCELLANEOUS PRINTING</u>	1,000		
Total	\$ 16,300	\$ 14,125	\$
CONFERENCE PUBLICATION			
Conference Record/Digest Printing /WORKSHOP	\$ 7,100	\$ 4,560	\$
Author Kits Printing			
Shipping to Site and IEEE Hq.			
Total	\$ 7,100	\$ 4,560	\$
EXHIBITS (Attach detailed statement of all expenses necessary to mount and display exhibits.)			
Total	\$ 2,300	\$ 1,100	\$
SOCIAL FUNCTIONS (Itemize event on separate sheets.)			
Total	\$ 19,500	\$ 20,488	\$
ADMINISTRATION			
Conference Audit Fees	\$ 100	\$ 100	\$
Conf Mgt & Consulting Expenses			
Insurance & Bonding	100		
Security & Guard Service			
AN Equip. Rent & Operator	2,000	1,157	
Credit Card Fees	1,800	1,571	
Secretarial Services	2,500		
Office Equip. Rental			
Misc. Materials & Supplies	2,500	203	
Registration Materials	5,000	5,697	
Telephone			
Transportation			
Gratuities, Etc. (Attach Details)			
Total	\$ 14,000	8,708	\$
ALL OTHER			
Committee Expenses	\$	\$ 393	\$
Other (Attach Details)		1,771	
Total	\$	\$ 2,164	\$
TOTAL EXPENSES	\$ 59,200	\$ 51,145	\$

CURRENCY

State here the currency utilized in above computations, e.g., U.S. Dollars, Swiss Francs, etc.

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INCOME

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In Advance-Members	<u>80</u>	x <u>350</u>	= \$ <u>28,000</u>	\$ _____	\$ _____
In Advance-Non-members	<u>40</u>	x <u>400</u>	= <u>16,000</u>	_____	_____
In Advance-Reduced Rate	<u>50</u>	x <u>260</u>	= <u>13,000</u>	_____	_____
At Conference-Members	_____	x <u>400</u>	= _____	_____	_____
At Conference-Non-members	_____	x <u>450</u>	= _____	_____	_____
At Conference-Reduced Rate	_____	x <u>300</u>	= _____	_____	_____
Total Registrants	_____		Total \$ <u>57,000</u>	\$ <u>67,240</u>	\$ _____
CONFERENCE PUBLICATION SALES					
To Members	<u>25</u>	x <u>50</u>	= \$ <u>1,250</u>	\$ _____	\$ _____
To Non-members	<u>25</u>	x <u>50</u>	= <u>1,250</u>	_____	_____
To IEEE Hq.	_____	x _____	= _____	<u>2,326</u>	_____
Total Copies	_____	x _____	Total \$ <u>2,500</u>	\$ <u>2,326</u>	\$ _____
EXHIBITS					
Tables	<u>20</u>	x <u>1000</u>	= \$ <u>20,000</u>	\$ <u>13,000</u>	\$ _____
Booths	_____	x _____	= _____	_____	_____
Booths	_____	x _____	= _____	_____	_____
Booths	_____	x _____	= _____	_____	_____
Total			\$ <u>20,000</u>	\$ <u>13,000</u>	\$ _____
SOCIAL FUNCTIONS					
(Itemize by event on separate sheets.)			Total \$ _____	\$ _____	\$ _____
ALL OTHER					
(List here or attach details.)					
CONFERENCE LOAN - MIT-S			\$ <u>5,000</u>	\$ <u>5,000</u>	\$ _____
IMAPS			<u>5,000</u>	<u>5,000</u>	_____
WORKSHOP			<u>5,000</u>	_____	_____
Total			\$ <u>15,000</u>	\$ <u>10,000</u>	\$ _____
TOTAL INCOME			\$ <u>44,500</u>	\$ <u>92,566</u>	\$ _____

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY REPORT", "PART I: INCOME", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").

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