

IMAT Attendee Instructions



Intro

There are four steps to using this system, only one of which is recurring - the first three are onetime.

Prior to or during the meeting

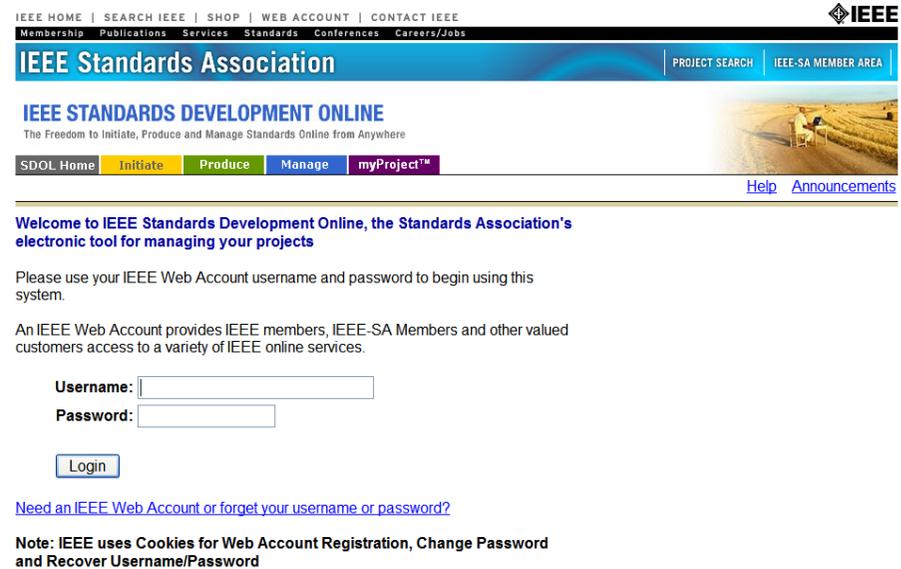
1. (one time) Get a free Web Account if you don't already have one. Keep your contact data in this area up to date.
2. (one time) Register your Interest Areas in myProject if you haven't done so already (it's up to you to keep this updated as needed)

During the Meeting

3. Log onto IMAT (the chair will provide you with the URL to access this system)
4. (Each Meeting Breakout) Register your attendance and affiliation

Step 1: Get a free Web Account

- If you *already* have an IEEE Web Account you can skip to the next step
- Otherwise log onto <http://development.standards.ieee.org> and click on the link to get a Web Account



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IEEE Standards Association

PROJECT SEARCH IEEE-SA MEMBER AREA

IEEE STANDARDS DEVELOPMENT ONLINE
The Freedom to Initiate, Produce and Manage Standards Online from Anywhere

SDOL Home Initiate Produce Manage myProject™

Help Announcements

Welcome to IEEE Standards Development Online, the Standards Association's electronic tool for managing your projects

Please use your IEEE Web Account username and password to begin using this system.

An IEEE Web Account provides IEEE members, IEEE-SA Members and other valued customers access to a variety of IEEE online services.

Username:

Password:

Login

[Need an IEEE Web Account or forget your username or password?](#)

Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password

Note that you must have an IEEE Web Account in order to get credit for any breakouts you attend.

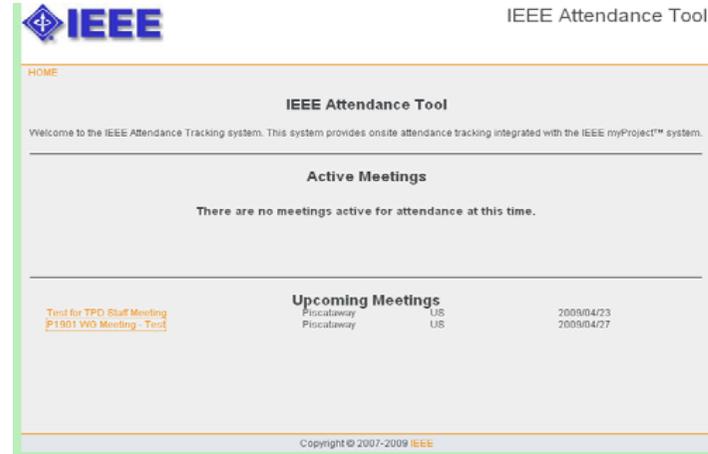
Step 2: Set your myProject Interest Areas

