

# Meeting attendance procedures

IEEE 802.3 Working Group

Interim Meeting

July 2024

# Updates beginning in 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/](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](mailto: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>



## Sign In

### Welcome to the IEEE Attendance Tool

Please use your IEEE Account username and password to begin using this system

An IEEE Account provides IEEE members, IEEE-SA Members and other valued users access to a variety of IEEE online services.

Username/Email:

Password:

Sign in to:

By accessing the myProject application you agree that you have read and accept the [IEEE Privacy Policy](#).

[Need an IEEE Account or forget your username or password?](#)

**Note: IEEE uses Cookies for Account Registration, Change Password and Recover Username/Password**

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

[Attendance](#) | [Reports](#) | [Sessions](#) | [Setup](#) | [Export](#)



**Home - Jon Lewis, SA PIN: :**

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



- [IEEE 802.3 test meeting](#) 29-Mar-2024
- [IEEE 802.18 teleconference call \(24/03/24 to 09/05/24\)](#) 21-Mar-2024
- [802.11 Telecons \(March 19-May 10\)](#) 19-Mar-2024
- [802.1 Telecons \(Mar-May\)](#) 18-Mar-2024

# Input access code (if applicable)

[Attendance](#) | [Reports](#) | [Sessions](#) | [Setup](#) | [Export](#)



## 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:




OK

Cancel



# Select your working group

Attendance



[Home](#) >> [Attendance](#)

**802 Wireless Interim**  
Hyatt Regency Atlanta  
Atlanta, GA  
US

**Select Working Group**

- [C/LM/WG802.3 Attendance](#)
- [C/LM/WG802.11 Attendance](#)
- [C/LM/WG802.16 Attendance](#)
- [C/LM/WG802.18 Attendance](#)
- [C/LM/WG802.19 Attendance](#)
- [C/LM/WG802.21 Attendance](#)
- [C/LM/WG802.22 Attendance](#)

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

# Click to log attendance

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## 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

|  | 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 |
|--|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| IEEE 802.3 Working Group Meeting - Registration Fee Required |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| P802.3dm Interim Meeting Series - Registration Fee Required  |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

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

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: Only needed one time

Attendance



Home >> Attendance >> WG802.3

C/LM/WG802.3 - meeting 1

Affiliation:

- British Broadcasting Corporation (BBC)
- Broadcast Signal Lab, LLP
- Broadcom Corporation**
- Digital Video Broadcasting Project (DVB)
- IEEE Broadcast Technology Society
- Kenya Broadcasting Corporation (KBC)
- North American Broadcasters Association (NABA)
- Public Broadcasting Service (PBS)

*Failure to make a declaration of affiliation may result in loss of voting or participation. IEEE Bylaws, 5.2.1.5: "An individual is deemed to 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."*

Type your affiliation and/or select from the list.

# Declare affiliation

Attendance



## Are You Sure?

I confirm that the Affiliation that I have chosen (Ajou University) represents the individual or entity that has been, or will be, financially or materially supporting my participation in this particular IEEE standards activity meeting.

OK

Cancel

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Confirm your  
affiliation.

# Attendance is recorded

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

Attendee: Jon Lewis, SA-Pin: :  
Affiliations: C/LAN/MAN/802.3 WG [Dell Technologies](#)  
Percentage: 25% (100% = 4) credits

**FRI**  
29-Mar-2024

### 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 |
|--|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| IEEE 802.3 Working Group Meeting - Registration Fee Required |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| P802.3dm Interim Meeting Series - Registration Fee Required  |      |      |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

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)*

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

# Overlapping Meetings

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

Attendee: Jon Lewis, SA-Pin:   
Affiliations: C/LAN/MAN/802.3 WG [Dell Technologies](#)  
Percentage: 50% (100% = 4) credits

**FRI**  
29-Mar-2024

### Schedule

- IEEE 802.3 Working Group Meeting - Registration Fee Required
- IEEE P802.3dj Task Force Interim Meeting - Registration Fee Required
- P802.3dm Interim Meeting Series - Registration Fee Required



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.

