Meeting attendance procedures

IEEE 802.3 Working Group
July 2019
• The IEEE-SA Meeting Attendance Tool will be the basis of the official attendance record for this meeting

• To use the tool, you must have an IEEE Web Account
Points of emphasis

• You may log in using your IEEE Web Account user ID or the primary e-mail address specified in your IEEE Web Account
  – Your password is your IEEE Web Account password

• You need to login only once per meeting day
  – You are certifying that you are attending a "substantial" portion of that meeting day
Contact information

• A participant’s web account information will be the official record for contact information
  – This information may be updated at any time by the participant
  – It is not subject to errors during transcription of a written record
  – Your name will appear in the record as it is entered in your IEEE Web Account
  – The primary e-mail address specified in your IEEE Web Account will be our primary means to contact you
  – Updates are reflected in the Working Group database following each session

• To obtain and maintain voting membership, you must maintain correct contact information in the official record
For this session...

- The URL to access the IEEE Meeting Attendance Tool is http://imat.ieee.org

- There is no session access code for plenary meetings
- The session access code is available from the chair in interim meetings

- For plenary meetings you will only be allowed to register your attendance if you access the server from the meeting network, i.e. IEEE802
  - You will probably have to disconnect your VPN software
IEEE Standards Association

Logging and Viewing Meeting Attendance Using The IEEE Attendance Tool
Sign in to Attendance Tool

http://imat.ieee.org

Enter your IEEE Account username/email and password

If you need to create an account or forgot your password, click the link

Need an IEEE Account or forget your username or password?

Note: IEEE uses Cookies for Account Registration, Change Password and Recover Username/Password
Select the meeting you are attending

Attendance

Home - Iman Engineer, SA PIN: 64872

Welcome to the IEEE Attendance Tracking system. This system provides on-site home tracking integrated with the IEEE myProject™ system. You can view your prior attendance on the Attendance History Report.

Active Meetings

Please select the meeting you are currently attending

802 Wireless Interim     Atlanta     US     04-Jun-2012

Upcoming Meetings

802 Plenary Session     San Diego     US     13-Jul-2012
Input access code (if applicable)

Access Code Required

Access to this Session requires a Session access code. If you are an attendee at this Session you should have received this code from your working group chair or vice-chair.

Session Access Code: 12345

OK  Cancel
Select your working group

Select the working group holding the meeting you would like to claim attendance for.
Click to log attendance

Active meetings will appear in yellow. You will only be able to log attendance for active meetings.

<table>
<thead>
<tr>
<th>C/LM/WG802.3 Attendance Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliations: None</td>
</tr>
<tr>
<td>Percentage:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 Apr 2012</td>
<td>1 May 2012</td>
<td>2 May 2012</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>meeting 1</th>
<th>7:00</th>
<th>8:00</th>
<th>9:00</th>
<th>10:00</th>
<th>11:00</th>
<th>12:00</th>
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</table>

Test meeting 1

Please record your attendance for an active Meeting (denoted by yellow bar) by clicking on the yellow bar. Once your attendance has been recorded, the yellow bar changes to a green bar.

Submittal: As the person submitting this form, I certify that:
1. I am submitting this attendance record for myself and not someone else. DO NOT SUBMIT FOR OTHERS!
2. At the time of the submittal, I am currently in the Session above.

Confidentiality: All user contact information is considered confidential and is to be released (from this system) only to IEEE authorized personnel (Staff and Chairs).
Declare affiliation

Type your affiliation and/or select from the list.
Declare affiliation

Confirm your affiliation.
Attendance is recorded

Once attendance is recorded, the bar will change to green.

C/LM/WG802.11 Attendance Log
Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company
Percentage: 26% (100% = 19) credits

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Schedule
- 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00
- meeting 1
- Test meeting 2

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Overlapping Meetings

C/LM/WG802.11 Attendance Log
Attendee: Iman Engineer, SA-Pin: 64872
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meeting 1

Test meeting 2

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Clicking on an overlapping meeting will remove any previously logged attendance.
Viewing Attendance

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Attendee: Iman Engineer, SA-Pin: 64872
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meeting 1
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### Viewing Attendance

All attendance credited to the selected Working Group will be shown. Check the “Show all breakouts attended” box to show all breakouts attended at the selected event.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Committee</th>
<th>Location</th>
<th>Facilitator</th>
<th>Breakout Name</th>
<th>Credit</th>
<th>Organization</th>
<th>Home Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-Jun-2012</td>
<td>C/LM/WG802.11</td>
<td>Adrian</td>
<td>TGad</td>
<td>Normal</td>
<td>Intel Corporation</td>
<td>C/LM/WG802.11</td>
<td></td>
</tr>
<tr>
<td>06-Jun-2012</td>
<td>C/LM/WG802.18</td>
<td>John</td>
<td>RR-TAG</td>
<td>Normal</td>
<td>Intel Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-Jun-2012</td>
<td>C/LM/WG802.11</td>
<td>Adrian</td>
<td>WG Mid-Session Plenary</td>
<td>Normal</td>
<td>Intel Corporation</td>
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</table>

Reciprocal attendance is highlighted.
Percentage: (3 credits / 19) 16%

Return to the Attendance Log
Viewing Attendance History

Welcome to the IEEE Attendance Tracking system. This system provides on-site home tracking integrated with the IEEE myProject™ system. You can view your prior attendance on the Attendance History Report.

Active Meetings
Please select the meeting you are currently attending
802 Wireless Interim  Atlanta  US  04-Jun-2012

Upcoming Meetings
802 Plenary Session  San Diego  US  13-Jul-2012

Click “Attendance History Report” to see attendance for past meetings
# Viewing Attendance History

## Attendance History for Iman Engineer

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>C/LM/WG802.11</td>
<td>attendance summary</td>
</tr>
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<td>attendance summary</td>
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Select the Working Group you would like to view attendance for.
Viewing Attendance History

Specify a date range to view attendance

Click on the attendance percentage to view your attendance detail for the meeting
Questions?

Contact the Standards Solutions Support Team

solutions-support@standards.ieee.org
Attendance percentage and history

- The IEEE 802.3 Working Group does not use the calculated “percentage” to assign meeting credit.

- The attendance summary presented by IMAT may be inaccurate (post-meeting corrections are not reflected in the summary).

- See the credited attendance summary for the historical record used to determine voter eligibility:
  - This is updated before each plenary.
Disclosure of affiliation

• IEEE-SA Standards Board By-Laws, Section 5.2.1.5

• Disclosure of Affiliation
  “Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation.”

• What is “Affiliation”
  “An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation.”

• Affiliation and participation
  “Failure to disclose every such affiliation may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation.”
Correct your affiliation

C/LM/WG802.11 Attendance Log

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Correct your employer

- Your “employer” information is taken from your IEEE (MyProject) Account.
- Look at the attendance summary for the most recent meeting you attended and check that your employer is correct:
- If it is blank or incorrect, then fill in your current employer in your IEEE (MyProject) Account.
  - Go to [https://development.standards.ieee.org/my-site](https://development.standards.ieee.org/my-site) and log in with your username/email and password.
  - Then go to the “Account” link on the right hand side of the page and change the entry under “Employer”.

IEEE 802.3 Working Group
Questions?
Ask the 802.3 Recording Secretary