

**45th Session of meetings of
IEEE P802.11**

**Wireless Local Area Networks
Tentative Agenda**

Subject to changes by committee

March 9-13, 1998

Irvine, California

**The session starts on Monday, Feb 9, 14:30
or half an hour after adjournment of the
802 plenary**

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Objectives for this Session

Reconfirm or elect officers for 802.11

Review results of ballots on 802.11rev/D2 and
802.11c/D2

Submit 802.11rev and 802.11c to Sponsor Ballot

Start selection process as defined in document 98/54

Consider PAR process for Wearable computer
communications

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Rough Graphic Outline

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Exec ! TGa Comm. ! !	! ! TGa!11c!SG ! ! ! !	! !Techn TGa!11r!Plen ! ! ! !	TGb	802 Plenary
PM	802Pl! TGb Full 802.11 TGa	! ! TGb!11r!SG ! ! ! !	Full 802.11 TGb	Tga Full 802.11 Reports/Outp Next mtng	
Evening Tutorial Wearables	TGa ! 11r ! !	TGa Social Event	Exec. Mlng Comm. Prep.	

Legend: = flexible adjournment/Start

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Agenda, Monday

1 Opening of session (see details below) 14:30 h

or half an hour after closure of 802 plenary

- 1.0 Secretary
- 1.1 Roll call
- 1.2 Voting rights
- 1.3 Attendance list, Registration
- 1.4 Logistics (breaks, lunch, copying, document distribution)
- 1.5 IEEE Patent Policy
- 1.6 Other announcements

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Agenda, Monday, 2

- 2 Approval of the minutes of previous meetings
 - 2.1 Lynnwood meeting 11-98/45
 - 2.2 Matters arising from the minutes
- 3 Reports
 - 3.1 of the letter ballot
 - 3.2 of the Monday ExCom meetings
- 4 Review of contributions
- 5 Adoption of the agenda 11-98/66

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Agenda, Monday, 3

- 6 Unfinished Business
 - 6.1 TGa
 - 6.2 TGb
 - 6.3 802.11c
 - 6.4 802.11rev
- 7 New Business
 - 7.1 Reconfirmation/election of 802.11 officers
 - 7.2 Wearable computer communications
- 8 Adjourn for subgroups
 - Refer to rough graphic outline

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Agenda, Wednesday

- 9 Opening 13:00 h
 - 9.1 Roll call
 - 9.2 Document list update
 - 9.3 Agenda update
 - 9.4 Announcements
- 10 Old Business
 - 10.1 802.11c
 - 10.2 802.11rev
- 11 New Business
- 13 Adjourn for subgroups

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Agenda, Thursday

- 14 Opening 13:00 h
 - 14.1 Announcements
 - 14.2 Document list update
 - 14.3 Agenda adjustments
- 15 Reports from subgroups
 - 15.1 TGa
 - 15.2 TGb
 - 15.3 Maintenance work

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Agenda, Thursday, 2

16 Unfinished Business

16.1 Output documents

16.2 Next meeting

Objectives for next meeting

Mailing dates as soon as possible, weekly uploads, as the need arises in diskette format for those that asked.

16.3 Other interim meetings required

17 New Business

18 Closure

17:00 h

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Future Meeting Schedule

1998

March 9-13 - Hyatt Regency Irvine, CA, Plenary

May 4-8 - Holiday Inn Utrecht, the Netherlands?

July 6-10 - Hyatt Regency La Jolla, San Diego, CA, Plenary

Aug/Sept ? TBD, Japan?