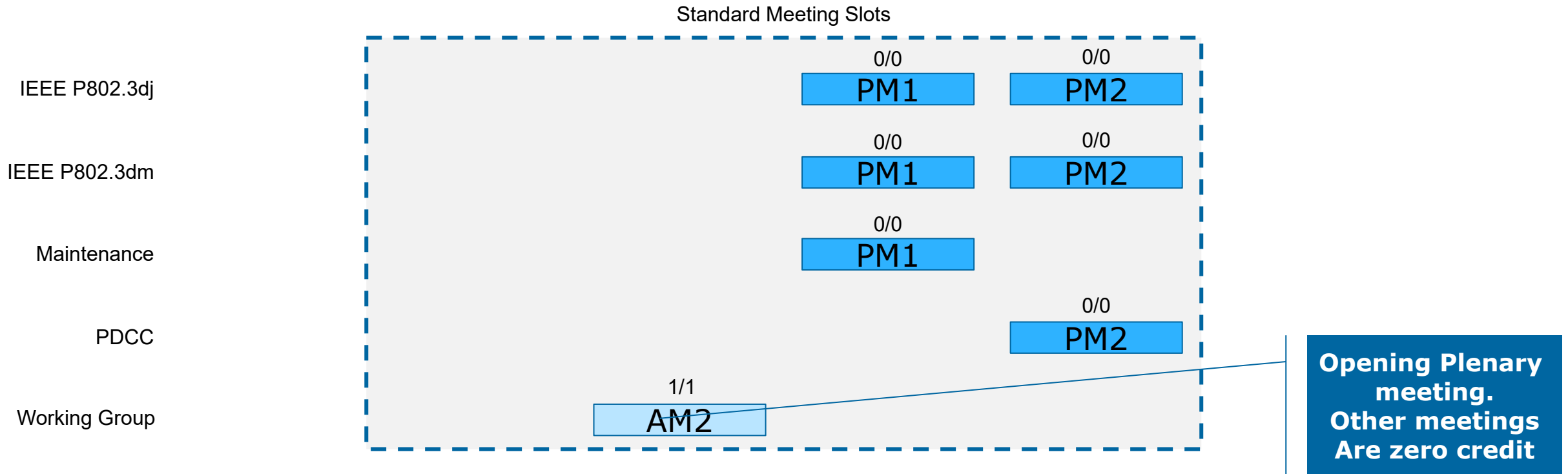
Submittal: As the person submitting this form, I certify that:  
1. I am submitting this attendance record for myself and not someone else. DO NOT SUBMIT FOR OTHERS!  
2. At the time of the submittal, I am currently in the Session above.

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

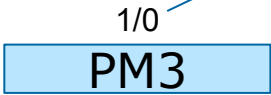
Clicking on an overlapping meeting will remove any previously logged attendance.

