

February 1999 doc.: IEEE 802.11-99/46-r1

55th Session of meetings of IEEE P802.11

- **Wireless Local Area Networks
Tentative Agenda**
 - Subject to changes by committee
 - **March 8-12, 1999**
 - **Albuquerque, NM**
- **The session starts on Monday, Mar 8,
15:45
or half an hour after adjournment of the
IETF meeting**
- **There are 3 pre-meetings on Monday!**

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Objectives for this Session

- To resolve comments on ballots of draft 802.11a and draft 802.11b
- To submit the drafts to Sponsor Ballot
- To submit WPAN's PAR and 5 Criteria to ExCom for submission to NesCom

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Rough Graphic Outline

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Exec ITGblSG Comm. ! ! ! ! ! !	TGb ! SG ! !	TGa ! SG ! !	TGb ! SG ! rev !	802 Plenary
PM	802Pl1ITGblSG IETF Tutorial Full 802.11	SG TGa ! SG	Full 802.11 ! TGb ! SG	Tga ! SG Full 802.11 Reports/Outp Next mtng	
Evening	Tga Tut. Electr. hlt	Tut. WPAN1 Tut. WPAN2	Social Event	Exec. Ming Comm. Prep.	

Legend: = flexible adjournment/Start

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Agenda, Monday

- 1 Opening of session (see details below)
15:45 h
 - or half an hour after closure of IETF presentation
- 1.0 Secretary
- 1.1 Roll call
- 1.2 Voting rights
- 1.3 Attendance list, Registration
- 1.4 Logistics (breaks, lunch, copying, document distribution)

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Agenda, Monday, 2

- 1.5 IEEE Patent Policy
- 1.6 Individual representation
- 1.7 Anti-Trust laws
- 1.8 Other announcements
- 2 Approval of the minutes of previous meetings
 - 2.1 Albuquerque mtng 11-98/339
 - 2.2 Lake Buena Vista mtng 11-99/47
 - 2.3 Matters arising from the minutes

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Agenda, Monday, 3

- 3 Reports
 - 3.1 of the Monday ExCom meetings
 - 3.2 Financial report Westford meeting
 - 3.3 Letter Ballot 17

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Agenda, Monday, 4

- 4 Review of contributions
- 5 Adoption of the agenda 11-99/46

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Agenda, Monday, 5

- 6 Unfinished Business
 - 6.1 TGa
 - 6.2 TGb
 - 6.3 Study Group WPAN

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Agenda, Monday, 6

- 7 New Business

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Agenda, Monday, 7

- 8 Adjourn for subgroups
- Refer to rough graphic outline

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Agenda, Wednesday, 1

- 9 Opening 13:00 h
 - 9.1 Roll call
 - 9.2 Document list update
 - 9.3 Agenda update
 - 9.4 Announcements

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Agenda, Wednesday, 2

- 10 Old Business
 - 10.1 TGa
 - 10.2 TGb
 - 10.3 Study Group WPAN
- 11 New Business
- 13 Adjourn for subgroups

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Agenda, Thursday, 1

- 14 Opening 15:00 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 Study Group WPAN

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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

- 1999
 - March 8-12 - Hyatt Regency, Town Lake, Austin, TX, Plenary
 - May 3-7 - Makuhari Prince Hotel, Tokyo, Japan, Interim (NTT, Clarion, NEC)
 - July 5-9 - Queen Elizabeth, Montreal, PQ
 - Sept 13-17 - Hilton, Santa Rosa, CA, Interim (Alantro)
 - November 8-12 - Hyatt Regency, Kauai, Koloa, HI, Plenary
- 2000
 - January TBD - Israel?, Interim (Breezecom)
 - March 6-10 - Hyatt Regency, Albuquerque, NM, Plenary
 - July 10-14 - Hyatt Regency La Jolla, San Diego, CA, Plenary
 - November 6-10 - Hyatt Regency, Tampa, FL

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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:
 - 94 Voting members
 - 18 Nearly Voting members
 - 78 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 ?
- 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

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1.4 Logistics (documentation)

- Dissemination of documentation in electronic format only,
 - a) per 802.11 network,
 - b) via flash memory card,
 - c) diskettes.
- Because of early distribution we need to have the submissions adhere to the rules
- Mandatory use of templates for documents
- Need to be available on network a meeting before agenda item!

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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 and 1.7 Individual and Anti-Trust

- In IEEE standards meetings, membership is by individual, hence you do not represent a company or organisation.

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1.8 Other announcements

- 1.8.1 Volunteers needed for Thursday evening to prepare mailing.

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