# Meeting attendance procedures

IEEE 802.3 Working Group

Interim Meeting

January 2025

# Updates since May 2024

## Other items

- IEEE 802.3 meeting attendance credit changes from May
  - IEEE 802.3 interims will be 'credited Interim Session'
  - IMAT will use four 'meeting slots' for Interims and Plenary
    - Remove IMAT post-process IMAT for IEEE 802.3 Recording Secretary
    - IMAT attendance credit percentages will be correct
    - Align us with all other IEEE 802 Working Groups
  - Impacts
    - Individual must attend 75% of meeting slots of 'credited Interim Session' for credit
    - Individuals will need to sign in four times a day
    - Minimum attendance for three days at a four-day interim for credit
    - Minimum attendance of four days at a five-day interim for credit

# Meeting attendance

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

- 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

URL: https://imat.ieee.org/

# 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.

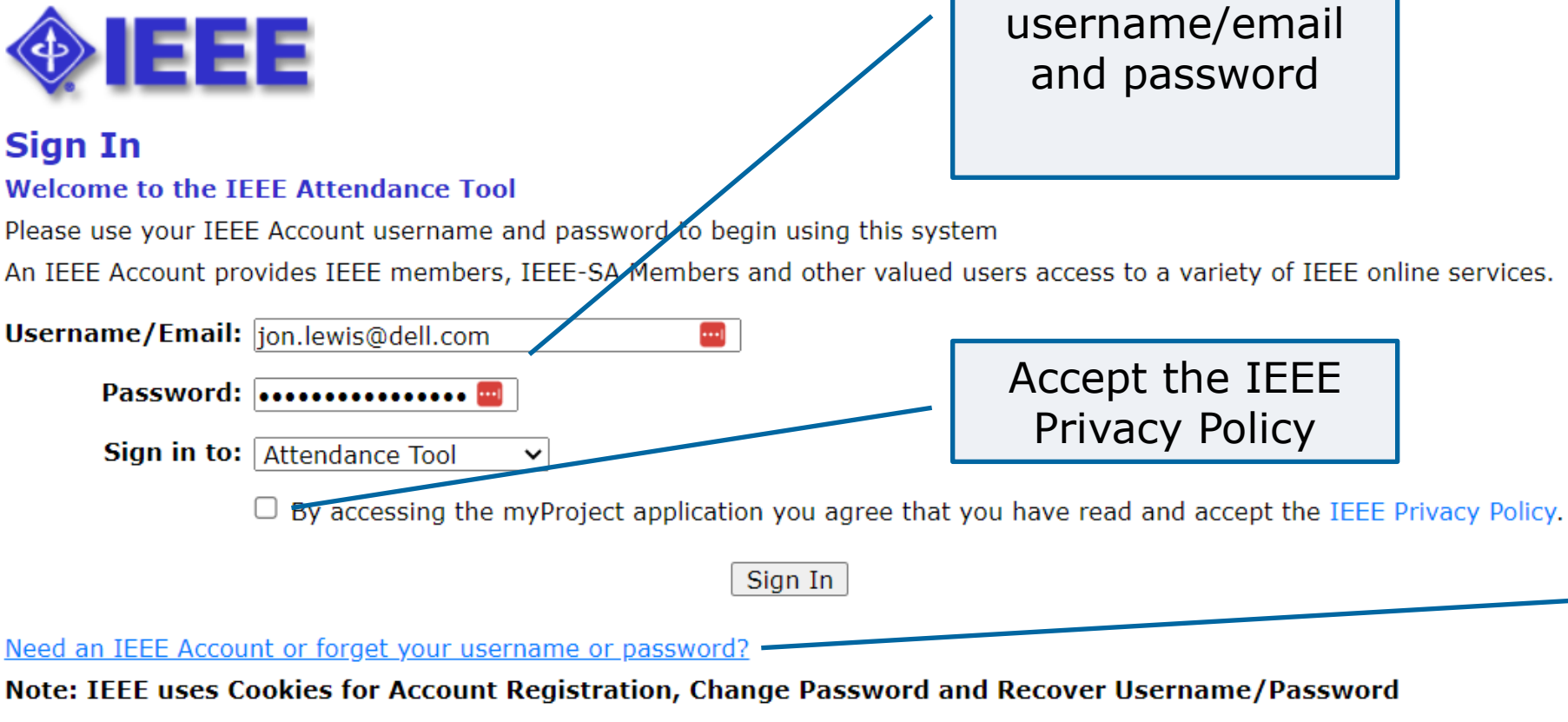
If your email changes between IEEE 802.3 Working Group meeting series, please send the change of email to jon.lewis@dell.com.

