

The 10GBASE-LRM committee will meet at the Ottawa Marriott Hotel, Ottawa, Ontario, Canada on Monday the 27th and Tuesday the 28<sup>th</sup> of September 2004.

At the July 10GBASE-LRM meeting the committee directed the editor to produce a draft baseline document. Therefore, for this meeting, the Chair requests contributions and supporting informative presentations to complete the baseline document. All proposals should have support from multiple individuals and companies.

The goals for this meeting are:

- To review the baseline draft and associated comments.
- To consider contributions proposing corrections or additions to the draft.
- To adopt the baseline draft with amendments agreed during the interim meeting.
- To direct the editor to prepare an updated baseline draft for the November meeting.
- To adopt a baseline fiber model for 62/125 FDDI-grade fiber.

Presentations that are focused on progressing these goals will be given preference on the agenda.

In order to judge the presentation time and to develop a draft agenda, requests for presentation time should be sent to David Cunningham ([david\\_cunningham@agilent.com](mailto:david_cunningham@agilent.com)) and include the following information:

- Name of presenter
- Title of presentation
- Length of time requested (this should include time for questions and answers)
- Brief description of topic

For this meeting we will use the procedure developed by David Law  
<http://grouper.ieee.org/groups/802/3/aq/presentproc.html>

**Additional information regarding the baseline draft:** It is expected that the baseline draft will be uploaded to the 10GBASE-LRM website later this week. It will be placed in a newly created private area. The access method and passwords will be distributed via a non-archived email using the 10GBASE-LRM reflector. We will solicit comments on the draft and will describe the method for submitting comments in the message giving access details. The draft is private to the task force – this is not a public review cycle or a practise Taskforce ballot. Submitted comments will be logged in a database for sorting and grouping. The editor will review the draft and submitted comments at the interim meeting.

Thanks

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