

INVITATION TO THE 1st COST 290 MANAGEMENT COMMITTEE MEETING

Wi-QoS: Traffic and QoS Management in Wireless Multimedia Networks

Dear COST 290 participant,

it is my pleasure to invite you to the 1st Management Committee Meeting of COST 290 to be held in Gozo, Malta on October 7 – 9, 2004. The meeting will be hosted by MTRI, Malta.

Enclosed please find the Programme and a registration form. We ask your best attention to the deadline due to the hotel reservation.

MTRI kindly is giving the option to delegates to bring Partners free of charge. This applies only on accommodation and breakfast only.

Please confirm your presence at the meeting no later than **Thursday, September 20, 2004**, either by fax + 356 2156 6160, using the attached registration form, or by return e-mail to yk@cs.tut.fi and mario.gatt@icm.com.mt

If you plan to deliver technical presentation (max 20 min + 5 min questions) I am kindly asking you to register by sending e-mail to yk@cs.tut.fi with title and approximate duration.

The draft agenda for Sessions is as follows; please feel free to make suggestions to the agenda:

1. Welcome from MTRI
2. Greetings from Chair
3. Approval of the agenda
4. Update on the Action: budget, new Management Committee members
5. Presentation of each member
6. WG updating / creating / merging
7. Election of WGs chairs
8. Technical presentations
9. Closing

MC meeting agenda on October 7, 16:30:

1. Approval of the Agenda
2. Cross activity outside COST 290: COST, FP6, etc.
3. Update on WWIC 2005
4. Place and date of next meeting

5. Miscellaneous
6. Closing

There are certain rules for reimbursement imposed by COST. If you are eligible for reimbursement please bring with you photocopies of your tickets and the details of the bank account for reimbursement (including the IBAN information for international money transfer).

Reimbursement rules is available through
http://cost.cordis.lu/src/doc/reimbursement-rules_COST-ESF.pdf
Reimbursement form is accessible through
http://cost.cordis.lu/src/doc/reimbursement_form_COST-ESF.pdf

Logistic information will be available later.

Please note that official Action's website <http://www.cost290.org> contains all information related to the meeting and links as well.

If you have any questions or problems on the meeting, please feel free to contact me at

e-mail: yk@cs.tut.fi
mobile phone: +358 40 7710619

Yours sincerely,

Yevgeni Koucheryavy
COST 290 coordinator
Tampere University of Technology
Tampere, FINLAND

August 23, 2004

**PROGRAMME OF the 1st COST 290 MC MEETING
TO BE HELD IN GOZO, MALTA,
OCTOBER 7 – 8, 2004**

hosted by MTRI, Malta

Wednesday 6th October 2004

**Arrival of all participants at Hotel Calypso:
Transport From Airport to Calypso Hotel
including Ferry tickets: Price PP 75 Eu (will be
reimbursed by COST 290)**

Accommodation Price including BB 125 EU

**MTRI is giving the option to delegates to bring
Partners free of charge. This applies only on
accommodation and breakfast only**

7.00 pm

**Welcome Party at Calypso Hotel by MTRI
Venue to be discussed later**

**Speeches by Ernest Cilia Managing Director,
Onor. Austin Gatt & Onor. Giovanna Debono
Venue: Main Restaurant**

8.00 pm

**(optional)
Buffet at Calypso Hotel, including half Bottle of
Wine & Water PP
Venue: Main Restaurant
Price PP: 30 Eu**

Thursday 7th October 2004

**Accommodation Price including BB 125 EU.
MTRI is giving the option to delegates to bring
Partners free of charge. This applies only on
accommodation and breakfast only.**

Breakfast from 7.00am till 8.30am

Meeting venue:

Hotel

9.00am

First Session

10.30am

Coffee Break

11.00 am	Second Session
1.00 pm	Light Lunch Price PP: 15 Eu
2.30 pm	Third Session
4:00 pm	Coffee Break
4.30 pm	Management Committee meeting
5:30 pm	Free time

Friday 8th October 2004

**Accommodation Price including BB 125 EU.
MTRI is giving the option to delegates to bring
Partners free of charge. This applies only on
accommodation and breakfast only.**

Breakfast from 7.00am till 8.30am

9.00 am	Forth session
10.30 am	Coffee Break
11.00 am	Fifth session and Closing
1.00 pm	Light Lunch, Price PP: 15 Eu
Free time	
8.00 pm	(optional) pickup for Dinner at il-Girna Restaurant Sannat, Price PP: 35 Eu
12.30 am	Pickup from Restaurant Back to Hotel.

Saturday 9th October 2004

Breakfast from 7.30am till 9.00am

Free time

10.00 am	(optional) pickup from Hotel to Cittadella
12.30 pm	Lunch at Cathedral Square
3.30 pm	Transport back to Hotel
	Transport : Price PP: 6 Eu
	Lunch: Price PP: 15 Eu
	Transport From Calypso Hotel to airport including Ferry tickets: PP 75 Eu (will be reimbursed by COST 290)

COST 290 1ST MCM REGISTRATION FORM

FAX MESSAGE, 2 pages

To:	Mario Gatt MTRI Gozo Technopark Xewkija, Gozo VCT 110, Malta	Fax: + 356 2156 6160 Tel: + 356 2210 2000 e-mail: mario.gatt@icm.com.mt
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Subject:	Confirmation of attendance of the 1st Management Committee Meeting of COST 290, to be held in MTRI, Malta on October 7 – 8.
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From:	Fax:
	Tel:
	e-mail:

Partner's name: _____

Kindly write in the appropriate box the number attending for each activity. By doing this you are automatically booking for the activity. Please stipulate in number whether partner is attending.

Wednesday 6th October 2004

Transport from Airport to Hotel PP	75 Eu	<input type="text"/>
Accommodation BB Delegate	125 Eu	<input type="text"/>
Accommodation BB Partner		<input type="text"/>
Welcome Party		<input type="text"/>
Buffet Dinner PP	30 Eu	<input type="text"/>

Thursday 7th October

Accommodation BB Delegate	125 Eu	<input type="text"/>
Accommodation BB Partner		<input type="text"/>
Light Lunch PP	15 Eu	<input type="text"/>

Friday 8th October 2004

Accommodation BB Delegate	125 Eu	<input type="text"/>
Accommodation BB Partner		<input type="text"/>
Light Lunch PP	15 Eu	<input type="text"/>
Dinner at Girna Restaurant PP	29 Eu	<input type="text"/>
Transport to and from Restaurant PP	6 Eu	<input type="text"/>

Saturday 9th October 2004

Transport from Hotel to Victoria PP	6 Eu	<input type="text"/>
Lunch at Cittadella PP	15 Eu	<input type="text"/>
Transport from Hotel to Airport PP	75 Eu	<input type="text"/>

Date and Signature of Delegate