Ensure Direct Vote Live has the current information (Voting Members only)

# Logging and Viewing Meeting Attendance Using The IEEE Attendance Tool

# Sign in to Attendance Tool

http://imat.ieee.org

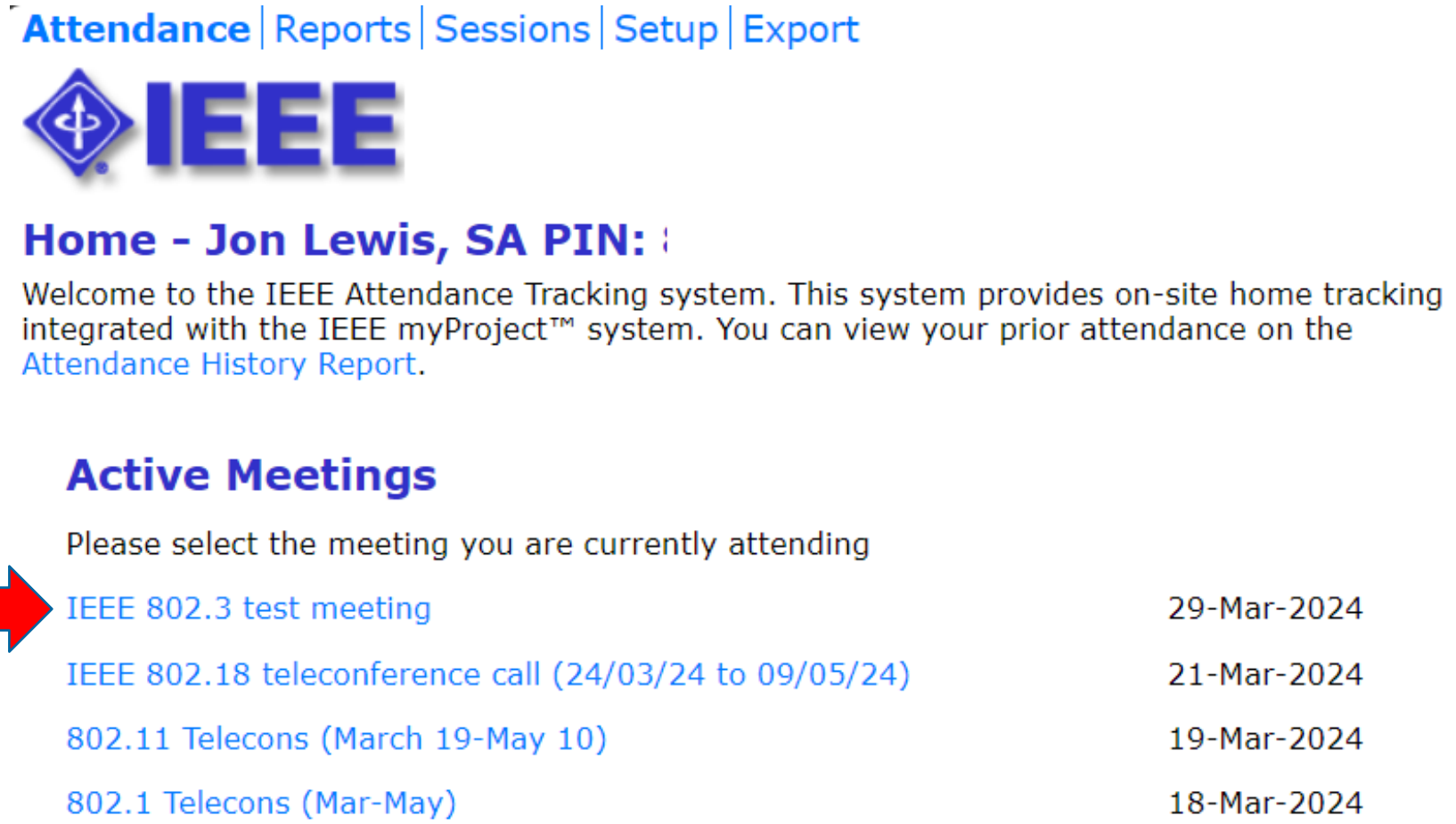



Enter your IEEE Account username/email and password

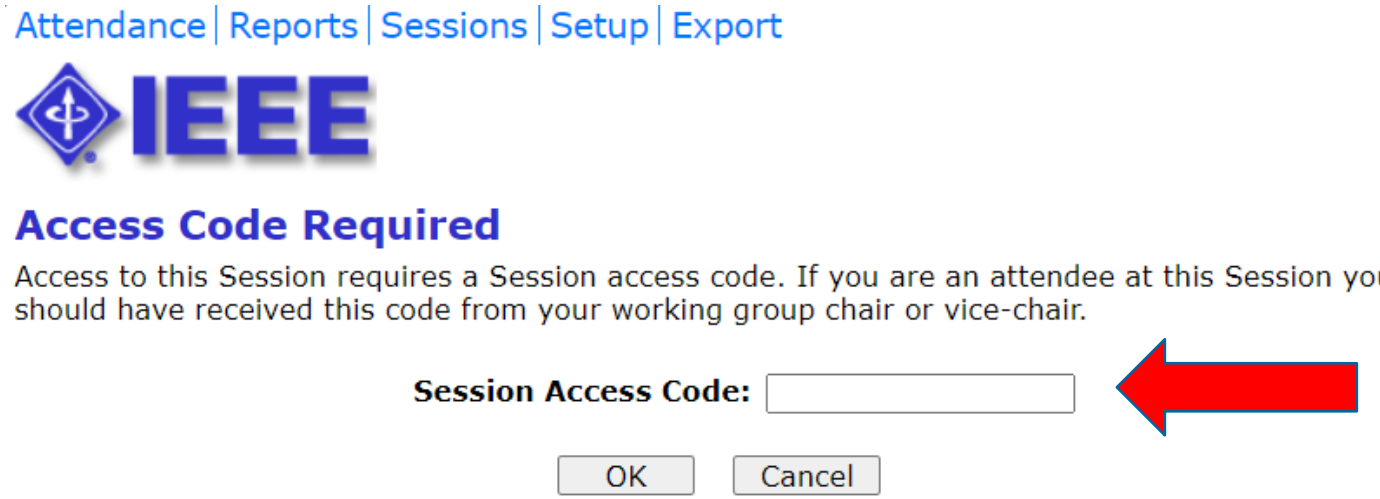
Accept the IEEE Privacy Policy

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

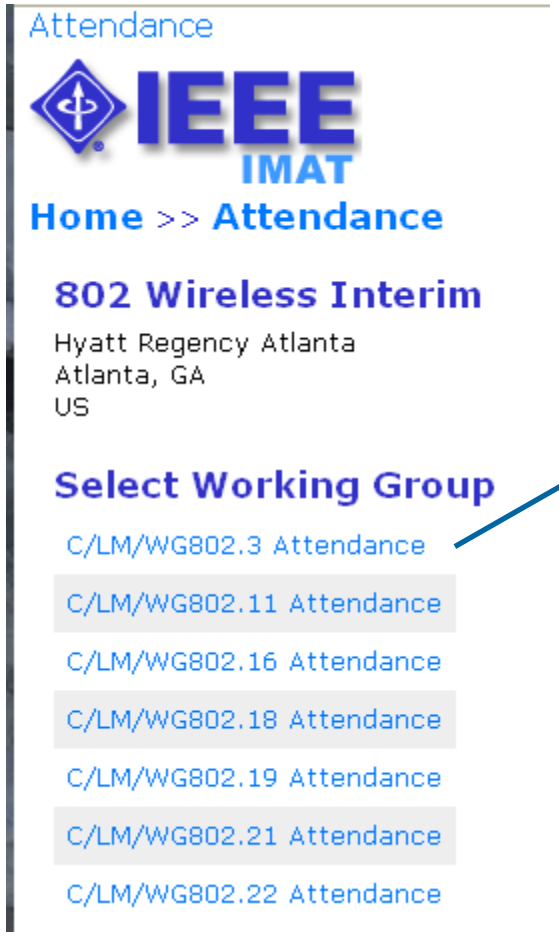
