

October 1999 doc.: IEEE 802.11-99/243

59th Session of meetings of IEEE P802.11

- **Wireless Local Area Networks
Tentative Agenda**
 - Subject to changes by committee
 - **November 8-12, 1999**
 - Koloa, HI
- **The session starts on Monday, Nov 8,**
 - **13:00**
- **Dress Code: casual**
- **Required tool to follow discussions: PC**

Tentative agenda Full WG, Nov 99 Slide 1 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Objectives for this Session

- Draft text for 802.11d
- Draft PAR and 5 Criteria for SG MAC Enhancements
- Send letters to liaison groups and to regulatory agencies as needed, for example:
 - FCC NPRM ET Docket No. 99-231
 - FCC NPRM ET Docket No. 99-42
 - WRC 2000/2002

Tentative agenda Full WG, Nov 99 Slide 2 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Graphic outline

	Monday	Tuesday	Wednesday	Thursday	Friday
	Large Room	Room 1	Large Room	Room 1	Large Room
08:30 - 10:00	ExCom	SG	Regul SG	Regul SG	802
10:30 - 12:00	802	Regul SG	Regul TGd	Regul TGd	
13:00 - 15:00	Full WG	Regul TGd	.11/15	SG	
15:30 - 17:30	TGd	Regul TGd	Full WG	Full WG	
18:30 - 20:00			Social	ExCom	
19:00 - 24:00					

Tentative agenda Full WG, Nov 99 Slide 3 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday

- 1 Opening of session 13:00 h
 - 1.0 Secretary, documentation officer, attendance book manager
 - 1.1 Roll call
 - 1.2 Voting rights
 - 1.3 Attendance list, Registration
 - 1.4 Logistics (breaks, lunch, copying, document distribution)

Tentative agenda Full WG, Nov 99 Slide 4 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 2

- 1.5 IEEE Patent Policy
- 1.6 Individual representation
- 1.7 Anti-Trust laws
- 1.8 Copyrights
- 1.9 Other announcements

Tentative agenda Full WG, Nov 99 Slide 5 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 3

- 2 Approval of the minutes of previous meetings
 - 2.1 Montreal meeting 11-99/151
 - 2.2 Santa Rosa meeting 11-99/211
 - 2.3 Matters arising from the minutes

Tentative agenda Full WG, Nov 99 Slide 6 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 4

- 3 Reports
 - 3.1 of the Monday ExCom meetings
 - 3.2 Financial report Santa Rosa meeting
 - 3.3 Letter Ballots
 - 3.4 BRAN Liaison

Tentative agenda Full WG, Nov 99 Slide 7 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 5

- 4 Review of contributions
- 5 Adoption of the agenda 11-99/243

Tentative agenda Full WG, Nov 99 Slide 8 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 6

- 6 Unfinished Business
 - 6.1 TGd
 - 6.2 Regulations: RF Lighting
 - 6.3 Regulations: Change of SS rules
 - 6.4 Regulations: WRC 2000 and WRC 2002 activities

Tentative agenda Full WG, Nov 99 Slide 9 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 7

- 7 New Business
 - 7.1 Submission of 802.11a and 802.11b to ISO/IEC via the fast track procedure
 - 7.2 Elect 802.11 Secretary
 - 7.3 Secretary for Tel-Aviv meeting

Tentative agenda Full WG, Nov 99 Slide 10 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Monday, 8

- 8 Adjourn for subgroups
- Refer to rough graphic outline

Tentative agenda Full WG, Nov 99 Slide 11 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Joint 802.11-802.15 meeting

- 1. Opening 13:00 h
 - 1.1 Roll call
 - 1.2 Document list update
 - 1.3 Announcements
- 2. Approval of the minutes of previous meetings
 - 2.1 Santa Rosa meeting 11/99-218 and 15/99-xxx
 - 2.2 Matters arising from minutes

Tentative agenda Full WG, Nov 99 Slide 12 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Joint 802.11-802.15 meeting, 2

- 3. Approval of the Agenda
- 4. Old business
 - 4.1 Liaison officers
 - 4.2 Review status of TG1, 802.15 draft standard and WG letter ballot #1
 - 4.3 Review Joint Regulatory activities
 - 2.3.1 ET Docket No. 99-231 NPRM Amendment of Part 15 rules
 - 2.3.2 ET Docket No. 99-42 RF Lighting
 - 4.4 P802.15 Hosted Venue choices
 - 4.5 802.15 Study Group Interoperability
 - 4.6 802.11 Study Group MAC Enhancements
- 5. New Business
- 6. Adjourn

Tentative agenda Full WG, Nov 99 Slide 13 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Wednesday, 1

- 9. Opening 15:30
 - 9.1 Agenda update
- 10. Reports from sub groups
 - 10.1 TGd

Tentative agenda Full WG, Nov 99 Slide 14 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Wednesday, 2

- 11 New Business
 - 11.6
 - 11.7
- 13 Adjourn for subgroups Agenda,

Tentative agenda Full WG, Nov 99 Slide 15 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Thursday, 1

- 14 Opening 15:30 h
 - 14.1 Announcements
 - 14.2 Document list update
 - 14.3 Agenda adjustments
- 15 Reports from subgroups
 - 15.1 TGd
 - 15.2 Regulations
 - 15.3 Study group Enhanced MAC

