

Project	IEEE 802.16 Broadband Wireless Access Working Group < http://ieee802.org/16 >	
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Abstract	This document describes the organization and hosting of IEEE 802.16 Working Group interim sessions and the site selection process.	
Purpose	To inform potential hosts of the considerations in planning an Interim Session, both before and after the site selection process	
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IEEE 802.16 Interim Session Guidelines

1. Introduction

This document describes the organization and hosting of IEEE 802.16 Working Group interim sessions and the site selection process.

2. General Policies

Important IEEE-SA policies for standards meetings are detailed in the “Guide to IEEE Standards Meeting Policies,” available at <<http://standards.ieee.org/resources/meetingguide.html>>.

3. Scheduling

Interim Meetings will generally be scheduled each January, May, and September. The nominal dates will be the middle of the month. However, these dates can be adjusted to avoid conflicts with other events or to accommodate anticipating ballot schedules.

The session will normally begin Monday at 1 pm. However, it may start on Monday morning, particularly when airlines schedules require most attendees to arrive on Sunday.

The session will normally end on Thursday evening.

4. Host and Finance

Interim Sessions are typically organized by an 802.16 Working Group Member who agrees to serve as Host of the session and be responsible to the Group to ensure a successful session.

Site proposals will typically involve a Corporate Host which agrees to be generally responsible for the success of the session and to serve as signatory on a hotel contract. The Corporate Host typically sponsors a social event on Wednesday evening.

The Corporate Host typically agrees to maintain the session finances, to turn surplus session funds over to the Working Group following the session, and to absorb any financial loss. Potential hosts are free to propose other arrangements. The Working Group may be willing to accept responsibility for any shortage of registration fee income in order to ensure that the fee is kept low.

Typically, session costs are recovered by a registration fee budgeted to break even after covering expenses.

5. Registration

The Working Group Chair, or another Working Group volunteer, typically handles pre-registration using the 802.16 web site. Information is collected and regularly updated to the site, so that registrants may confirm their registration and so that the host can have access to current data. For planning purposes, the registration form can ask specific questions regarding the detailed plans of the registrants.

No fees are normally collected in pre-registration. The Host arranges for the collection of registration fees on-site, normally with a registration fee form. If the site hotel agrees to collect the fees at the front desk, the logistics of registration can be quite simple. Alternatively, a staffed registration desk may be arranged by the Host. It is essential that credits cards be acceptable as payment; preferably, cash and checks are also permitted. Receipts should be provided directly to the registrant. The Host must arrange to keep a list of those who have paid and provide it to the Group as needed. The Group has virtually no concern about intentional failure to register.

The registration fee is normally around US\$120-160 but may vary significantly depending on the venue. In some cases, a higher fee is charged to those who fail to pre-register by an advance deadline.

Since no funds are collected in advance, the amount of the fee may remain undecided until shortly before the meeting. This can allow the Host to have a better estimate of the turnout before finalizing the income budget. The Group's preregistration has historically been a very good predictor of actual turnout.

The Working Group Chair, or another Working Group volunteer, will print attendee badges and deliver them to the site. The Host will obtain appropriate badge holders. If a registration desk is provided, it will hand out badges. Otherwise, the Working Group Secretary will hand them out.

6. Meeting Space

The Group requirements change with time and may not be known at the time of site selection. The Group requires several meeting rooms, each with classroom (also known as "schoolroom") style seating; i.e., with a table in front of each seat. For small rooms, boardroom style seating is also fine. Classroom setups should include a head table for three in the front of each room.

Water service should not be provided on the tables, since this endangers the electronic equipment that members use during the meetings.

The Group typically needs one large room seating about 100 people, along with smaller breakout rooms. Ideally, the large room can remain set through the week. If necessary, it can be broken down in midweek, since the unified 802.16 Plenary Meetings generally take place only on Monday afternoon and on Thursday evening. If the room is broken down, consideration should be made to avoid relocation of the power strips and network equipment.

In a typical session, the Group requires, in addition to the large room, breakout rooms holding 40, 12, and 12 people. The actual requirements at a particular session should be coordinated with the Working Group Chair. It is very useful to have backup plans for overflow rooms in case extra meetings are necessary. If the problem is simply an large turnout for a specific meeting, a quick and simple solution is to remove a few tables from the back of the room and add additional chairs.

