IEEE 802.16 Attendance Log Instructions

Using IEEE IMAT Tool

Intro

There are four steps to using this system, only one of which is recurring – the first three are onetime.
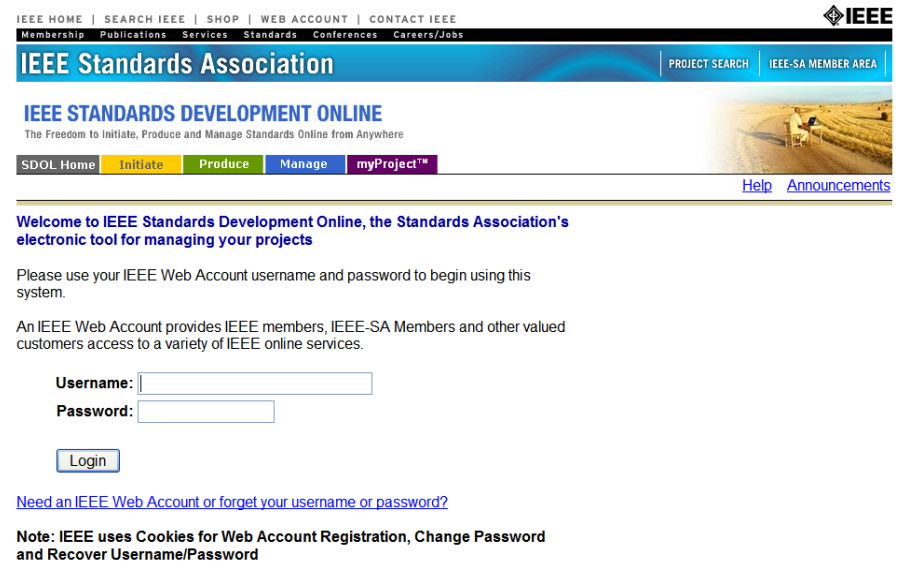
Prior to or during the meeting

1. (one time) Get a free Web Account if you don't already have one. Keep your contact data in this area up to date.

2. (one time) Add 802.16 to your Interest Areas in myProject if you haven't done so already (it's up to you to keep this updated as needed)

During the Meeting

3. Log onto IMAT <http://attendance.wirelessman.org>

4. (Each Meeting Breakout) Register your attendance and affiliation

IEEE

Step 1: Get a free Web Account

- **If you *already* have an IEEE Web Account you can skip to the next step**

- **Otherwise log onto**
  http://development.standards.ieee.org
  and click on the link to get a Web Account

