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2007 IPv6 Summit Conference Manual

Welcome Sponsors!

On behalf of the entire team, IPv6 Summit, Inc. would like to thank you for joining our global mission to communicate the IPv6 transition process. The significant progress that IPv6 continues to make would not be possible without your leadership and initiative.

To simplify your preshow planning, we have prepared this easy-to-use reference guide containing all pertinent information for your participation in the Summit. You will find specific details on how to register, exhibit set-up, print deadlines and hotel reservations.

This international Summit is clearly the time and place for you to show your capabilities, products and services, to greet prospective customers, to get the latest information on IPv6 applications and to meet potential strategic partners.

Your success is important to us! We want your experience with IPv6 Summit, Inc. to be not only beneficial, but enjoyable as well. Should you have any questions or special requests, please give us a call. We look forward to welcoming you to the show.

Venue ...

Hyatt Regency Hotel Reston
1800 Presidents Street
Reston, VA 20190

Phone (703) 709-1234
Fax (703) 925-8295
www.reston.hyatt.com

Event Contact ...

Wendy Meinel
Conference Manager

IPv6 Summit, Inc.
1431 Santa Monica Blvd., Suite 500
Santa Monica, CA 90401
Phone (310) 587-3417
Fax (310) 587-3597
wendy@usipv6.com

Summit Hours ...

For a complete agenda and a list of all speakers visit www.usipv6.com

Monday, March 26

8:30 am – 4:30 pm
Tutorial Sessions

Exhibitor Move-In
1:00 pm – 5:00 pm

Tuesday, March 27

8:45 am – 6:00 pm
Conference Day 1

7:30 – 8:30 am
Registration

10:30 – 10:45 am
Coffee Break

12:00 – 1:15 pm
Lunch Break

3:30 – 4:00 pm
Coffee Break

Wednesday, March 28

8:15 am – 6:00 pm
Conference Day 2

7:45 – 8:15 am
Registration

10:30 – 11:00 am
Coffee Break

12:15 – 1:15 pm
Lunch Break

3:00 – 3:15 pm
Coffee Break

6:00 – 7:00 pm
Hosted Cocktail Reception

Thursday, March 29

8:30 am – 5:30 pm
Conference Day 2

7:30 – 8:30 am
Registration

10:30 – 11:00 am
Coffee Break

12:15 – 1:15 pm
Lunch Break

3:00 – 3:15 pm
Coffee Break

Exhibitor Tear Down
3:30 pm – 5:00 pm

★ **SUMMIT HOURS SUBJECT TO CHANGE**

Starting Tuesday March 27th the Exhibit Floor is open each day for registration, coffee & lunch breaks and Cocktail Reception on Day 2

Registration ...

For online registration visit: www.usipv6.com

All speaker and/or sponsors are required to **Pre-register by March 12, 2007.**

To utilize the complimentary passes included in your benefits package, you will need to enter one of the following **special registration codes** during the online registration process:

- **Speaker admission code: 204**
- **Sponsor admission code: 205**

Conference Space ...

• Monday, March 26:

Tutorial Day will be held in Grand Ballroom sections A – C

• Tuesday, March 27 – 29:

Exhibit Floor held in Grand Ballroom sections E – G and remains open during registration, all designated coffee and lunch breaks and hosted cocktail reception

Summit presentations take place in Grand Ballroom sections A – D

Shipping/Receiving ...

All equipment and large shipments of freight must be shipped through U-NEEK Expo.

This will allow for efficient monitoring of freight arrival and provide a secure location for your shipment to be stored. The hotel is not set up to accept and secure large shipments of equipment and materials.

U-NEEK Expo will store your items and transport them to show-site for move in on Monday, March 26th. Please refer to the U-NEEK Expo Service Kit for charges associated with their services. These charges are the responsibility of the exhibitor.

Shipments must be sent to the address below and arrive no later than **Monday, March 19**. Items arriving after this date may incur additional special handling fees through U-NEEK Expo.

Advance Shipments: U-NEEK EXPO
c/o Roadway
5101 Washington Blvd.
Baltimore, MD 21227

Labeling your shipments:

Each box needs to be properly identified as "Booth Equipment," "Collateral Materials" or "Bag Inserts."

All shipments properly labeled, will be delivered directly to the exhibit floor and placed in each booth accordingly by event staff.

★ As a sponsor, one of the benefits you receive is to include one piece of collateral in the conference bag. *Bag insert materials must be delivered to IPv6 staff no later than Monday, March 26th at 3:00 pm.*

Sending freight to the Hyatt:

Any freight sent directly to the Hyatt must be clearly labeled to identify your organization and this event:

- US & Coalition IPv6 Summit, March 26 – 29, 2007-

Boxes shipped to the Hyatt must weigh less than 10 lbs. each and the total number of boxes in the shipment should not exceed 5 boxes. Freight sent to the Hyatt **should not arrive prior to March 19, 2007.**

This freight must be shipped directly to the attention of your company personnel. They will be responsible for locating and delivering the shipment to IPv6 staff by the said deadline.

