

**41th Session of meetings of
IEEE P802.11
Wireless Local Area Networks Tentative Agenda**

Subject to changes by committee

July 7-11, 1997

Lahaina, Maui, Hawaii

**The session starts on Monday, July 7, 14:30
or half an hour after adjournment of the 802 plenary**

Objectives for this Session

- to prepare the documents for future work in the High Speed Study Group including submitting the 5 GHz PAR to SEC
- to prepare the maintenance PAR for 802.11
- to start work on the new PHY(s)
- to prepare a new draft 802.11 if needed
- to set-up a maintenance procedure

Rough Graphic Outline

Agenda, Monday

1 Opening of session (see details below) 14:30 h
or half an hour after closure of 802 plenary

- 1.0 Secretary
- 1.1 Roll call
- 1.2 Voting rights
- 1.3 Attendance list, Registration
- 1.4 Logistics (breaks, lunch, copying, document distribution)
- 1.5 IEEE Patent Policy
- 1.6 Other announcements
 - 1.6.1 Financial report January and May meetings

Agenda, Monday, 2

2 Approval of the minutes of previous meetings

- 2.1 Irvine meeting 11-97/24
- 2.2 Sunnyvale meeting 11-97/40
- 2.3 Matters arising from the minutes

3 Reports

- 3.1 from the Executive Committee meeting
- 3.2 from the Standards Board meeting
- 3.3 from the IISP meeting
- 3.4 from the ISO/IEC JTC1/SC6 meeting

- 4 Review of contributions
- 5 Adoption of the agenda 11-97/45

Agenda, Monday, 3

- 6 Unfinished Business
 - 6.1 PAR for 5 GHz work
- 7 New Business
 - 7.1 Liaison from WinForum
 - 7.2 Liaison from ETSI
- 8 Adjourn for subgroups
 - Refer to rough graphic outline

Agenda, Wednesday

- 9 Opening 13:00 h
 - 9.1 Roll call
 - 9.2 Document list update
 - 9.3 Agenda update
 - 9.4 Announcements
- 10 Issues from Resolution/Maintenance Group
- 11 Issues from Study Group
- 12 Issues from Conformance Test Group if required
- 13 Adjourn for subgroups

Agenda, Thursday

- 14 Opening 13:00 h
 - 14.1 Announcements
 - 14.2 Document list update
 - 14.3 Agenda adjustments
- 15 Reports from subgroups
 - 15.1 Resolution/maintenance group
 - 15.2 Study group
 - 15.3 Conformance testing group

Agenda, Thursday, 2

- 16 Unfinished Business
 - 16.1 Output documents
 - 16.2 Next meeting
 - Objectives for next meeting
 - Mailing dates
 - 16.3 Other interim meetings required
- 17 New Business
- 18 Closure 17:00 h

Future Meeting Schedule

1997

July 7-11 - Hyatt Regency, Maui, Lahaina, HI , Plenary

September 8-11? - To be determined, Interim for PHY

November 10-14 - Queen Elizabeth, Montreal, PQ, Plenary

1998

March 9-13 - Hyatt Regency Irvine, CA, Plenary

July 6-10 - Hyatt Regency La Jolla, San Diego, CA, Plenary

November 9-13 - Hyatt Regency, Albuquerque, NM, Plenary

1. Opening

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

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

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:

58 Voting members

4 Nearly Voting members

39 Aspirant Voting members

1.3 Attendance list, Registration

Attendance has to be recorded for voting membership registration

Attendance Record Book guarded by Chris Zegelin

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

1.3 Attendance list, 2

- 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

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

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

1.4 Logistics (breaks, lunch, printing)

Continental Breakfast

only for registered attendees
 based on 1 object per person

Coffee breaks 10 AM and 3 PM

Lunch noon-- 1:00 PM

Printing: available in the office

After hours access: check with Vic

Any other printers available?

1.4 Logistics (copying)

Copying via Stuart Kerry

Submissions

In paperform (62 copies) and on diskette
 Should have been copied already by submitter

Interim papers

Ask for document number first
 Submit on diskette and in paperform (single copy)
 Stuart will provide a form with authorization to copy

Submitter responsible to bring material to copying and pick it up to bring to Stuart

1.4 Logistics (copying)

Copy service:

Pick-up times: Delivery times:

8:30	9:00
12:30	13:0
16:30	17:00

1.4 Logistics (document distribution)

Document distribution via Pigeonholes mastered by @@

Sign in for a slot (and mark if you stay in this hotel)

Remember letter and number

Letter points to a DAILY FILE

Number points to DAY

How to pick your papers

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

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

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.

1.6 Other announcements

1.6.1 General information available on diskette, see George Fishel

1.6 Other announcements

1.6.2 Volunteers needed for Thursday evening to prepare mailing.