# Select the meeting you are attending



# Input access code (if applicable)



# Select your working group




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

# Click to log attendance

Attendance | Reports | Sessions | Setup | Export

IEEE

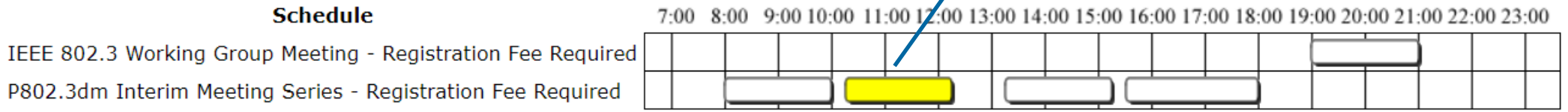
**Home >> Attendance >> 802.3 WG**

## C/LAN/MAN/802.3 WG Attendance Log

Attendee: Jon Lewis, SA-Pin:
Affiliations: C/LAN/MAN/802.3 WG Dell Technologies

**FRI**
29-Mar-2024

**Schedule**



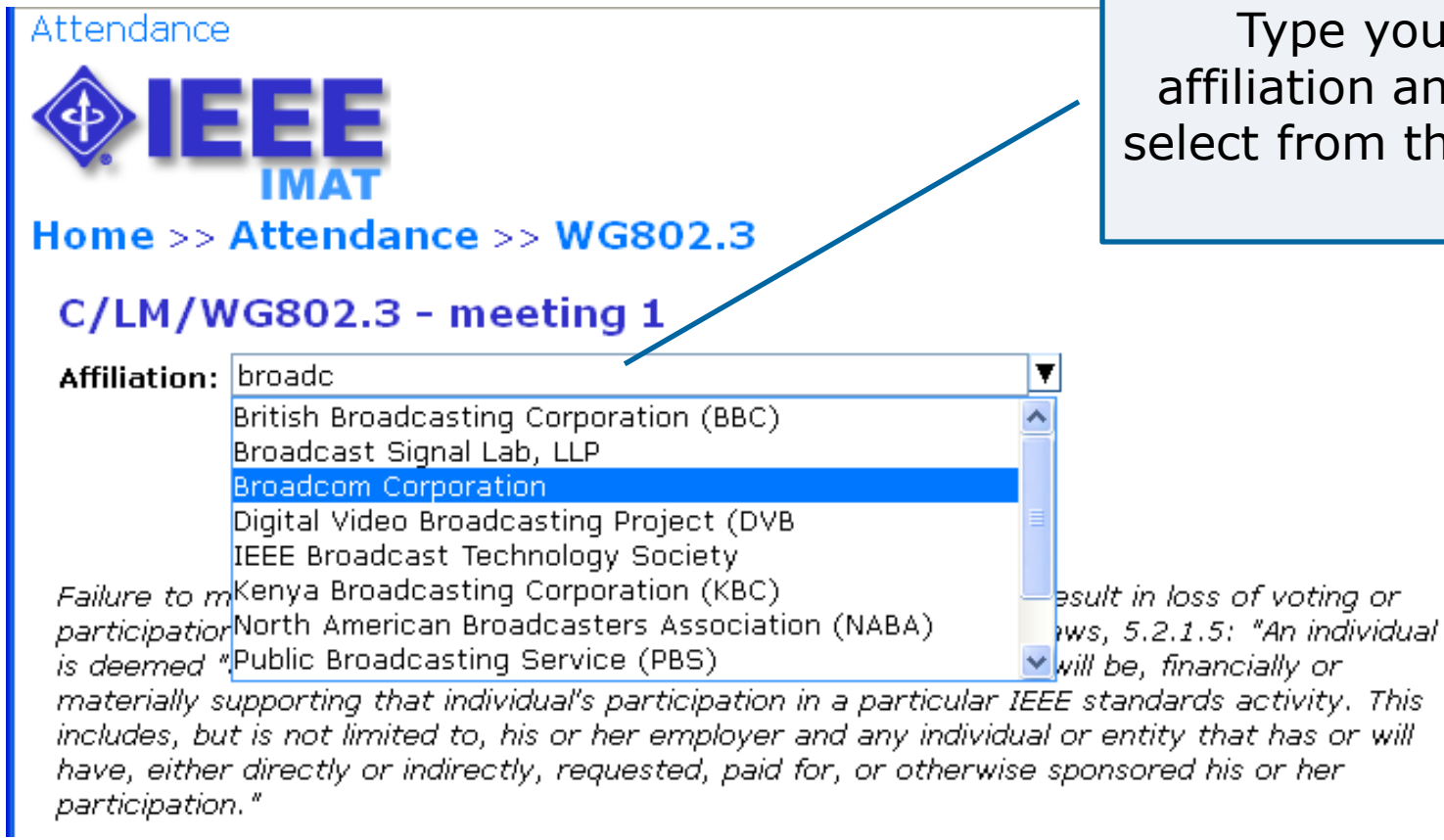

Please record your attendance for an active Meeting (denoted by yellow bar) by clicking on the yellow bar. Once your attendance has been recorded, the yellow bar changes to a green bar.

*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)*

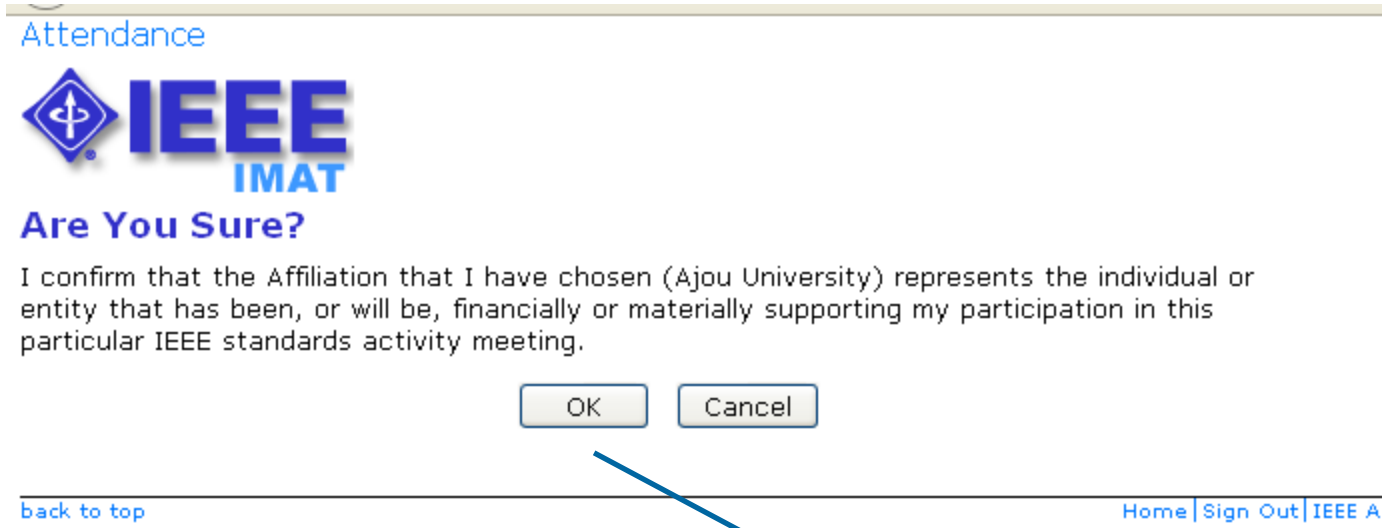
Active meetings will appear in yellow. You will only be able to log attendance for active meetings.