Previous attendance is shown in dark grey

# Daily Example: Opening plenary Monday

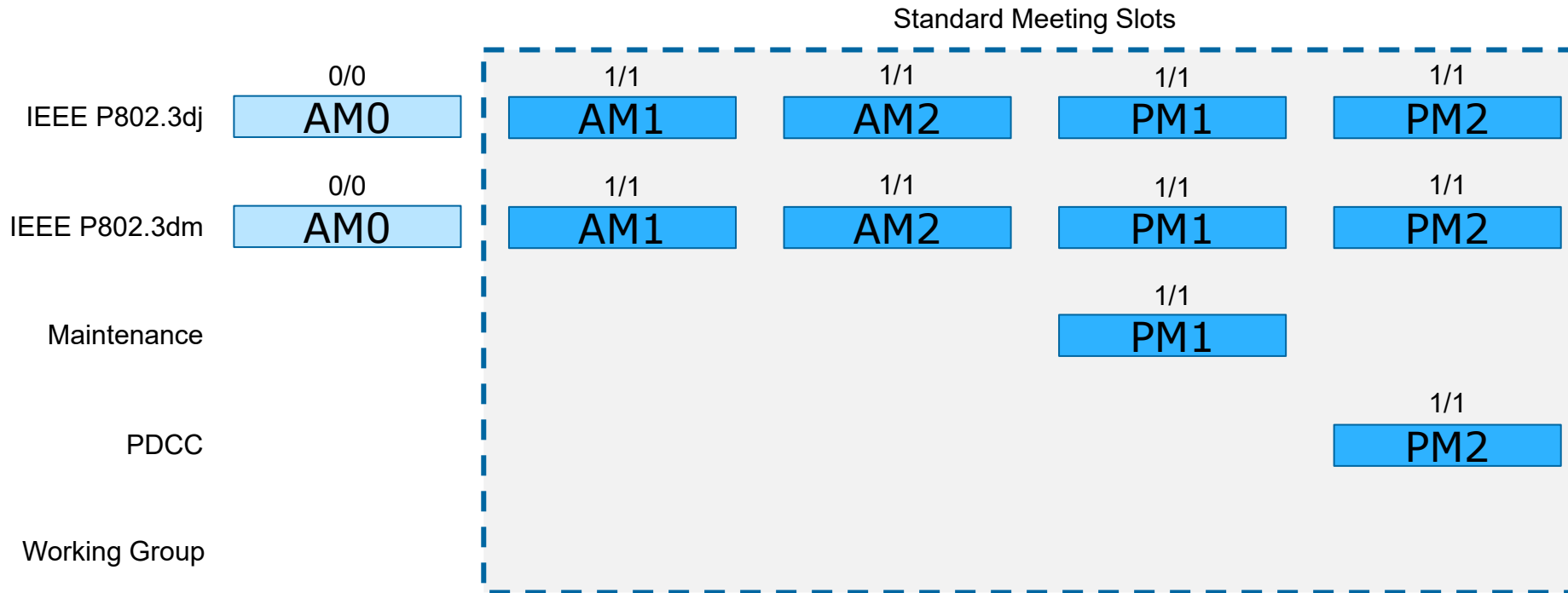


- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00



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

# Daily Example:



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

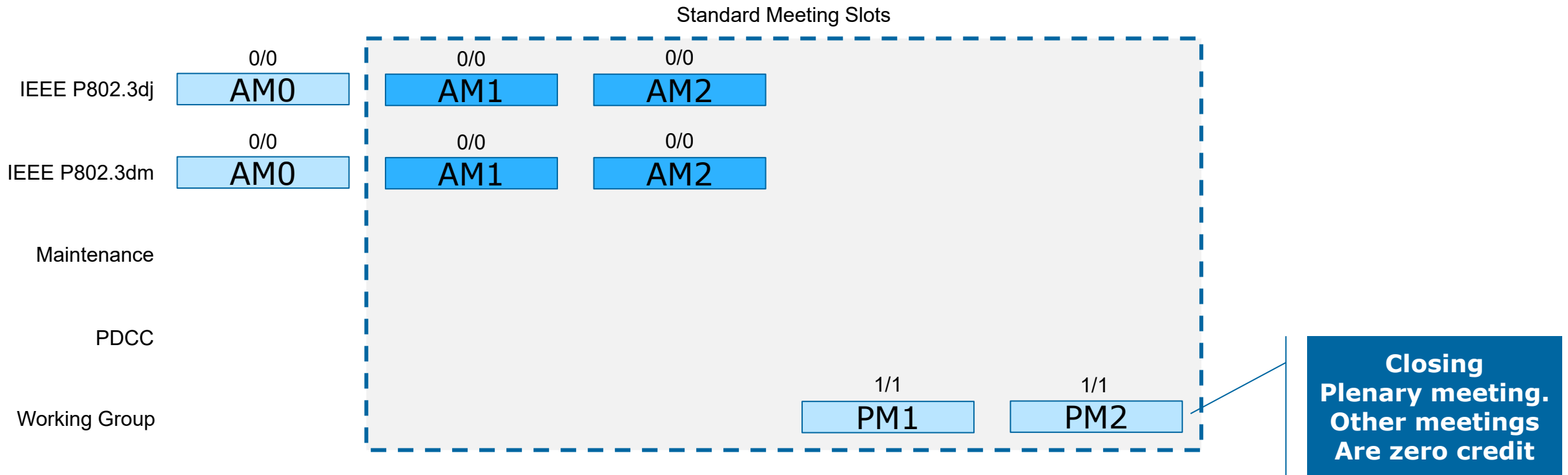


1/0  
PM3

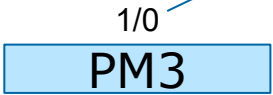
Normal: 1/1  
 Extra: 1/0  
 Zero: 0/0



# Daily Example: Closing plenary



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



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

# Viewing Attendance

[Attendance](#) | [Reports](#) | [Sessions](#) | [Setup](#) | [Export](#)



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**Jon Lewis**

Show all breakouts attended

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

| Time Period ▲             | Committee          | Location | Facilitator | Breakout Name   | Credit | Organization      | Home Group |
|---------------------------|--------------------|----------|-------------|---|--------|-------------------|------------|
| 29-Mar-2024 10:15 - 12:15 | C/LAN/MAN/802.3 WG |          | Jon Lewis   | P802.3dm Interim Meeting Series - Registration Fee Required | Normal | Dell Technologies |            |
| 29-Mar-2024 15:30 - 18:00 | C/LAN/MAN/802.3 WG |          | Jon Lewis   | P802.3dm Interim Meeting Series - Registration Fee Required | Normal | Dell Technologies |            |

Percentage: (2 credits / 4) 50%

[Return to the Attendance Log](#)

# Viewing Attendance History

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## Home - Jon Lewis, SA PIN:

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

[IEEE 802.3 test meeting](#)

29-Mar-2024

Click "Attendance History Report" to see attendance for past meetings

# Viewing Attendance History

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## Attendance History for Jon Lewis

[Committee](#) ▲

[C/LAN/MAN/802.1 WG](#) [attendance summary](#)


[C/LAN/MAN/802.3 WG](#) [attendance summary](#)

[C/LAN/MAN/zIEEE 802](#) [attendance summary](#)

