

IEEE P802.11

Wireless MAC and PHY specifications

Instructions for use of the Letter Ballot

Form

Vic Hayes, Chair

The table given in document 96/101, the Letter Ballot Form, is for the entry of comments to the proposed draft standard. Please enter your initials¹ in every row of the table. Comments may be aggregated and sorted for distribution. Identification of the source of every comment row is required.

Column	Title	Meaning
1	none	This cell will be used for identification of the present comment line in the consolidation and resolution phases of the Letter Ballot Process. Do not use in the comment phase.
2	Section number	Provide in this cell the section.subsection.sub... number to which your comment applies. Multiple entries are possible.
3	Voter's initials	To identify the voter. Please use the list provided on the following pages to pick your initials for this exercise or to find unique initials in the case you are not in the list.
4	Type of comments	Indicate here whether your comment is minor editorial (e), major editorial (E), minor technical (t) or major technical (T).
5	Part of NO vote	Enter an "Y" to show whether this row of your comment constitutes part of your "do not approve" (NO) vote. IEEE requires: this vote shall be accompanied by specific reasons in sufficient detail so that the specific wording of the changes that will cause the voter to change his or her vote to "Approve" can readily be determined.
6	Comment/Rationale	Indicate in this cell the comment you have and the the rationale for your proposed text or comment. If you have comments that have already been rejected in the issues list or in the rebuttals of previous ballots, you need to provide new arguments in order to make your comment valid.
7	Corrected text	Copy here the part of the text that has to be removed or modified. Make your modifications with Tools, Revisions, Mark revisions in ON state. If you need to have pictures included, or if the involved text is substantial, we suggest that you assign a page to this comment or request a document number, with a pointer to that section or document in this cell.
8	Disposition/Rebuttal	This cell is not for use in the commenting phase. Do not use.

When you have completed a comment row, press TAB in the "Disposition/rebuttal" column to generate a new row in the table.

Note: The Letter Ballot Form features a separate row with column titles below the entry row, With this addition, you will always have the column titles at hand where you are working, without the need to peek in the header.

Important: Do not change the attributes of the table, such as the column width!

¹ Refer to the list below to find your initials as standardized to prevent two balloters using the same initials.

Instructions for submitting the file of your Letter Ballot

1. general Please give the file with your comments a name equal to your initials (as given in the table below) and compress the Word file (in Word for Windows V2.0 or V6.0 format) using pkzip, using the same name of the file with zip as extension!
2. using e-mail if your e-mail system does not automatically encode your attachments, use uuencode on the zip file and include the result in an email with the subject "Letter Ballot Response" and send the e-mail to v.hayes@ieee.org.
You should receive an acknowledgement of your email within two business days. If you do not receive an acknowledgement, resend your ballot until you received an acknowledgement.
3. using ftp You need an FTP access software package in which you can give your own commands.
Open a connection to stdsbbs.ieee.org (@) and enter "anonymous" to the question of your name enter your e-mail address (or just the part including the @-sign) in response to the password question enter the following commands:
 cd /private
 quote site group p802.11
 quote site gpass [thepasswordtogetdraft] (see coverletter)
 cd p802.11
 cd ballot
 put [nameofyourzipfile]
4. using mail You can not see what files are available. That has to do with security protection.
Copy the zipfile to a 3.5" diskette formatted in DOS and make sure the diskette is protected well. Send to the address mentioned on the first page of the ballot form
5. using courier Copy the zipfile to a 3.5" diskette formatted in DOS and make sure the diskette is protected well. Send to the address mentioned on the first page of the ballot form. (my telephone number is 030 609 7528)

Initials to be used for each record of the comments and for the filenames

The following pages show the unique initials for each of the persons getting the mailing.

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