7. Audiovisual Requirements

7.1 Equipment and Shipping

The IEEE 802 LAN MAN Standards Committee owns many data projectors and will normally loan several for use in an Interim Meeting. This will need to be signed out during the previous IEEE 802 Plenary Session. A sign-out form (see Annex A) is required. It requires the Host to provide a credit card or shipper's account number to charge the shipping cost. This cost may be accounted as a session expense.

IEEE 802 will normally loan the Working Group one large projector in a shipping case, with three small projectors in a second case. In addition, the Host will be shipped two cases belonging to the Working Group: one contains power strips and the other contains the Working Group's networking equipment.

Following the session, the Host will ship the cases to the location of the following IEEE 802 Plenary Meeting. The details will be specified in a shipping memo issued a few weeks beforehand. In many cases, the Host may need to store the equipment for up to two months before and after the Interim Session.

7.2 Audiovisual Requirements during Meetings

The Host will arrange a projector screen and projector table in each meeting room. The projector table should be within about eight feet of the head table to allow for cabling.

In the case of large meeting rooms, a public address system is essential. One microphone should be at the head table, and at least one on a stand in each aisle.

The hotel should be willing to provide a table for the Group's server and network equipment in a secure, lockable location. Typically, this is simply the back of the large meeting room. The hotel should permit the Working Group to operate its wireless LAN.

The Working Group strongly prefers to have Internet access in all meeting rooms through its own network. The Host should arrange the details with the hotel and coordinate with the Working Group's Chair or network administrator.

The participants need AC power at their desks. The hotel should be willing to allow use of the Group's power strips. The Host should arrange for these strips to be laid out and taped down before

the session, and to be repacked afterwards. Rental of hotel power strips is an option, but generally an expensive one.

The Wednesday social should include audio facilities sufficient for a few speeches. Welcoming words from the Host, and possibly from a representative of the Corporate Host, are customary, as is a thank-you message from the Working Group Chair.

8. Food and Beverage

The Host should arrange for the following food and beverage services:

- continental breakfast in conjunction with each morning meeting
- mid-morning coffee in conjunction with each morning meeting
- afternoon coffee, tea, and snack in conjunction with each afternoon meeting

The Wednesday evening social event is at the discretion of the Host. Typically, the Corporate Host will sponsor a dinner. If this is off-site, bus transportation is generally provided.

The Working Group generally prefers an unhosted lunch, with quick meals available nearby. In some cases, lunches are included in the registration fee. If so, the emphasis should be on speed, variety, and flexibility of timing (since Task Groups are on different schedules).

Consideration should be made of the fact that not all registrants will attend all food functions. Wastage should be minimized. Use should be made of the arrival and departure dates of the guest, as gathered during pre-registration. Since the food service is buffet-style, most hotels will allow the Host to order a minimum of food but restock it as necessary.

9. Sleeping Rooms

The Working Group is sensitive to the cost of sleeping rooms. The Host, however, must also consider other factors, particularly the size of the room block and any attrition clauses which can risk financial loss for failure to fill the block.

Recommended practice is to minimize financial exposure. One way to do this is to offer an early cutoff date, which may increase the hotel's comfort level, and to guarantee a minimum number of rooms. In this case, it is helpful to add clauses that will guarantee (on a "space-available basis") the negotiated group rate for rooms reserved after the guaranteed block is full and after the cutoff date. This will allow the participants who reserve early a chance at the rooms. Those who contact the hotel late will take their own risk. The practicality of this approach depends on the availability of nearby alternative hotels.

The hotel contract should account for the fact that, depending on location, many participants may leave on Thursday. Many will not arrive until Monday, even if the session opens Monday morning.

10. Site Selection

Site Selection for Interim Meetings will be scheduled for the LMSC Plenary Meeting held six months in advance. If the Working Group is unable to make a decision at the time, selection may be deferred to the following Interim Session or to an email decision. However, this procrastination should be avoided, since four months is insufficient notice in some cases.

Each proposal can be judged on its merits, so complete disclosure of information is not required. However, the following information about the proposal would be helpful to the participants making the decision:

- the Host, who should be a Working Group member
- the Corporate Host
- the city and hotel
- the dates
- the available sleeping room block, along with the price and conditions, and the status (reserved yet or not?)
- the available meeting rooms, and the status (reserved yet or not?)
- the level of commitment, financial and otherwise, of the Corporate Host
- the anticipated registration fee
- the registration and fee collection method
- travel and transportation issues
- other information that the participants might find useful about the site

Each potential Host should notify the Chair, as soon as possible, of the intent, even if uncertain, to make a proposal. The potential sites and Hosts will be posted to the Group's web site.