Select the Working Group you would like to view attendance for

# Viewing Attendance History

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### Attendance summary for C/LAN/MAN/802.3 WG

Start Date:  End Date:

|          |          |          |
|----------|----------|----------|
| Jan 2024 | Mar 2024 | Mar 2024 |
| 67%      | 200%     | 50%      |

Specify a date range to view attendance

Click on the attendance percentage to view your attendance detail for the meeting.

Percentages not correct for 802.3 until May 2024

**Questions?**

**Contact the Standards Solutions  
Support Team**

**[solutions-support@standards.ieee.org](mailto: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 meeting percentages will NOT be 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

## C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872

Affiliations: C/LM/WG802.11 [A Company](#)

Percentage: 26% (100% = 19) credits

Click your  
affiliation to  
change it

|                 | MON<br>30 Apr 2012 | TUE<br>1 May 2012 | WED<br>2 May 2012 | THU<br>3 May 2012 | FRI<br>4 May 2012 |       |       |       |       |       |       |       |       |       |       |       |       |  |
|-----------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| <b>Schedule</b> |                    |                   |                   |                   |                   |       |       |       |       |       |       |       |       |       |       |       |       |  |
|                 | 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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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.

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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:

- [https://www.ieee802.org/3/minutes/mar24/0324\\_attendance\\_teleconference.pdf](https://www.ieee802.org/3/minutes/mar24/0324_attendance_teleconference.pdf)
- [https://www.ieee802.org/3/minutes/jan24/802d3\\_Jan\\_interim\\_attendance.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?