November 9-13 - Hyatt Regency, Albuquerque, NM, Plenary

1999

March 8-12 - Hyatt Regency Town Lake, Austin, TX, Plenary

July 4-9 - Queen Elizabeth Hotel, Montreal, PQ

November 7-12 - Hyatt Regency Kauai, Koloa, HI

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1. Opening (detailed)

1.0 Secretary

George Fishel

1.1 Roll call

Mention your name, and the place where you normally work

You may mention the name of your company

And other important things you always wanted to say but did not dare to

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1.2 Voting rights

1.2 Voting rights

Participation in the debates, moving and seconding is only permitted by voting members, in all 802.11 meetings (at all levels)

Chairs may permit observers to participate in debate

[In study groups all attendees have voting rights]

Voting rights can be earned by participation in 2 plenary meetings within 4 consecutive plenary meetings

one interim may be substituted for a plenary

participation is to be present in at least 75 % of all meetings in a session

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1.2 Voting rights, 2

Voting rights can be maintained by participation in 2 plenary meetings within 4 consecutive plenary meetings

one interim may be substituted for a plenary

Voting members will get a token to be used at voting time

Voting rights may be lost:

after failing to pay the conference fee

after missing two out of three consecutive letter ballots

Current status:

57	Voting members
32	Nearly Voting members
45	Aspirant Voting members

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1.3 Attendance list, Registration

Attendance has to be recorded for voting membership registration

Attendance Record Book guarded by Chris Zegelin

He/she signs for chair and / or presenter

Hands it to the first person attending and waits to see that the person signs quickly (on his own spot) and verifies that he hands it to the person's neighbour

That person is then responsible for the next person signing quickly (on his own spot) and verifying that he hands it to that person's neighbour

The last person hands the book back to Chris or to the chair of the meeting

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1.3 Attendance list, 2

Mon AM	Tue AM	Wed AM	Thu AM	Remark 1
F P M	F P M	F P M	F P M	
Mon PM	Tue PM	Wed PM	Thu PM	Remark 2
F P M	F P M	F P M	F	
Mon eve	Tue eve	Wed eve	Bulk E-mail No	LB1 X LB2 OK
F P M	F P M	F P M		

- Only sign when you attend at least 90 % of the meeting for which you sign; i.e. AM or PM or Eve(ning) part of the session)
- Sign with your initials (no cross etc). Do not underline. Circle the letter corresponding to the meeting you attended when signing (F=full 802.11, P=PHY group, M=MAC group)
- Only sign in the box designated with the applicable day and part of the day, AM/PM/Eve
- Never sign ahead

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1.3 Attendance list, 3

Check e-mail addresses

- * some addresses have been struck, or have a \$-sign added to the right
- those received complaints from the reflector
- please strike your e-mail address if you do not use it
- * if you use an e-mail address, please let me know
- * if you do not disagree to receiving very long files, mark bulk e-mail with yes

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1.3 Registration

Conference fee has to be paid through the registration desk

Failure to pay causes loss of credit for voting rights and letters to be written

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1.4 Logistics (breaks, lunch, printing)

Continental Breakfast

only for registered attendees

Coffee breaks 10 AM and 3 PM

Lunch noon-- 1:00 PM

Printing: available in the office

After hours access: check with Vic

Any other printers available?

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1.4 Logistics (documentation)

Dissemination of documentation in principle in electronic format,

- a) per 802.11 network,
- b) via flash memory card,
- c) diskettes.

Only 20 % of the attendees can apply for receiving documentation in paper, Stuart decides who will get paper copies, deciding point being availability to the individual of a PC notebook

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1.4 Logistics (Copying)

Copying, *limited to those having no PC*, via Stuart Kerry

Submissions

In paperform (25 copies) and on diskette (using relevant template and saved in Office 95 applications)

Should have been copied already by submitter

Interim papers

Ask for document number first

Submit on diskette (using relevant template and saved in Office 95 applications) and in paperform (single copy)

Stuart will provide a form with authorization to copy

Submitter responsible to bring material to copying and pick it up to bring to Stuart

1.4 Logistics (copying)

Copy service:

Pick-up times: Delivery times:

8:30	9:00
12:30	13:00
16:30	17:00

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1.4 Logistics (document distribution)

802.11 decided to go for electronic distribution

Distribution of documents via flash cards and 802.11 network

Mandatory use of templates for documents

Need to be available on network 1 hour before agenda item!