- Go to <http://development.standards.ieee.org> and enter your Username (Web Account ID) and password to get into myProject
- If you have already selected your Interest Areas in myProject, you may skip this step; otherwise....
- Select *Manage Activity Profile* and drill down to select the WG and/or Project(s) in which you have an interest
- For each of these you will have to specify your affiliation

<input type="checkbox"/> IEEE Computer Society	C	
<input checked="" type="checkbox"/> Design Automation	C/DA	Victor Berman
<input type="checkbox"/> Foundation for Intelligent Physical Agents	C/FIPA	James J Odell
<input checked="" type="checkbox"/> Information Assurance	C/IA	John L Cole
<input checked="" type="checkbox"/> Local and Metropolitan Area Networks	C/LM	Paul Nikolich
<input checked="" type="checkbox"/> Higher Layer LAN Protocols Working Group	C/LM/WG802.1	Anthony A Jeffrey
<input checked="" type="checkbox"/> Logical Link Working Group	C/LM/WG802.2	Paul Nikolich
<input checked="" type="checkbox"/> Ethernet Working Group	C/LM/WG802.3	Robert M Grow
<input checked="" type="checkbox"/> Token Ring Working Group	C/LM/WG802.5	Paul Nikolich
<input checked="" type="checkbox"/> Wireless LAN Working Group	C/LM/WG802.11	Stuart J Kerry
<input type="checkbox"/> IEEE Standard for Information Technology - Telecommunications and Information Exchange Between Systems - Local and Metropolitan Area Networks - Specific Requirements - Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications	C/LM/WG802.11/P802.11	Stuart J Kerry
<input checked="" type="checkbox"/> Recommended Practice for the Evaluation of 802.11 Wireless Performance	C/LM/WG802.11/P802.11.2	Stuart J Kerry
Standard for Information Technology-Telecommunications and information exchange between systems-Local and metropolitan area networks-Specific requirements-Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) specifications Amendment : Radio Resource Measurement of Wireless	C/LM/WG802.11/802.11k	Richard H Paine

Step 3: Log onto IMAT

- Make sure you have an IEEE Web Account per Step 1
- Make sure you've designated your myProject Interest Areas per Step 2
- Log into IMAT using your IEEE Web Account username and password. The chair for the meeting will advise the URL to log into for this meeting.



The screenshot shows the IEEE Attendance Tool homepage. At the top left is the IEEE logo, and at the top right is the text "IEEE Attendance Tool". Below the logo is a "HOME" link. The main heading is "IEEE Attendance Tool". A welcome message states: "Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system." Below this is a section for "Active Meetings" with the message: "There are no meetings active for attendance at this time." Further down is a section for "Upcoming Meetings" with a table:

Upcoming Meetings	
Test for TPD Staff Meeting	2009/04/23
P1801 WG Meeting - Test	2009/04/27

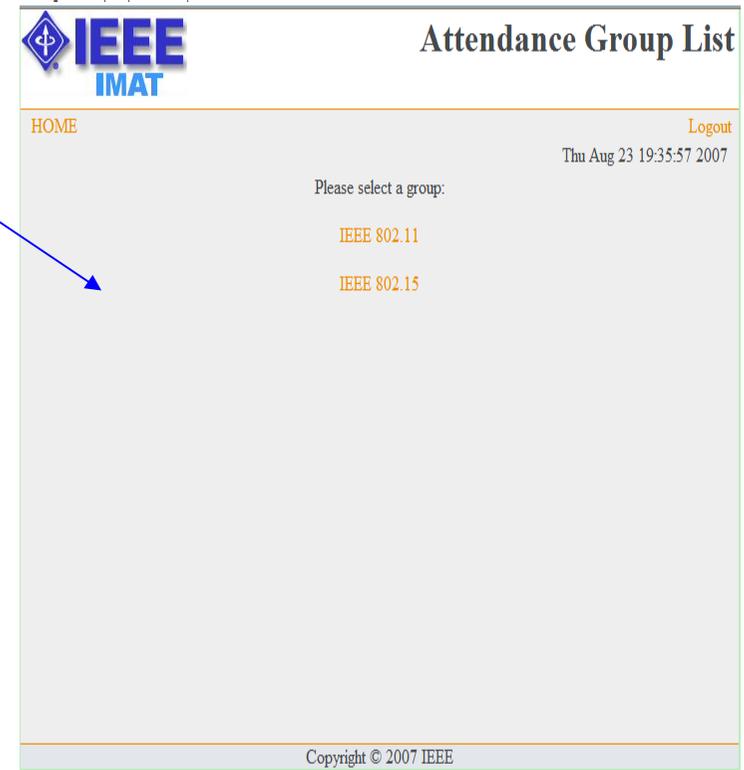
At the bottom, it says "Copyright © 2007-2009 IEEE".



