

**IEEE P802.11
Wireless LANs**

**TENTATIVE AGENDA
(Subject to changes by the committee)**

Ft Lauderdale, FA, 11-15 November, 1991

OBJECTIVES

- To get agreement on the requirements for WLAN
- To prepare a procedure for evaluating proposals
- To obtain PHY experience from existing products

The meeting starts on Monday, 11 November, 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	Exec/ AH1 Comm	802.11 administr Requirmnt Procedure	AH2/AH1	AH2/AH4	Plenary 802
PM	Plenary 802 802.11 administr	AH2/AH3	AH2/AHx	802.11	
Eve- ning				Executive Committee	

Monday, 11 November, 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 previous meetings
 - 2.1 Worcester meeting 11/91-67
 - 2.2 Kauai'i meeting 11/91-
 - 2.3 Palo Alto meeting 11/91-
 - 2.4 Matters arising from the minutes

- 3. Reports
 - 3.1 from the 802.11 ad-hoc 1 meeting
 - 3.2 from the Executive Committee

- 4. Registration of contributions 5:30 pm

- 5. Adoption of the Agenda 11/91-110 5:45 pm

Tuesday AM, 12 November, 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
 - 0.5 Introduction

- 6. Liaison bodies
 - 6.1 Reports
 - T1
 - ETSI
 - Japan
 -
 - 6.2 Establish ad-hoc groups

- 7. Regulatory bodies
 - 7.1
 - US
 - Japan
 - Australia
 - Europe
 - 7.2 Establish ad-hoc groups

- 8. WLAN Requirements
 - 8.1 Reports
 - 8.2 Establish ad-hoc group

- 9. Architecture 9:00 am
 - 9.1 Channel Characteristics
 - 9.2 Establish ad-hoc group

- 10. Adjourn for ad-hoc groups

Tuesday PM, 12 November, 1991

Ad-hoc groups

Wednesday AM, 13 November, 1991

Ad-hoc groups

Wednesday PM, 13 November, 1991

Ad-hoc groups

Thursday AM, 11 July, 1991

Ad-hoc groups

Thursday PM, 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
- 0.5 Introduction

11. Tentative Meeting schedule 1:00 pm

Date	Month	Year	Place	type	Location	Host
11-15	November	1991	Ft L'derdale, FL	Plenry	Crown Sterling Suites	
13-16	January	1992	Raleigh, NC	Inter	TBD	IBM
9-13	March	1992	Irvine, CA	Plenry	Irvine Marriott Hotel	
11-14	May	1992	Netherlands	Inter	TBD	NCR
6-10	July	1992	Bloomington, MN	Plenry	Radisson Plaza South	
14-17	Septemb	1992	Chicago area	Inter	TBD	
	Motorola					
9-13	November	1992	La Jolla, CA	Plenry	Hyatt Regency Hotel	
TBD	January	1993	Los Angelos area	Inter	TBD	Xircom
8-12	March	1993	?New Orleans/ Hilton Head?	Plenry	TBD	
TBD	May	1993	Baltimore area	Inter	TBD	Ship
Star						
12-16	July	1993	Denver, CO?/ Kauai, HI?	Plenry	Sheraton Denver Tech Center	
TBD	Septemb	1993	TBD	Inter	TBD	Open
8-12	November	1993	?Ft. L'dale, FL	Plenry	Crown Sterling Suites	

11.1 Confirmation of the January 1992 meeting, Raleigh, NC

- 11.2 Objectives for the Raleigh, NC meeting
- 11.3 Last Mailing date
- 11.4 Any other intermediate meeting needed?
- 11.5 Confirmation of March (plenary) meeting
- 11.6 Confirmation of the May meeting

- 12. Reports from ad-hoc groups
- 13. Review of document list 1:30 pm
 - 13.1 Approval of output documents

 - 13.2 Destination of input documents

- 14. Any other business 4:45 pm
- 15. 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 75 copies (60 for intermediates) 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.