Return Shipments:

U-Neek Expo will be available to handle your re-packing and return shipping. Refer to the attached Service Kit for associated fees. All return shipping charges are the responsibility of the exhibitor.

Exhibit Move-In ...

Monday, March 26, 2007 1:00 pm to 5:00 pm
in Grand Ballroom sections E - G

The exhibit floor opens on Tuesday, March 27 at 7:45 am

Upon arrival, exhibitors are asked to check in at the Registration Desk.

Here you will receive your final exhibit space location, name badge, the final conference agenda and account for any pre-shipped freight.

★ **PLEASE NOTE:** Booth numbers will be pre-assigned but are subject to change. For any preshow advertising, it is suggested that you identify your booth space as "Visit the your company name booth in Grand Ballroom sections E – G." The exhibit floor is limited to 20 booths and each will have appropriate signage. Attendees will not have difficulty locating your space.

Booth Set-Up ...

Booth assignments will be pre-specified as 8x10 or 10 x 10 feet depending on Sponsor level.

Each booth is fully carpeted and equipped with:

- Back drape and side rails
- One 6' skirted table
- Two chairs
- One waste basket
- One power strip
- Power outlets for 110 VAC, 60 Hz, 15 amps (please let us know if you need additional)
- High speed Internet connection

Special Requests ...

Booth Equipment:

Provided by U-NEEK Expo. Special requests such as furniture orders and/or display needs must be made directly with their office no later than **March 19, 2007**. An onsite representative will be available to manage these requests.

★ **Attached document:** Please refer to the attached U-Neek Service Kit for a rate sheet on the list of the equipment available.

Contact: U-NEEK EXPO
Customer Service
(800) 551-6002
service@uneekexpo.com

Audio/Visual:

Provided by Swank Audiovisual. Should you have specific rental requirements for your booth such as PC's, monitors, TV's, etc., it is suggested that you contact them *prior* to the event to ensure that all needs are met. Rental fees and payment obligations will need to be worked out with Swank directly.

Contact: Hyatt Regency
Swank Audiovisual
(703) 925-8421

Please check with the IPv6 Summit organizers upon arrival for any last minute changes.

Communications:

Each booth will be provided with one 10-100 Fast Ethernet connection capable of either v4 or v6 protocols. Any necessary user ID's and passwords will be provided at the conference.

Speaker Detail

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Speaker Registration

Speakers receive complimentary admission for the Tutorial and 3-day Summit. It is important to register as early as possible with all of your contact information.

All individuals who have been assigned a speaking slot (including Keynote & Sponsor presentations) for the conference must register as a designated speaker. This will ensure that you receive adequate conference admission and the correct name badge.

To register simply visit www.usipv6.com and follow the online registration process. Upon request, please enter **speaker admission code "204"**.

★ **PLEASE NOTE:**

Sponsors who have been identified as a confirmed part of the conference agenda will utilize two codes. The individual conducting the presentation will need to register using **speaker admission code "204"**. Individuals who are responsible for manning the exhibit floor are asked to utilize the **sponsor admission code "205"**.

Summit Presentations

All Summit sessions will take place in Sections A - D of the Grand Ballroom at the Hyatt Regency Reston.

All speaker presentations will be posted on the event website after the event to allow further access to the speakers' information. Please be sure to provide the IPv6 staff with your final version of your presentation slides when you arrive at the Summit.

We ask speakers stay within the allotted time for their presentation to assist in keeping the event on schedule. We also request each speaker allow 5 minutes at the end of his/her presentation for audience Q&A.

Dress attire for the event is business casual.

★ **PLEASE NOTE:** It is important that presentations are submitted by the suggested due dates to ensure that proper equipment and software accommodations will be met.

- All speakers must submit draft of presentation slides by **March 5, 2007**
- Any necessary revisions should be submitted by **March 14, 2007**

Speaker Audio Visual Needs

The Ballroom will be set with:

- Center podium
- Video projector
- Two screens, one on each side of the podium
- For panel discussions, a head table will be provided for panel speakers.

The IPv6 Summit staff will have an on-site computer available for all presentations. However, if special programs are necessary to run your presentation, speakers may be required to utilize your own equipment.

We will have staff on hand to assist in making a seamless transition from one speaker to the next!

Important Dates & Deadlines ...

US & Coalition IPv6 Summit *March 26 – 29, 2007*

Registration Deadline *March 12, 2007*

We request that all speakers and sponsors utilize complimentary passes no later than March 12. This includes exhibit floor representatives, Summit presenters, and extended guests.