In the site selection process, the prospective Hosts will be offered agenda time to describe their proposals. Subsequently, a straw poll will be held in which, for each proposal, a show of hands will be counted. Participants will be eligible to raise their hands for as many proposals as they like. The process will be repeated, with the proposal receiving the lowest count eliminated each time until a single one remains. In principle, the participants in the selection process are only the Working Group's Members. However, the Members will often pass a motion before site selection to open participation to all those present and registered.

Annex A: Guidelines For Host Use Of IEEE 802 LCD Projectors And/Or Laser Printers For Interim Meetings

If you would like to use an IEEE 802 projector and/or printer as host for your interim working group meeting you will be expected to follow the guidelines below:

A.1 The LCD Projector and/or Printer will be shipped to your location at your expense. The average shipping cost per item is roughly \$50.00. We will use FedEx SuperSaver 3-day service if time permits. We expect you to provide a valid FedEx account number or credit card information for billing of shipping charges prior to close of the previous plenary session.

A.2 You are expected to provide secure storage for the LCD Projector and/or Printer before and after your interim meeting, and assure that it arrives at the interim meeting on a timely basis. Consult your WG chair for detailed requirements for the interim meeting.

A.3 It is your responsibility to ship the LCD Projector and/or Printer back to its home base -OR- on to the next plenary meeting approximately one week prior to the meeting, using FedEx, at your expense. Shipment must be guaranteed to arrive no later than Friday of the week prior to the meeting. It is not necessary to provide additional stated-value insurance since we have a policy to cover damage during shipment. If shipping is to/from non-US venue you will be responsible to ensure that customs clearance is not a problem.

A.4 If shipping to the next meeting please address this shipment to the hotel's Convention Manager, indicating "Hold for IEEE 802" along with the plenary meeting dates. Shipping address information will be provided to you at least two weeks prior to the plenary meeting.

A.5 In order for the IEEE 802 Conference Organizers to be able to verify the arrival of the shipment to the hotel, it is required that you provide the FedEx waybill tracking number(s) to us via e-mail to: 802info@ieee.org to confirm your shipment.

A.6 Should you require further information with regards to shipping this IEEE 802 equipment to the next plenary meeting please contact the email address above.

A.7 All shipments should list the following for the return address:

- Dr. E.O. Rigsbee
- Executive Secretary, IEEE 802
- 7750 80th Place SE
- Mercer Island, WA 98040
- (425) 865-2443

A.8 You are expected to be responsible for these units while they are in your possession. Please be sure to inventory all parts and pieces on arrival and again before return shipment. Should a unit experience damage or require service while in your possession, please contact Dr. Rigsbee or the 802 Conference Organizers immediately for further instructions on how to proceed. The LCD Projectors are covered by a 24-hour exchange warranty policy, which should allow for rapid replacement in the event of problems.

Agreement for LCD Projector & Printer Usage

IEEE Project 802 will agree to make their LCD projectors and Laser printers available for loan to interim meeting hosts on the basis that they agree to all of the following:

- 1) The host will agree to take responsibility for the care, storage, safekeeping, and maintenance of the unit while it is in their possession. Any damage to the unit or loss of accessories or piece-parts will be repaired or reimbursed by the host organization at the prevailing rate.
- 2) The host will agree to subsidize the costs of FedEx shipping to and from the host location by providing a FedEx shipping account number or a credit card account to which the FedEx shipping charges will be billed. 3rd day service is acceptable if shipment occurs in time to arrive by the required date.
- 3) The host may be requested to provide secure storage for the unit until the week prior to the next plenary meeting when it must be FedEx shipped to the next plenary site using the address information provided by the IEEE 802 conference organizers. The host agrees to reimburse IEEE 802 for projector or printer rental charges should the loaned unit(s) fail to be returned in time for the next plenary meeting.

In agreeing to the above, the host assumes full financial responsibility for the loaned units from ship date until returned to IEEE 802 or its agent, and to make good any losses or damages sustained while the unit is in their care. For non-US venues includes customs clearance.

I have read and understand the above agreement and I sign below in acceptance of these terms on behalf of my hosting organization.

Print Name: _____

Organization: _____ WG: _____

Signature: _____

Units Requested: _____

Mtg. Dates: _____

FedEx Account or Credit Card: _____