The screenshot shows the IEEE Attendance Tool login page. At the top left is the IEEE logo, and at the top right is the text "IEEE Attendance Tool". Below the logo is a "HOME" link. The main heading is "Login Page". A welcome message states: "Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system. This system now requires you to log on using your IEEE Web Account information. If you do not yet have an IEEE Web Account, you need to get one before proceeding. You must enter either your IEEE Web Account User ID or Email Address, and Password." Below this are three input fields: "IEEE Web Account User ID:", "IEEE Web Account Email Address:", and "Password:". A "Log In" button is located at the bottom right. At the bottom, it says "Copyright © 2007-2009 IEEE". A blue arrow points from the text in the list above to the "Log In" button.

Step 4a: Register Your Attendance

- Select the *WG* or option from the home page.



IEEE
IMAT

Attendance Group List

HOME Logout

Thu Aug 23 19:35:57 2007

Please select a group:

IEEE 802.11

IEEE 802.15

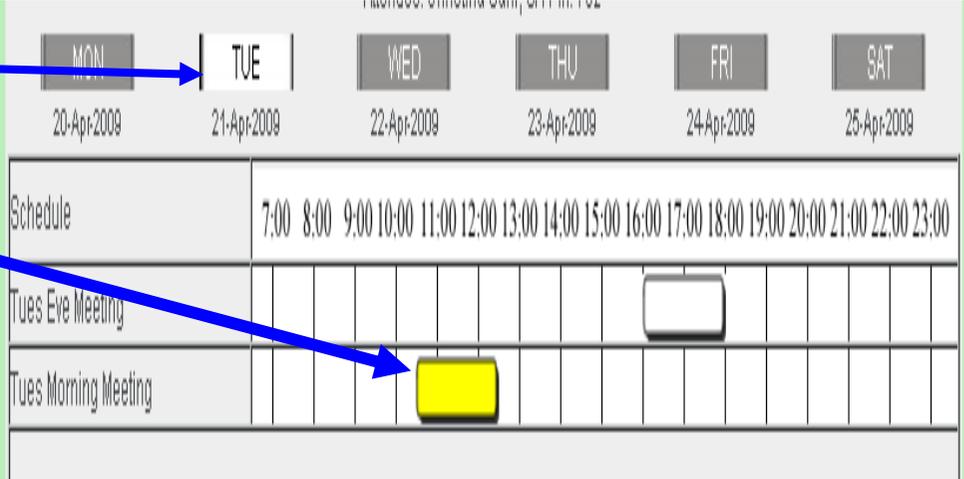
Copyright © 2007 IEEE

Step 4b: Select the Breakout

- Select the Day and Breakout you are attending and update the screen

- Note that you will only be able to click a single button in the active timeslot column for the current day
- Once updated, the column will turn green and your selection will be locked in.
- Selections may not be changed once the timeslot closes