# Declare affiliation:  Only needed one time each Meeting Series



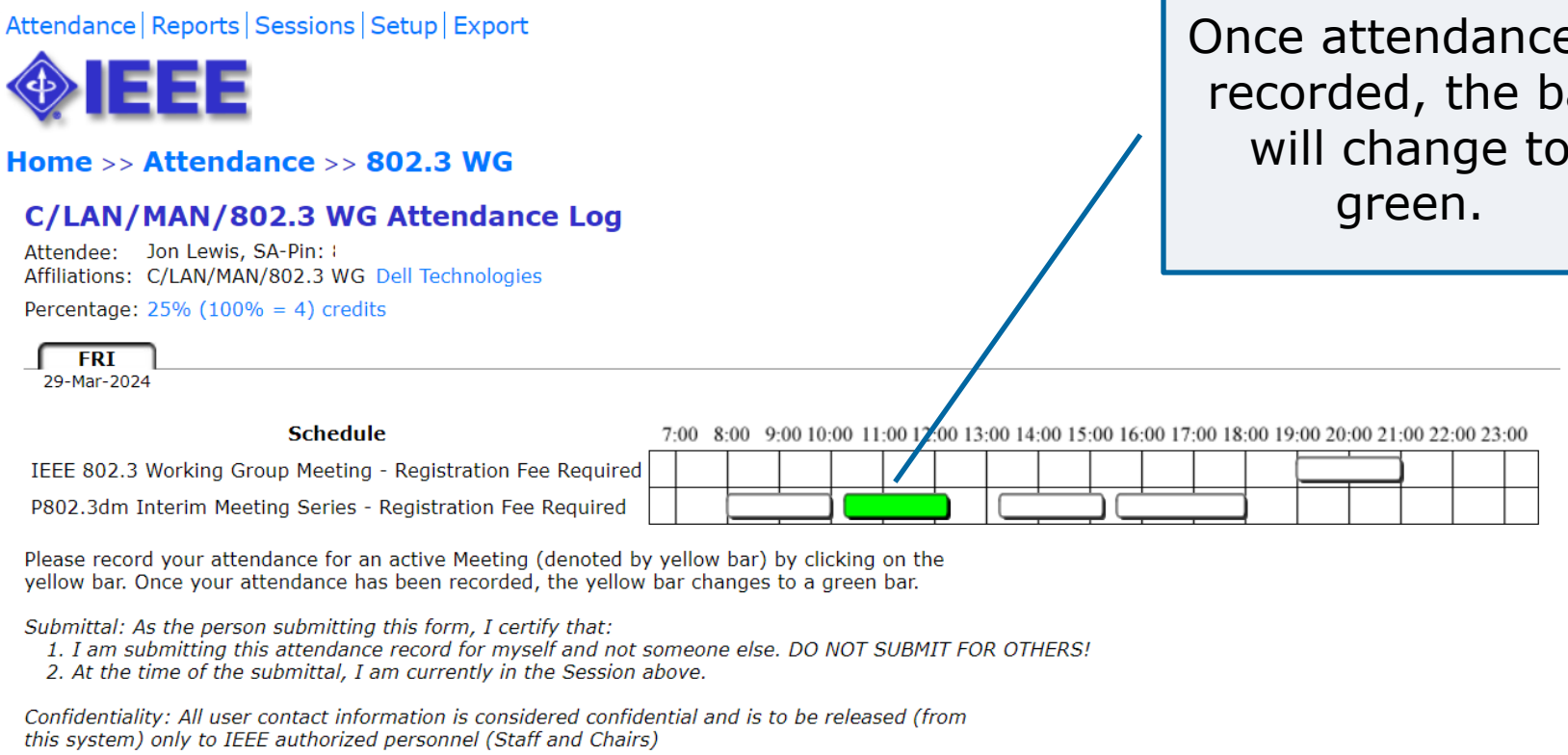

Type your affiliation and/or select from the list.

