

**IEEE P802.11
Wireless LANs**

TENTATIVE AGENDA

(Subject to changes by the committee)

Hilton Head Island, SC, 11-15 March, 1991

(Venue attached)

(Guidelines for submissions on pages 8 an 9)

OBJECTIVES

- To establish the Architecture for a Wireless MAC
- To consider the need for a petition for frequency spectrum
- To consider formal request for expansion of the bit-rate
- To review liaison with other groups on Wireless

The meeting starts on Monday, 11 March, 1991 at 3:00 pm or half an hour after termination of the 802 plenary, whichever is later.

The following a rough graphic outline of the various meetings in this session.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Executive Committee	<u>802.11</u> Architecture (Environment)	<u>802.11</u> Architecture (Medium Service) (Medium Requirements)	<u>802.11</u> Miscellaneous	Plenary 802
PM	Plenary 802	<u>802.11</u> Architecture (WLAN Service)	<u>802.11</u> External Liaison (regulatory) (other groups)	<u>802.11</u> Input and output Meeting Schedule	
	<u>802.11</u> Administrative				
Evening		<u>802.11</u> Transfer of 802.4L work		Executive Committee	

Monday, 11 March, 1991

1. **Opening**

3:00 pm or half an hour after
termination of the 802 plenary,
whichever is later

 - 1.1 Introduction
 - 1.2 Voting rights
 - 1.3 Attendance list, Registration
 - 1.4 Logistics (breaks, lunch, copying, document distribution)
 - 1.5 Other announcements

2. **Approval of the minutes of the previous meeting**
 - 2.1 Approval of the minutes of the Gaithersburg meeting 11/91-13
 - 2.2 Matters arising from the minutes

3. **Reports**
 - 3.1 from the Intermediate 802.11 meeting
 - 3.2 from the Executive Committee

4. **Registration of contributions** 5:30 pm

5. **Adoption of the Agenda** 11/91-11 5:45 pm

Tuesday, 12 March, 1991

- 0. Opening** **8:30 am**
- 0.1 Announcements
 - 0.2 Attendance list, registration, voting rights
 - 0.3 Temporary document list update
 - 0.4 Agenda adjustments
-
- 6. Establishment of Architecture** **8:45 am**
- 6.1 Requirements from the various user applications on the WLAN Service provision
 - Portable PC environment
 - Desktop environment
 - Current Wired LAN environment
 - Personal Communications environment
 - Security requirements
 - 6.2 WLAN Service provision in terms of transfer parameters
 - 802.9
 - Isochronous
 -
 - 6.3 Establish definitions

Wednesday AM, 13 March, 1991

- 0. **Opening** **8:30 am**
 - 0.1 Announcements
 - 0.2 Attendance list, registration, voting rights
 - 0.3 Temporary document list update
 - 0.4 Agenda adjustments

- 7. **Establishment of Architecture**
 - 7.1 Services provided by the Wireless Medium
 - Radio
 - Air interface

 - Multi-ray path for distribution system

 - link propagation

 - Infra-red
 - TBD
 - 7.2 Service requirement from the medium
 - modulation issues

 - coding issues

Wednesday PM, 13 March, 1991

8. External Liaison

1:00 pm

8.1 Regulatory Bodies

- European bodies

- USA FCC
petition?

- Australia

- Canada

8.2 ASC X3T9

8.3 Other Wireless Groups

- ETSI

- T1

Thursday AM, 14 March, 1991

- 0. **Opening** **8:30 am**
 - 0.1 Announcements
 - 0.2 Attendance list, registration, voting rights
 - 0.3 Temporary document list update
 - 0.4 Agenda adjustments

- 9. **Miscellaneous**

- 10. **Ad-hoc groups?**

Thursday PM, 14 March, 1991

11. Tentative Meeting schedule 1:00 pm

Date	Month	Year	Place	type of meeting	Location
11-15	March	1991	Hilton Head Island, SC	Plenary	Westin Resort
6-9	May	1991	Worcester, MA	Intermediate	Marriott
8-12	July	1991	Kauai, HI	Plenary	Hyatt Regency Hotel
TBD	September	1991	San Francisco Bay Area	Intermediate	TBD
11-15	November	1991	Fort Lauderdale, FL	Plenary	Embassy Suites
TBD	January	1992	TBD	Intermediate	TBD
9-13	March	1992	Irvine, CA	Plenary	Irvine Marriott Hotel
TBD	May	1992	TBD	Intermediate	
6-10	July	1992	Minnesota	Plenary	TBD
TBD	September	1992	TBD	Intermediate	
9-13	November	1992	La Jolla, CA	Plenary	Hyatt Regency Hotel

The following invitations for future Intermediate meetings have been received:

New-York (NY) Area	AT&T
Chicago (IL) Area (for a May or September mtng)	Motorola
Raleigh (NC)	IBM
The Netherlands	NCR

- 11.1 Confirmation of Worcester (MA) meeting
- 11.2 Objectives for Worcester (MA) meeting
- 11.3 Last Mailing date
- 11.4 Any other intermediate meeting needed?
- 11.5 Confirmation of July meeting
- 11.6 Confirmation of the September meeting

12. Review of document list 11/H-1 1:30 pm

- 12.1 Approval of output documents

- 12.2 Destination of input documents

13. Any other business 4:45 pm

14. Closure 5:00 pm

Submissions to the working group.

Proposal

Distribution of Submissions

Goal: To get as broad and as early dissemination of submissions, so that members have the opportunity to study your submissions before the meeting.

Central distribution

If you can get your submission in the possession of the Chairman before the agreed "last mailing date" as established in the previous meeting, your submission will be included in the general mailing.

Do not forget to bring some 20 copies to the meeting yourself for possible new observers and a set of transparencies of material for presentation.

