IEEE P802.11
Wireless LANs

TENTATIVE AGENDA
(Subject to changes by the committee)

Hilton Head Island, SC, 11-15 March, 1991

(Venue attached)
(Guidelines for submissions on pages 8 and 9)

OBJECTIVES

To establish the Architecture for a Wireless MAC
To consider the need for a petition for frequency spectrum
To consider formal request for expansion of the bit-rate
To review liaison with other groups on Wireless

The meeting starts on Monday, 11 March, 1991 at 3:00 pm or half an hour after termination of the 802 plenary, whichever is later.

The following a rough graphic outline of the various meetings in this session.

<table>
<thead>
<tr>
<th>AM</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
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<td>Executive Committee</td>
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<td>(WLAN Service)</td>
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<td>(other groups)</td>
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<td>Executive Committee</td>
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</tbody>
</table>
1. Opening
   1.1 Introduction
   1.2 Voting rights
   1.3 Attendance list, Registration
   1.4 Logistics (breaks, lunch, copying, document distribution)
   1.5 Other announcements

2. Approval of the minutes of the previous meeting
   2.1 Approval of the minutes of the Gaithersburg meeting 11/91-13
   2.2 Matters arising from the minutes

3. Reports
   3.1 from the Intermediate 802.11 meeting
   3.2 from the Executive Committee

4. Registration of contributions 5:30 pm

5. Adoption of the Agenda 11/91-11 5:45 pm
Tuesday, 12 March, 1991

0. Opening
   0.1 Announcements
   0.2 Attendance list, registration, voting rights
   0.3 Temporary document list update
   0.4 Agenda adjustments

6. Establishment of Architecture
   6.1 Requirements from the various user applications on the WLAN Service provision
      - Portable PC environment
      - Desktop environment
      - Current Wired LAN environment
      - Personal Communications environment
      - Security requirements
   6.2 WLAN Service provision in terms of transfer parameters
      - 802.9
      - Isochronous
   6.3 Establish definitions
Wednesday AM, 13 March, 1991

0. Opening
   0.1 Announcements
   0.2 Attendance list, registration, voting rights
   0.3 Temporary document list update
   0.4 Agenda adjustments

7. Establishment of Architecture
   7.1 Services provided by the Wireless Medium
       - Radio
           Air interface
           Multi-ray path for distribution system
           link propagation
       - Infra-red
           TBD
   7.2 Service requirement from the medium
       - modulation issues
       - coding issues
8. **External Liaison**

8.1 **Regulatory Bodies**
   - European bodies
   - USA FCC
     - petition?
   - Australia
   - Canada

8.2 **ASC X3T9**

8.3 **Other Wireless Groups**
   - ETSI
   - T1
Thursday AM, 14 March, 1991

0. Opening                      8:30 am
   0.1 Announcements
   0.2 Attendance list, registration, voting rights
   0.3 Temporary document list update
   0.4 Agenda adjustments

9. Miscellaneous

10. Ad-hoc groups?
Thursday PM, 14 March, 1991

11. Tentative Meeting schedule  1:00 pm

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Year</th>
<th>Place</th>
<th>type of meeting</th>
<th>Location</th>
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<tbody>
<tr>
<td>11-15</td>
<td>March</td>
<td>1991</td>
<td>Hilton Head Island, SC</td>
<td>Plenary</td>
<td>Westin Resort</td>
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<tr>
<td>6-9</td>
<td>May</td>
<td>1991</td>
<td>Worcester, MA</td>
<td>Intermediate</td>
<td>Marriott</td>
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<tr>
<td>8-12</td>
<td>July</td>
<td>1991</td>
<td>Kauai, HI</td>
<td>Plenary</td>
<td>Hyatt Regency Hotel</td>
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<td>TBD</td>
<td>September</td>
<td>1991</td>
<td>San Francisco Bay Area</td>
<td>Intermediate</td>
<td>TBD</td>
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<td>11-15</td>
<td>November</td>
<td>1991</td>
<td>Fort Lauderdale, FL</td>
<td>Plenary</td>
<td>Embassy Suites</td>
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<td>TBD</td>
<td>January</td>
<td>1992</td>
<td>TBD</td>
<td>Intermediate</td>
<td>TBD</td>
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<td>9-13</td>
<td>March</td>
<td>1992</td>
<td>Irvine, CA</td>
<td>Plenary</td>
<td>Irvine Marriott Hotel</td>
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<tr>
<td>TBD</td>
<td>May</td>
<td>1992</td>
<td>TBD</td>
<td>Intermediate</td>
<td>TBD</td>
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<tr>
<td>6-10</td>
<td>July</td>
<td>1992</td>
<td>Minnesota</td>
<td>Plenary</td>
<td>TBD</td>
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<td>TBD</td>
<td>September</td>
<td>1992</td>
<td>TBD</td>
<td>Intermediate</td>
<td>TBD</td>
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<tr>
<td>9-13</td>
<td>November</td>
<td>1992</td>
<td>La Jolla, CA</td>
<td>Plenary</td>
<td>Hyatt Regency Hotel</td>
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</tbody>
</table>