# Declare affiliation



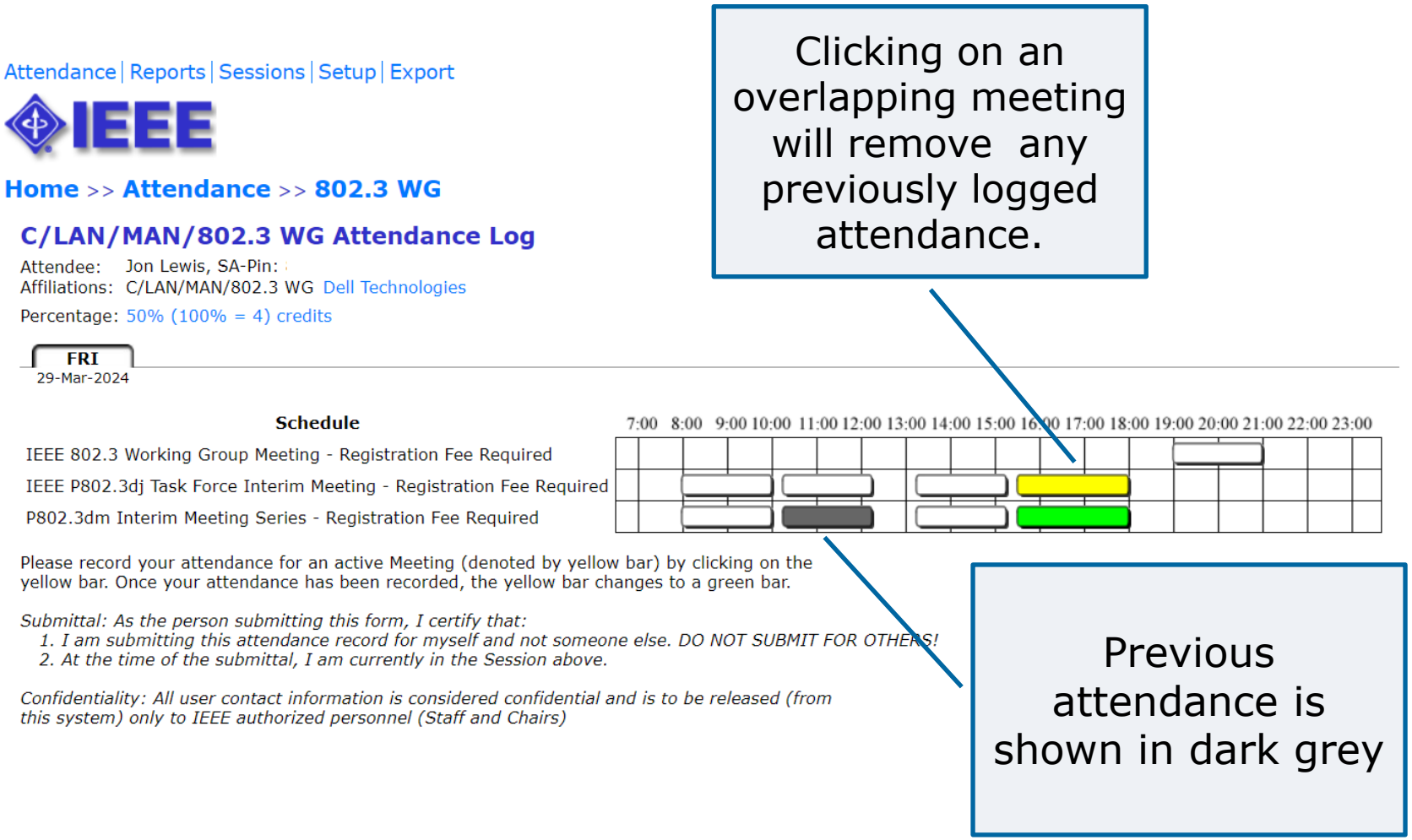

Confirm your affiliation.

# Attendance is recorded




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

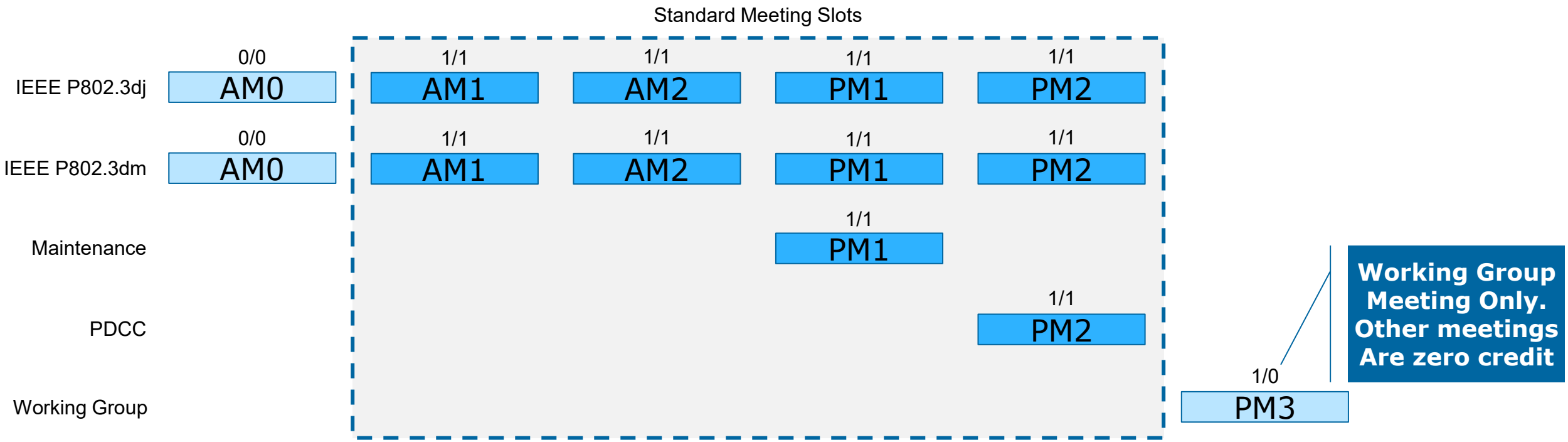
# Overlapping Meetings




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

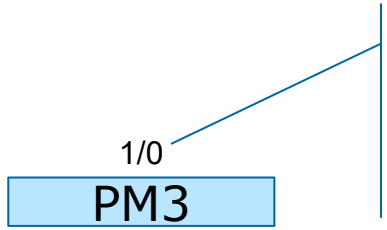
Previous attendance is shown in dark grey