Step 2: Add 802.16 as a myProject Interest Area

- **Go to**
  http://development.standards.ieee.org
- **and enter your Username (Web Account ID) and password to get into myProject**
- **If you have already selected your Interest Areas in myProject, you may skip this step; otherwise….**
- **Select *Manage Activity Profile* and drill down to select the 802.16 "Broadband Wireless Access Working Group"**
- **You will need to specify your affiliation**
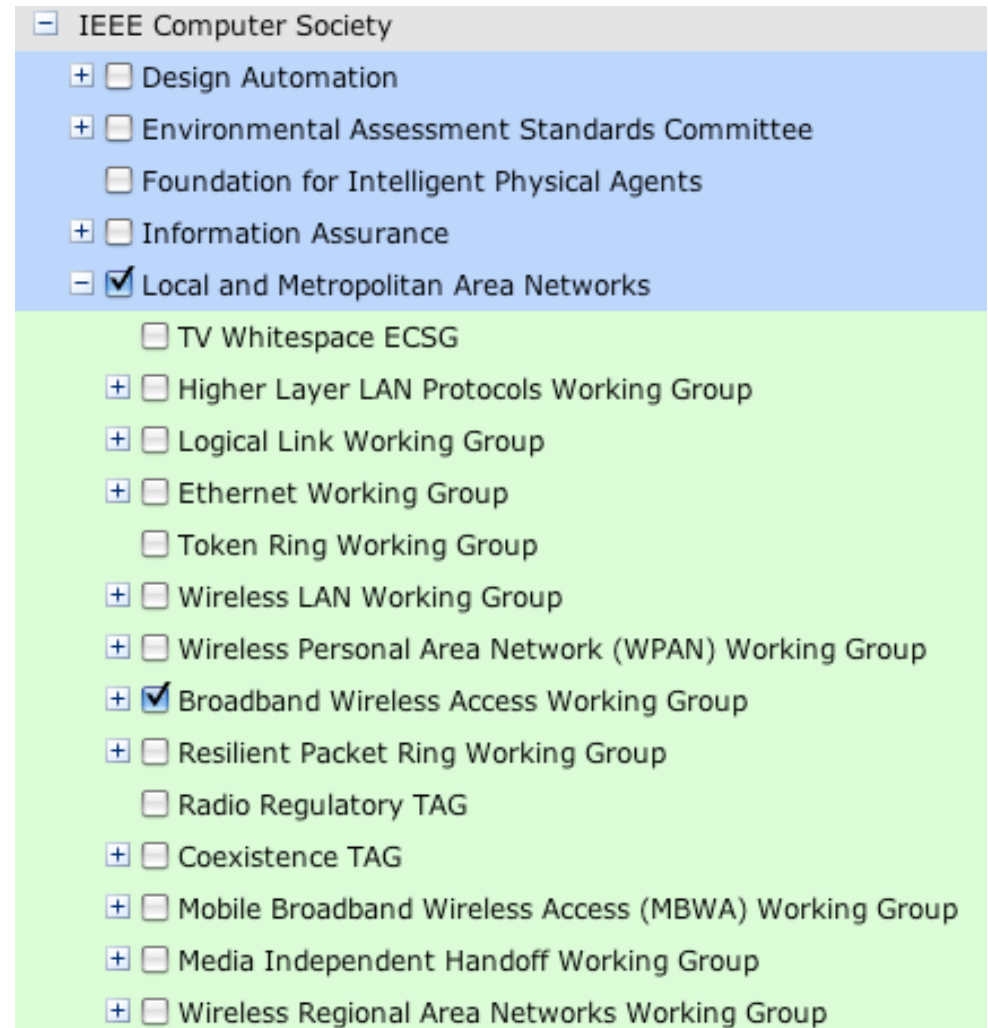
Step 3: Log onto IMAT

- **Go to IMAT using**
  - **<http://attendance.wirelessman.org>**

- **Log in with**
  - **your IEEE Web Account User ID**
  - **your IEEE Web Account password**

- *Note: You can enter your IEEE Web Account Email Address instead of your IEEE Web Account User ID; you don't need to enter both*

Step 4a: Register Your Attendance

- ## Select the WG:
  - ### *WG802.16 Attendance*

IEEE IMAT — Attendance Group List

HOME   Logout
                                                        Thu Aug 23 19:35:57 2007
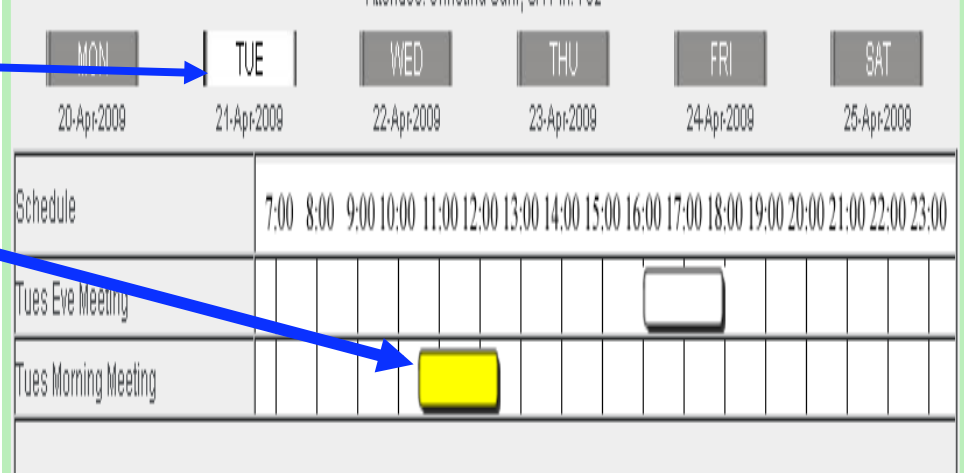
Please select a group:

