IEEE-SA Meeting Attendance Tool

Attendee Enrollment Process

Christina Sahr
c.sahr@ieee.org
What is the IEEE-SA Meeting Attendance Tool?

- Attendees log their attendance at each meeting
- Retains historic attendance data
- Provides an electronic roster of who was at each meeting – used for meeting minutes
- Provides mechanism to record attendee affiliation
- It is NOT the same as the meeting registration system!
BEFORE YOU CAN USE THE IEEE-SA MEETING ATTENDANCE TOOL:

! You must have an IEEE Web Account!
IEEE Web Account (IEEE Database)

- YOU ONLY NEED ONE WEB ACCOUNT!
- Used to track your IEEE and SA Membership
- Provides the access for:
  - IEEE-SA myProject access – Sponsor level balloting
  - IEEE-SA Attendance Tool access
  - IEEE & SA Online membership renewal
  - IEEE Online Store access
  - Most IEEE Online subscription access
- Any one can get a Web Account (including non-members)
- Your email address is the key to your information so keep it current in the Web Account database.
- All contact information is retrieved from the Web Account database – KEEP IT CURRENT!
STEP 1. Do you have an IEEE Web Account?

- **NO**:
  - GO CREATE A WEB ACCOUNT → www.ieee.org
  - FOLLOW THE INSTRUCTIONS TO CREATE NEW WEB ACCOUNT

- **YES**:
  - I have an IEEE Web Account and remember your username and password.
  - GO TO STEP 2

- **MAYBE**:
  - I have an IEEE Web Account but don’t remember the password (username, contact Christina Sahr at c.sahr@ieee.org).
  - RESET YOUR WEB ACCOUNT PASSWORD → www.ieee.org and follow the Web Account link
STEP 1: Do not have a Web Account?
Go to www.ieee.org → on right nav bar click on Web Accounts → follow the
STEP 2. Register your attendance AT THE MEETING

Using the Attendance Tool log your attendance at each meeting.

While here in DENVER
Log onto the local server at: http://murphy.events.ieee.org/imat/
- Disconnect your VPN
- Allow cookies
STEP 2: Login to the Attendance Tool

Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system.

If this is the first time you have accessed this system at this session:

1. Enter the email address from your IEEE Web Account
2. Create a new password for use at this session

Log In

Web Account: c.sahr@ieee.org
Email Address:  
Password: 

*Note: If your password has been reset by a system administrator leave this field blank. You will be prompted to enter a new password on the next page.
Select Working Group

Instructions (Please Read!)

Change Affiliation
IEEE 802/SEC Attendance
WG802.11 Attendance
WG802.15 Attendance
WG802.18 Attendance
WG802.19 Attendance
WG802.20 Attendance
WG802.21 Attendance
Email: c.sahr@ieee.org
Affiliations: WG802.11:IEEE-SA
          802.11z:IEEE SA
Percentage: 0% (100% = 3 credits)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>7:00</th>
<th>8:00</th>
<th>9:00</th>
<th>10:00</th>
<th>11:00</th>
<th>12:00</th>
<th>13:00</th>
<th>14:00</th>
<th>15:00</th>
<th>16:00</th>
<th>17:00</th>
<th>18:00</th>
<th>19:00</th>
<th>20:00</th>
<th>21:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>802.11 Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submital: As the person submitting this form, I certify that:

1. The email address shown on this page is mine. **DO NOT SUBMIT FOR OTHERS!**
2. At the time of the submittal, I am currently in the meeting above.
3. I am attending an 802.xx session during "substantially all" of the current interval.
Working Group Affiliation

You do not currently have an affiliation declared for this working group. Please enter your affiliation for "WG802.15" and click on "Submit" at the bottom of the page.

Affiliation: Select Organization
Other: 

Note: Any text entered in "Other" will override any selection from the drop-down list.

Project Affiliation

You do not currently have an affiliation declared for this project. Please enter your affiliation for "802.15.3c" and click on "Submit" at the bottom of the page.

Affiliation: Select Organization
Other: 

Note: Any text entered in "Other" will override any selection from the drop-down list.
If you have any questions contact:

Michael Kipness
732-562-3810
m.kipness@ieee.org

OR

Christina Sahr
732-562-5540
c.sahr@ieee.org