# Daily Example:



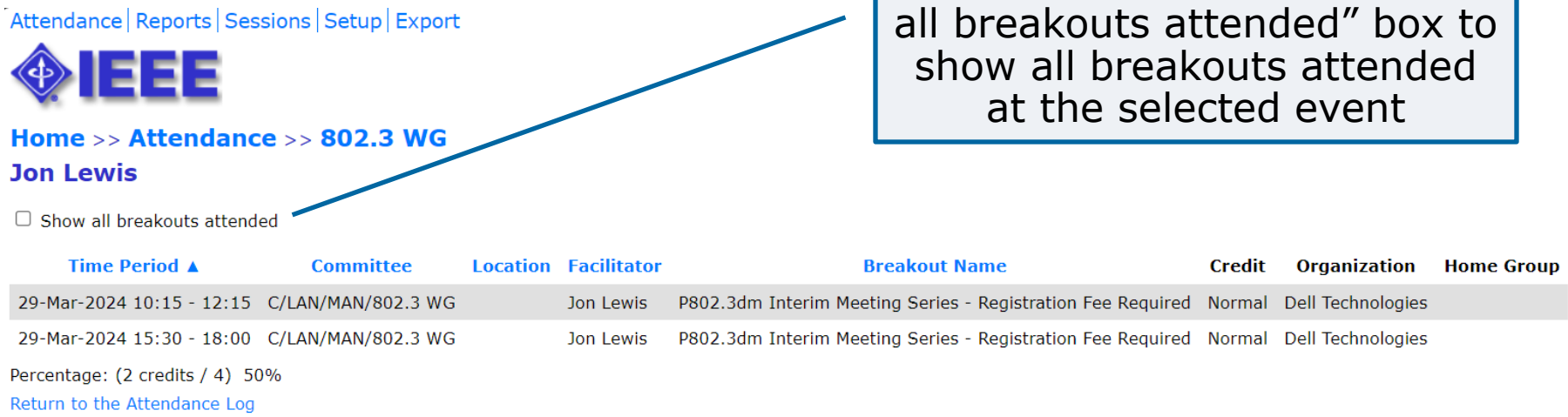

AM0: As necessary
AM1: 08h00-10h00
AM2: 10h15-12h15
PM1: 13h15-15h15
PM2: 15h30-18h00
PM3: 19h00-21h00

**Meeting Slot**




Normal: 1/1
Extra: 1/0
Zero: 0/0

# Viewing Attendance



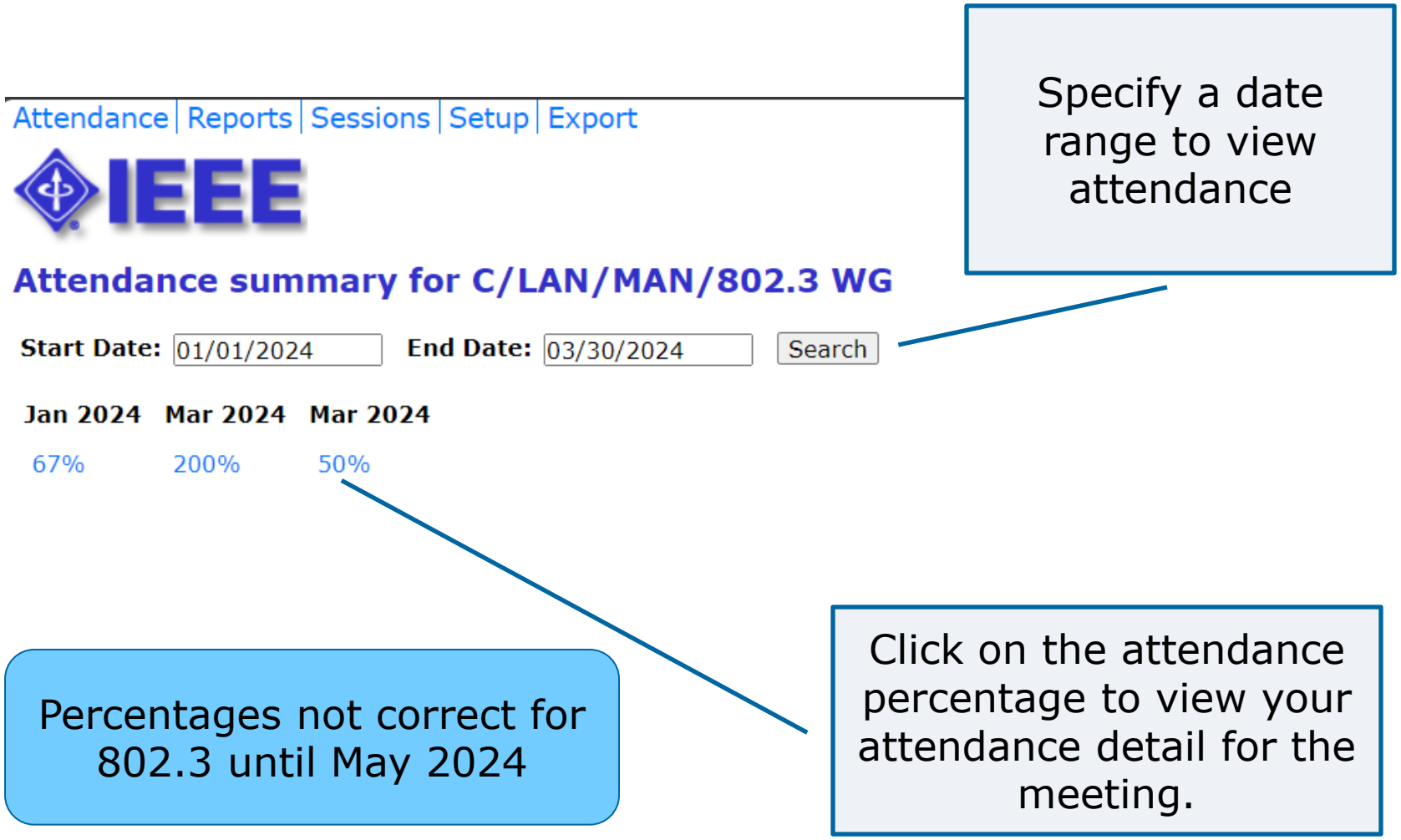

All attendance credited to the selected Working Group will be shown. Check the "Show all breakouts attended" box to show all breakouts attended at the selected event

# Viewing Attendance History

# Viewing Attendance History

Select the Working Group you would like to view attendance for

# Viewing Attendance History



**Questions?**

**Contact the Standards Solutions Support Team**
**solutions-support@standards.ieee.org**

# Attendance percentage and history

Starting in May 2024, IEEE 802.3 Working Group will transition to meeting slots in IMAT. This will allow the attendance percentage to reflect actual meeting attendance properly.