For paper copies only available in limited numbers

To apply for distribution of paper copies, ask for a slot assignment from Stuart Kerry

1.4 Logistics (document distribution)

Registration List for Pigeon holes only for people without PC in File Folder with letter:

A

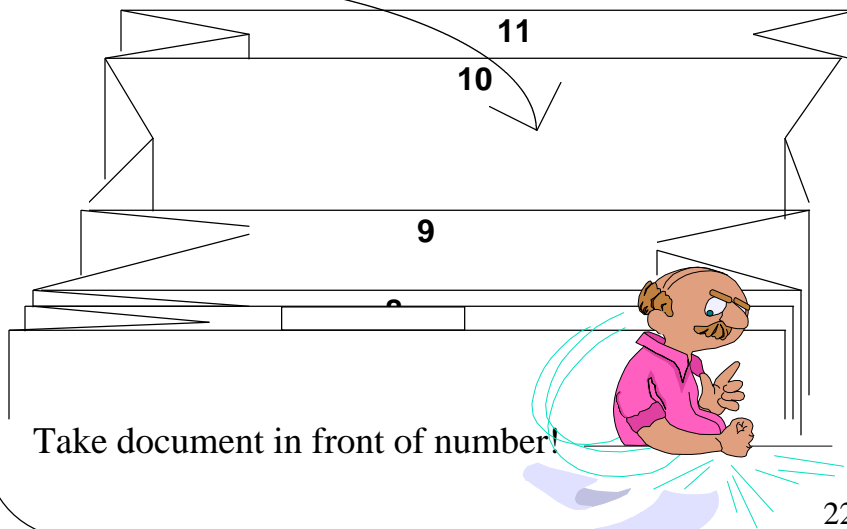
#	NAME	In Hotel y/n	#	#	NAME
1	Hayes, Chair		1	17	
2	Fishel, Secretary		2	18	
3	Kerry, Vice-Chair		3	19	
4			4	20	

Document distribution via Pigeonholes mastered by Stuart
 Sign in for a slot (and mark if you stay in this hotel)
 Remember letter and number
 Letter points to a DAILY FILE
 Number points to DAY

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How to pick your papers

10 is here!



1.5 IEEE Patent Policy

The patent policy is set forth in clause 5 of the IEEE Standards Board Bylaws

IEEE standards may include the known use of patent(s), including patent applications, if there is technical justification in the opinion of the standards-developing committee and provided the IEEE receives assurance from the patent holder that it will license applicants under reasonable terms and conditions for the purpose of implementing the standard. This assurance shall be provided without coercion and prior to approval of the standard (or reaffirmation when a patent becomes known after initial approval of the standard). This assurance shall be a letter that is in the form of either

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1.5 IEEE Patent Policy

- a) A general disclaimer to the effect that the patentee will not enforce any of its present or future patent(s) whose use would be required to implement the proposed IEEE standard against any person or entity using the patent(s) to comply with the standard or
- b) A statement that a license will be made available to all applicants without compensation or under reasonable rates, with reasonable terms and conditions that are demonstrably free of any unfair discrimination

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1.5 IEEE patent Policy

Clause 6.3 of the IEEE Standards Operations Manual

Through the working group, the sponsor chair *shall request that known patent holders submit a statement* either that the patent does not apply to the standard or that licenses will be made available without compensation or under reasonable rates, terms, and conditions. This assurance shall be obtained without coercion and submitted to the IEEE at the earliest practical time prior to the approval of an IEEE standard. The IEEE encourages early disclosure to the working group of patent information that might be relevant to the standard.

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1.6 Other announcements

1.6.1 General information available on file server

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1.6 Other announcements

1.6.2 Volunteers needed for Thursday evening to prepare mailing.

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