IEEE 802.11

IEEE 802.15

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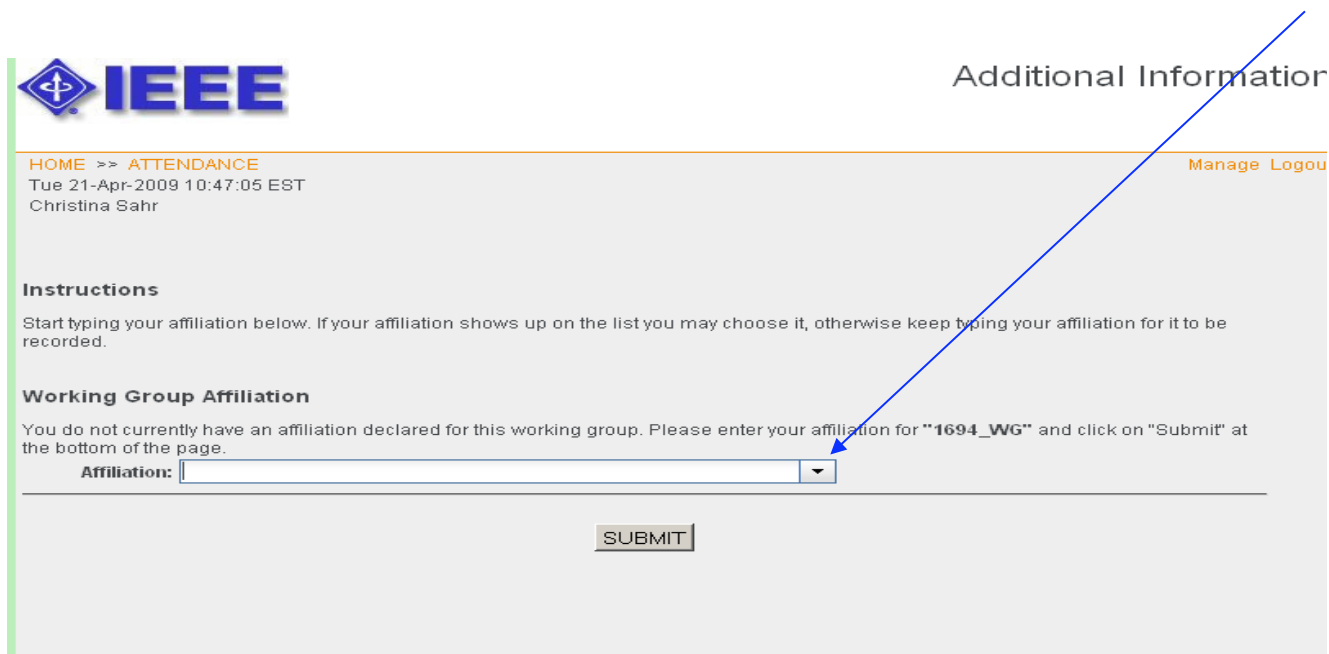
Step 4b: Select the Breakout

- **Select the Day and Breakout you are attending and update the screen**
  - Note that you will only be able to click a single button in the active timeslot column for the current day
  - Once updated, the column will turn green and your selection will be locked in.
  - Selections may not be changed once the timeslot closes
- **Repeat Step 4 for each distinct breakout you attend**

Step 4b: Supply your Affiliation

- You *must* provide an in order to receive credit for your attendance.
- You will be asked your affiliation once for the WG and once again for each unique TG or SG you attend. Start typing your affiliation/ company name and either choose from the dropdown list or continue typing to add.

Summary

- **Prior to the meeting**
  - **Get a free IEEE Web Account if you do not already have one**
  - **Set up your activity profile in myProject**

- **During the meeting**
  - **Use IMAT to record attendance**

    <http://attendance.wirelessman.org>

  - **Login to IMAT and register your attendance at each breakout you attend**

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