Prior to May 2024, meeting percentages shown in IMAT are NOT accurate!

# Disclosure of affiliation

IEEE-SA Standards Board By-Laws, Section 5.2.1.5

- http://standards.ieee.org/guides/bylaws/sect5.html

Disclosure of Affiliation

> *"Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation."*

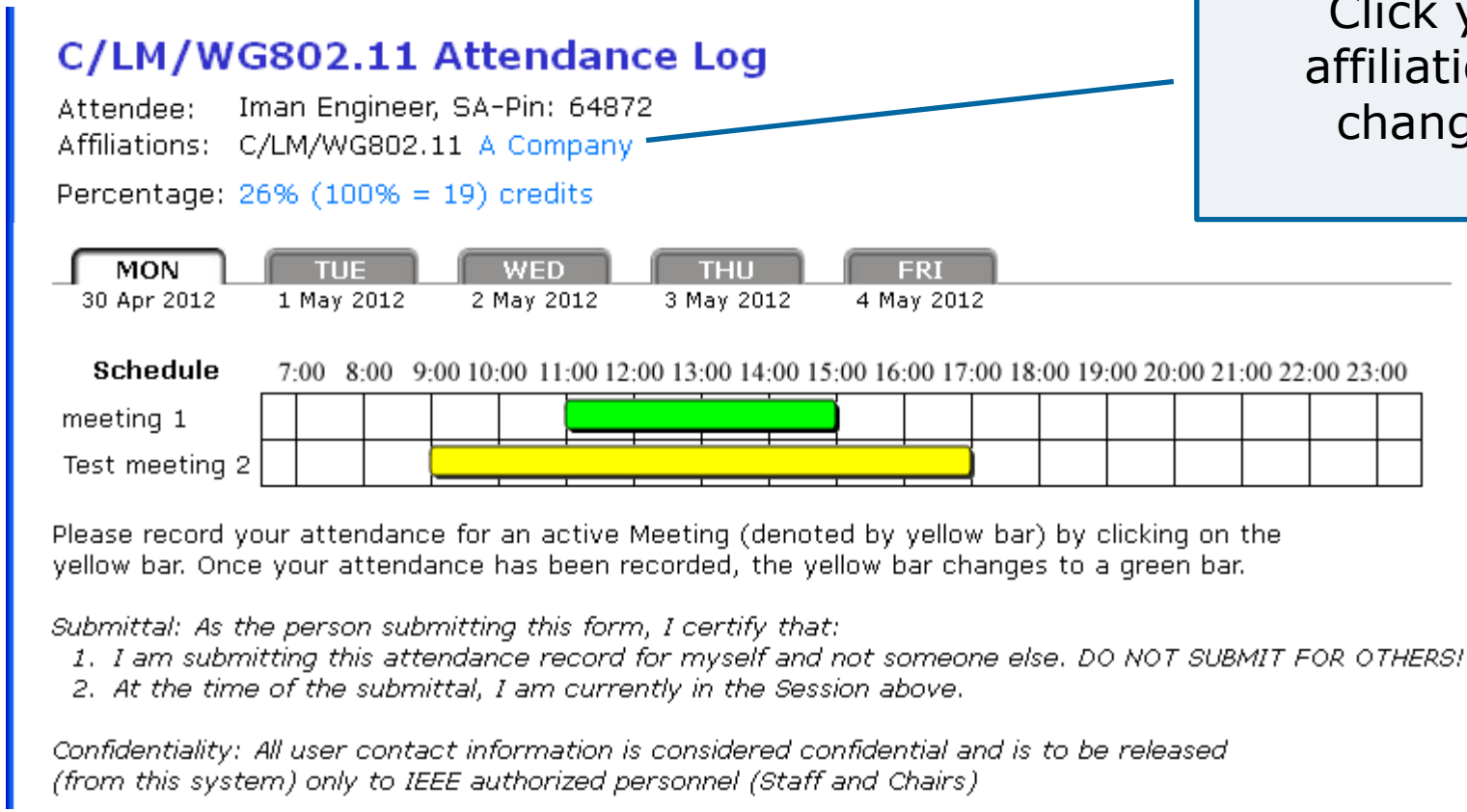
What is "Affiliation"

> *"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




Click your affiliation to change it

# 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:

- https://www.ieee802.org/3/minutes/mar24/0324_attendance_teleconference.pdf
- https://www.ieee802.org/3/minutes/jan24/802d3_Jan_interim_attendance.pdf

If it is blank or incorrect, then fill in your current employer in your IEEE (MyProject) Account.

- https://development.standards.ieee.org/myproject-web/public/view.html#landing and log in with your username/email and password.
- Then go to the "Welcome, <name>" at the top right-hand side of the page and select "Manage Profile & Interests" change the entry under "Employer".

# Questions?