IEEE P802.11
Wireless LANs

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| [place document subject title text here] |
| Date: YYYY-MM-DD |
| Author(s): |
| Name | Affiliation | Address | Phone | email |
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|  |  |  |  |  |

Abstract

[place document abstract text here]

**Instructions for the preparation of a Liaison Communication from 802.11**

1. Prepare a submission for consideration by a subgroup of 802.11 using this template.
2. Insert the proposed text of the liaison replacing ‘[Content]’ below.
3. The secretary of the IEEE-SA standards board is copied on communications to government bodies (including the ITU) as described in the LMSC OM “Communications with government bodies”, and for statements to external bodies, per 5.1.3 of the IEEE-SA Standards Board Operations Manual, <http://standards.ieee.org/develop/policies/opman/sb_om.pdf> .”Statements to external bodies”.
4. Insert any discussion or rationale replacing ‘[Discussion and/or rationale can go here]’ below.
5. Prior to approval by the working group, post a clean version with all changes accepted
6. After approval by the working group, the WG chair will post a revision with the ‘[Discussion and/or rationale can go here]’ section deleted and the details related to approval filled in. This enables the WG chair to provide a link to the content of the liaison absent any content not intended for the recipients.

[Discussion and/or rationale can go here]

IEEE 802.11 WLAN Working Group
DRAFT Liaison Communication

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| --- | --- |
| Source: | IEEE 802.11 Working Group[[1]](#footnote-1) |
|  |  |  |
| To: | Name | Position, organizationemail@address.something |
| Name | Position, organizationemail@address.something |
|  |  |  |
| CC: | [Konstantinos Karachalios | Secretary, IEEE-SA Standards BoardSecretary, IEEE-SA Board of Governorssasecretary@ieee.org ] |
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| Name | Chair, IEEE P802.11[xx] [Task] [Study] Groupemail@address.something |
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|  |  |  |
| From: | Dorothy Stanley | Chair, IEEE 802.11 WLAN Working Groupdorothy.stanley@hpe.com |
|  |  |  |
| Subject: | Liaison communication [to]/[reply to] … |
| Approval: | Approved by the IEEE 802.11 Working Group at IEEE 802.11 [plenary | interim] meeting, [where], [date] |

Dear [Name],

[Content]

[Summary of Requested Actions]

[Future meeting dates:

See: <http://www.ieee802.org/11/Meetings/Meeting_Plan.html> for Future meeting dates of the IEEE 802.11 Working Group]

[References

[1] “A dummy reference title”, <source authors>, <iso-format-date>, <url>

[2] …

]

Sincerely,

Dorothy Stanley

Chair, IEEE 802.11 WLAN Working Group

1. This document represents the views of the IEEE 802.11 Working Group,and does not necessarily represent a position of the IEEE, the IEEE Standards Association, or IEEE 802. [↑](#footnote-ref-1)