Your distribution

If you can not meet the agreed "last mailing date" as established in the previous meeting, but you could send the submission from your office at least two weeks before the meeting, send the document yourself to the members and observers. Apply for a document number at your chairman's.

To make your life easy, request -ahead of time- a set of mailing labels for the members and observers of the working group from the chairman.

Do not forget to bring some 20 copies to the meeting yourself for possible new observers and a set of transparencies of material for presentation.

No mailing before meeting

If you really can not meet these two possibilities, you could consider to bring at least 50 copies and a set of transparencies of material for presentation to the meeting.

However, papers received well in time have priority in the scheduling of the discussions.

NOTE:

If you mail the paper yourself, or if you bring your paper to the meeting, please let the chairman have a copy in his possession as early as possible, or let him have a summary.

Standard format

Goal: To promote a unified format of first page and headers and footers of submissions to get a professional impression of our file.

Paper	USA Letter format (8.5" x 11")
Page Lay-out	top margin 1", bottom margin 1", left margin .75", right margin .75 " and gutter of .5"
Header	Times Roman 14 points, bold, space after 1 line, line below text, tabs: centered at 3.25", right at 6.5"
Footer	Times Roman 10 points, line above text, tabs: centered at 3.25", right at 6.5"

Submissions to the working group (continuation).

Provide computer version of your submission

Goal: To speed up mailing of documentation to members and observers, by providing as good as possible material to the Chairman.

If you could submit your submission in MS/DOS formatted disk in either MS/Word 4.0 (for DOS), MS/Word 5.0 (for DOS), MS/Word for Windows, WordPerfect 4.0 or WordPerfect 5.0, please hand the file to the Chairman before the end of the meeting. (official .11 number is to be attached by the Chairman before printing)

If you can not submit something in either of the above formats, ask the Chairman for a number and print your paper as soon after the meeting as possible and send the document to the Chairman by courier.

November 12, 1990

TO: IEEE 802 MEMBERS, LIAISONS & ATTENDEES
FM: EVERETT O. RIGSBEE, EXEC. SECRETARY, IEEE 802
SUBJ: MEETING ANNOUNCEMENT - MARCH 11-15, 1991

The March plenary meeting site for IEEE 802 will be at:
The Westin Resort, Hilton Head
Port Royal Plantation
135 South Port Royal Drive
Hilton Head Island, SC. 29928
(803)681-4000

during the week of March 11-15, 1991. The Executive Committee will meet Monday at 8:00AM and the Plenary session will begin at 1:00PM. To register NOW all that is required is to make your reservations directly with the hotel. All IEEE 802 registration is done at the meeting. Plan to stop by the IEEE 802 Registration Office on Monday morning to register for the Conference and pick up the complete schedule for all of the week's meetings and events. There will be a registration fee which can be paid by Visa, Mastercard, American Express, Discover Card, personal, company, or travellers checks, or US cash.

For this meeting we have arranged for a room block of 325 rooms which will be available to IEEE 802 attendees: The Conference rates are as follows: Single: \$95.00 US per night, Double/Twin: \$95.00 US per night, plus hotel sales tax. The Westin Resort, Hilton Head Island has provided us with a pre-printed reservation form for making your reservations in advance, but please note that they do require one night's advance deposit by check or credit card. To make hotel reservations, please call (803) 681-4000, and request room reservations for the IEEE 802 Conference, or fax or mail in the reservation card to the hotel.

RESERVATION DEADLINE IS FEBRUARY 11, 1991!
BOOKED TODAY!!

Please note: Reservation requests received after this date will be accepted on a space available and a rate available basis.

The Westin Resort is located just 5 minutes from the Hilton Head Airport, and 45 minutes from the Savannah International Airport. The hotel is situated on a 24-acre oceanfront site inside the Port Royal Plantation. Special car rental rates will be offered by Budget Rent A Car (see Budget info).

Looking forward to seeing you in Hilton Head!!

Sincerely,
Everett O. Rigsbee, Executive Secretary, IEEE 802



THE WESTIN RESORT, HILTON HEAD ISLAND
GROUP NAME: I.E.E.E. 802 CONFERENCE
CONFERENCE DATES: MARCH 11 - MARCH 15, 1991

Name: _____ Arrival Date: _____
Street: _____ Departure Date: _____
City: _____ No. of Adults: _____
State: _____ Zip: _____ No. of Children: _____
Telephone: () _____ No. of Room Required: _____

Enclose deposit or provide credit card number below to guarantee late arrival: Credit Card No: _____ Exp. Date: _____

First 325 rooms booked will receive special rates.

_____ Single/Double: \$95.00 per night.

After the block of rooms is filled, the following rates will be applied:

_____ Single/Double: \$125.00 per night (OceanFront)

_____ Single/Double: \$155.00 per night (Royal Beach Club)

Please check the rate of accommodations desired.

The Conference Rate quoted is a preferred rate that has been negotiated for your group only. Based on these special rates, specific locations can not be guaranteed. Rooms will be assigned at check-in, subject to availability. Specific room requests will be provided based on availability and published rack rate. All reservations must be guaranteed with a credit card or a deposit equal to one night's room charge.

Reservations must be made by: FEBRUARY 11, 1991 in order to qualify for the preferred Conference rates. After this date, the Conference Rate will be honored on a space availability basis only.

Due to reservations patterns, we are unable to refund deposits when cancellation is made less than 48 hours prior to 6:00pm on the arrival date of the reservation.

All rates are subject to state and local sales tax.

CHECK-IN TIME: 3:00pm

CHECK-OUT TIME: 12:00N

Please send reservations to:
The Westin Resort
Port Royal Plantation
2 GrassLawn Avenue
Hilton Head, SC 29928

OR CALL 803-681-4000

OR FAX TO 803-681-1087