To register, visit www.usipv6.com. Simply follow the online registration process and enter the sponsor admission code "205".

Advertising

Company Logo *Send immediately*

If you have not already sent us your company logo, please do so as soon as possible. Providing a high resolution logo suitable for both web and print is recommended. Email logo files to wendy@usipv6.com.

6Sense Newsletter article submission

- February issue – article submission requested by ***February 12, 2007***
- March issue – article submission requested by ***March 5, 2007***
- April issue – article submission requested by ***April 2, 2007***

Our eNewsletter goes out to approximately 20,000 readers and will provide you with an excellent opportunity to inform the IPv6 community on what they can expect to see from your organization at the Summit. Please contact Rigel Ranciato, Marketing Communications Manager for specific questions regarding deadlines and topic suggestions. Her office: (310)458-1265, email rigel@usipv6.com. Past issues can be found at <http://www.usipv6.com/publications.html>.

Conference Program

- All advertisements should be submitted by ***February 19, 2007***

Grand Sponsors receive two full-page ads

Gold and Silver Sponsors receive one half-page ad

SPECS FOR CONFERENCE PROGRAM ADS:

- * **Full Page** Ad dimensions (inches) 7.5w x 10.25h
- * **Half Page** Ad dimensions (inches) 7.5w x 5h
- * Bleeds - No
- * Bitmap images - 300 dpi
- * Fonts - Converted to outlines or embedded
- * Color space – CMYK

File Formats Accepted:

- * PDF (High resolution only)
- * Illustrator 12 (Convert fonts to outlines)
- * JPEG (Maximum quality)
- * FreeHand 11 (Convert fonts to paths)
- * EPS
- * InDesign
- * TIFF

★PLEASE NOTE: QuarkXPress files must be distilled to High Quality Print PDF. - No native Quark files please.

Conference Presentations

- All speakers must submit draft of presentation slides by ***March 5, 2007***
- Any necessary revisions should be made by ***March 14, 2007***

Shipping

- Freight going through U-NEEK Expo Services must arrive at their designated address no later than ***March 19, 2007***.
- Collateral intended for "bag inserts" must be delivered to IPv6 staff no later than ***March 26, 2007 at 3:00 pm***.
- Freight that is sent directly to the Hyatt ***must not*** arrive prior to ***March 19, 2007***.

Booth Equipment

- Special requests such as furniture orders and/or display needs must be made directly with U-NEEK EXPO by ***March 19, 2007***. See attached U-NEEK EXPO Service Agreement for instructions

Exhibitor Move-In *March 26, 2007 1:00 pm – 5:00 pm*

- For safety and security, exhibitors are advised not to arrive prior to the published move-in time.

Exhibitor Tear Down *March 29, 2007 3:30 pm – 5:30 pm*

Getting There

Ground Transportation

From Washington Dulles Airport the Hotel offers complimentary airport shuttle service. This shuttle is available every hour on the hour from 6:00 am to 9:45 pm and may be accessed at the curb outside the baggage claim area. Taxis are also available. Approximate fare is \$15 from Dulles to the Hyatt Regency Reston.

From Ronald Regan National Airport the hotel is easily accessible via the Washington Flyer transportation system. Travel time averages 35-45 minutes. You may contact Washington Flyer for exact departure times and fares. Taxis are available with a one-way fare of approximately \$50.

From Baltimore-Washington International Airport the travel time to the hotel is 45-60 minutes. Taxis are available with a one-way fare of approximately \$80.

Parking

The Hyatt Regency has complimentary self-parking in an attached garage. Valet is available at a rate of \$10 per day/\$18 overnight.

Additional complimentary parking is available in numerous garages and lots throughout the Reston Town Center.

Driving Directions

From Washington Dulles Airport the Hyatt is located approximately 5 miles. Follow the access road towards Washington DC. Take Exit 12-Reston Pkwy. Turn left off the ramp. Go 1/4 mile to 3rd stoplight. The hotel is on the left.

From I-66 West, take Exit 67, Dulles Toll Road and follow it west to Exit 12, Reston Parkway. Turn right and continue 1/4 mile to the second stoplight. Hotel is on the left.

From I-495, across the Potomac River into Virginia, exit right onto Rt. 267, Dulles Toll Road. At Reston, use Exit 12, Reston Parkway and follow it North 1/4 mile to the 3rd stoplight. The hotel is on the left.

Hotel Reservations

Special discount room rates are available at the Hyatt Regency for the summit:

Industry Rate: \$239 [Book this rate online](#)

Government Rate: \$187 [Book this rate online](#)

This rate is for guests with active Government ID.

We urge you to book early, as rooms tend to fill quickly.