- Repeat Step 4 for each distinct breakout you attend

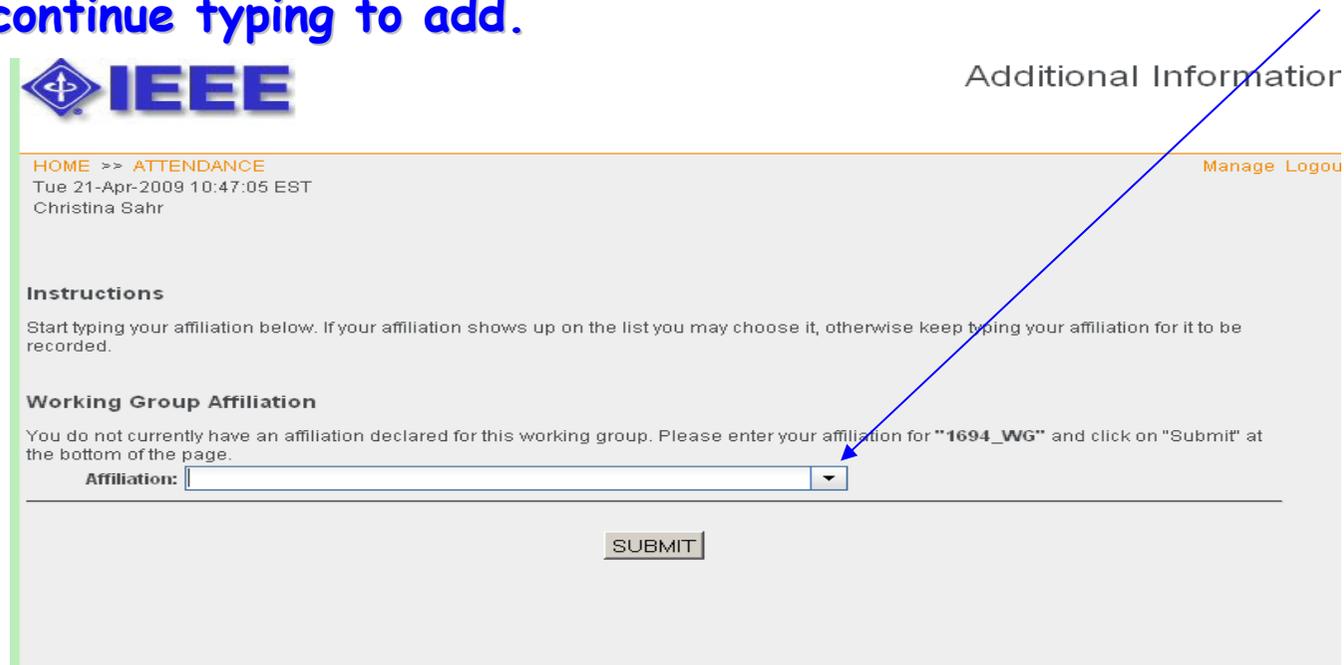


The screenshot shows a web-based interface for selecting a breakout. At the top, there are buttons for the days of the week: MON (20-Apr-2009), TUE (21-Apr-2009), WED (22-Apr-2009), THU (23-Apr-2009), FRI (24-Apr-2009), and SAT (25-Apr-2009). The 'TUE' button is selected. Below the days is a grid with rows for 'Schedule', 'Tues Eve Meeting', and 'Tues Morning Meeting'. The columns represent time slots from 7:00 to 23:00. The 'Tues Morning Meeting' cell for the 10:00-11:00 slot is highlighted in yellow. A blue arrow points from the 'TUE' button to the 'Tues Morning Meeting' cell.

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Schedule																	
Tues Eve Meeting																	
Tues Morning Meeting																	

Step 4b: Supply your Affiliation

- You *must* provide an in order to receive credit for your attendance.
- You will be asked your affiliation once for the *WG* and once again for each unique *TG* or *SG* you attend. Start typing your affiliation/company name and either choose from the dropdown list or continue typing to add.



Additional Information

HOME >> ATTENDANCE Manage Logou
Tue 21-Apr-2009 10:47:05 EST
Christina Sahr

Instructions
Start typing your affiliation below. If your affiliation shows up on the list you may choose it, otherwise keep typing your affiliation for it to be recorded.

Working Group Affiliation
You do not currently have an affiliation declared for this working group. Please enter your affiliation for "**1694_WG**" and click on "Submit" at the bottom of the page.

Affiliation:

Summary

- **Prior to the meeting**
 - Get a free IEEE Web Account if you do not already have one
 - Set up your activity profile in myProject
- **During the meeting**
 - Use IMAT to record attendance, your WG Chair will supply the URL
 - Login to IMAT and register your attendance at each breakout you attend