Tentative agenda Full WG, Nov 99 Slide 16 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Agenda, Thursday, 2

- 16 Unfinished Business
 - 16.1 Output documents
 - 16.2 Next meeting
 - Objectives for next meeting
 - Mailing dates as soon as possible, weekly uploads, as the need arises in diskette format for those that asked.
 - 16.3 Other interim meetings required
- 17 New Business
- 18 Closure 17:00 h

Tentative agenda Full WG, Nov 99 Slide 17 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

Future Meeting Schedule

- 1999
 - November 8-12 - Hyatt Regency, Kauai, Koloa, HI, Plenary
- 2000
 - January 10-14 - Tel Aviv, Israel, Interim (Breezecom)
 - March 6-10 - Hyatt Regency, Albuquerque, NM, Plenary
 - May 8-12 - Renaissance Madison Hotel, Seattle, WA (Boeing)
 - July 10-14 - Hyatt Regency La Jolla, San Diego, CA, Plenary
 - ?Sept 18-22 - Memphis, TN (FedEx)?
 - November 6-10 - Hyatt Regency, Tampa, FL

Tentative agenda Full WG, Nov 99 Slide 18 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1. Opening (detailed)

- 1.0 Secretary, Dave Skellern
- documentation manager,
- attendance book manager.
- 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

Tentative agenda Full WG, Nov 99 Slide 19 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

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

Tentative agenda Full WG, Nov 99 Slide 20 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

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:
 - 92 Voting members
 - 17 Nearly Voting members
 - 63 Aspirant Voting members

Tentative agenda Full WG, Nov 99 Slide 21 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.3 Attendance list, Registration

- Attendance has to be recorded for voting membership registration
- Attendance Record Book guarded by ?
- 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 neighbor
- 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 neighbor
- The last person hands the book back to Attendance Book Manager or to the chair of the meeting

Tentative agenda Full WG, Nov 99 Slide 22 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.3 Attendance list, 2

Mon AM	Tue AM	Wed AM	Thu AM	Remark 1
Mon PM	Tue PM	Wed PM	Thu PM	Remark 2
Mon eve	Tue eve	Wed eve		LB1 X LB2 OK

- - 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.
- - Only sign in the box designated with the applicable day and part of the day, AM/PM/Eve
- - Never sign ahead

Tentative agenda Full WG, Nov 99 Slide 23 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

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

Tentative agenda Full WG, Nov 99 Slide 24 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

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

Tentative agenda Full WG, Nov 99 Slide 25 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.4 Logistics (breaks, lunch, printing)

- Continental Breakfast
 - only for registered attendees
- Coffee breaks 10 AM and 3 PM
- Lunch noon-- 1:00 PM

Tentative agenda Full WG, Nov 99 Slide 26 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.4 Logistics (documentation)

- Dissemination of documentation in electronic format only,
 - a) per 802.11 network,
 - b) via flash memory card.
- Because of early distribution we need to have the submissions adhere to the rules
- Mandatory use of templates for documents
- Need to be available on network a meeting before agenda item!

Tentative agenda Full WG, Nov 99 Slide 27 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.5 IEEE Patent Policy

- If you know about patents or patent applications that are (or may be) required to implement the standards, make it known to the Working Group, so the Chair can send out letters to request the IP statements

Tentative agenda Full WG, Nov 99 Slide 28 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.5 IEEE Patent Policy

- The patent policy is set forth in clause 5 of the IEEE-SA 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

Tentative agenda Full WG, Nov 99 Slide 29 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

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

Tentative agenda Full WG, Nov 99 Slide 30 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.5 IEEE patent Policy

- Clause 6.3 of the IEEE-SA 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.

Tentative agenda Full WG, Nov 99 Slide 31 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.5 IEEE patent Policy

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Tentative agenda Full WG, Nov 99 Slide 32 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.6 Individual and 1.7 Anti-Trust

- 1.6 Individual membership
 - In IEEE standards meetings, membership is by individual, hence you do not represent a company or organisation.
- 1.7 Anti-Trust laws
 - The Anti-Trust laws forbid the discussion of prices.

Tentative agenda Full WG, Nov 99 Slide 33 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.8 Copyrights

- If you know of copyrighted or proprietary material that would go in the standard as we have drafts now, please let the group know so the Chair has the opportunity to request release statements
- Standards Publication shall constitute a "work made for hire" as defined by the Copyright Act: IEEE owns the copyright of the standards publicatin.

Tentative agenda Full WG, Nov 99 Slide 34 Vic Hayes, Chair, Lucent Technologies

October 1999 doc.: IEEE 802.11-99/243

1.9 Other announcements

- 1.9.1 Volunteers needed for Thursday evening to prepare mailing.
- 1.9.2 Register for 802.15 ballot pool
 - 802.15 is forming a ballot group for their first standard shortly
 - will be sent to members of the 802.15 ballot pool (as well as all participants in recent 802.x sponsor ballots)
 - if you want to join the ballot group, you need to be an IEEE and SA member or pay US\$ 200.--

Tentative agenda Full WG, Nov 99 Slide 35 Vic Hayes, Chair, Lucent Technologies