The following invitations for future Intermediate meetings have been received:

- New-York (NY) Area
- Chicago (IL) Area (for a May or September mtng)
- Raleigh (NC)
- The Netherlands

11.1 Confirmation of Worcester (MA) meeting

11.2 Objectives for Worcester (MA) meeting

11.3 Last Mailing date

11.4 Any other intermediate meeting needed?

11.5 Confirmation of July meeting

11.6 Confirmation of the September meeting

12. Review of document list  11/H-1  1:30 pm

12.1 Approval of output documents

12.2 Destination of input documents

13. Any other business  4:45 pm

14. Closure  5:00 pm
Submissions to the working group.

Proposal

Distribution of Submissions

Goal: To get as broad and as early dissemination of submissions, so that members have the opportunity to study your submissions before the meeting.

Central distribution

If you can get your submission in the possession of the Chairman before the agreed "last mailing date" as established in the previous meeting, your submission will be included in the general mailing.

Do not forget to bring some 20 copies to the meeting yourself for possible new observers and a set of transparencies of material for presentation.

Your distribution

If you can not meet the agreed "last mailing date" as established in the previous meeting, but you could send the submission from your office at least two weeks before the meeting, send the document yourself to the members and observers. Apply for a document number at your chairman's.

To make your life easy, request -ahead of time- a set of mailing labels for the members and observers of the working group from the chairman.

Do not forget to bring some 20 copies to the meeting yourself for possible new observers and a set of transparencies of material for presentation.

No mailing before meeting

If you really can not meet these two possibilities, you could consider to bring at least 50 copies and a set of transparencies of material for presentation to the meeting.

However, papers received well in time have priority in the scheduling of the discussions.

NOTE:

If you mail the paper yourself, or if you bring your paper to the meeting, please let the chairman have a copy in his possession as early as possible, or let him have a summary.

Standard format

Goal: To promote a unified format of first page and headers and footers of submissions to get a professional impression of our file.

<table>
<thead>
<tr>
<th>Paper</th>
<th>USA Letter format (8.5&quot; x 11&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Lay-out</td>
<td>top margin 1&quot;, bottom margin 1&quot;, left margin .75&quot;, right margin .75 &quot; and gutter of .5&quot;</td>
</tr>
<tr>
<td>Header</td>
<td>Times Roman 14 points, bold, space after 1 line, line below text, tabs: centered at 3.25&quot;, right at 6.5&quot;</td>
</tr>
<tr>
<td>Footer</td>
<td>Times Roman 10 points, line above text, tabs: centered at 3.25&quot;, right at 6.5&quot;</td>
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</tbody>
</table>
Submissions to the working group (continuation).

Provide computer version of your submission

Goal: To speed up mailing of documentation to members and observers, by providing as good as possible material to the Chairman.

If you could submit your submission in MS/DOS formatted disk in either MS/Word 4.0 (for DOS), MS/Word 5.0 (for DOS), MS/Word for Windows, WordPerfect 4.0 or WordPerfect 5.0, please hand the file to the Chairman before the end of the meeting. (official .11 number is to be attached by the Chairman before printing)

If you can not submit something in either of the above formats, ask the Chairman for a number and print your paper as soon after the meeting as possible and send the document to the Chairman by courier.
November 12, 1990

TO: IEEE 802 MEMBERS, LIAISONS & ATTENDEES

FM: EVERETT O. RIGSBEE, EXEC. SECRETARY, IEEE 802

SUBJ: MEETING ANNOUNCEMENT - MARCH 11-15, 1991

The March plenary meeting site for IEEE 802 will be at:
The Westin Resort, Hilton Head
Port Royal Plantation
135 South Port Royal Drive
Hilton Head Island, SC. 29928
(803)681-4000
during the week of March 11-15, 1991. The Executive
Committee will meet Monday at 8:00AM and the Plenary session
will begin at 1:00PM. To register NOW all that is required
is to make your reservations directly with the hotel. All
IEEE 802 registration is done at the meeting. Plan to stop
by the IEEE 802 Registration Office on Monday morning to
register for the Conference and pick up the complete
schedule for all of the week's meetings and events. There
will be a registration fee which can be paid by Visa,
Mastercard, American Express, Discover Card, personal,
company, or travellers checks, or US cash.

For this meeting we have arranged for a room block of 325
rooms which will be available to IEEE 802 attendees: The
Conference rates are as follows: Single: $95.00 US per
night, Double/Twin: $95.00 US per night, plus hotel sales
tax. The Westin Resort, Hilton Head Island has provided us
with a pre-printed reservation form for making your
reservations in advance, but please note that they do
require one night's advance deposit by check or credit card.
To make hotel reservations, please call (803) 681-4000, and
request room reservations for the IEEE 802 Conference, or
fax or mail in the reservation card to the hotel.

RESERVATION DEADLINE IS FEBRUARY 11, 1991!
BOOKED TODAY!!

Please note: Reservation requests received after this date
will be accepted on a space available and a rate available
basis.

The Westin Resort is located just 5 minutes from the Hilton
Head Airport, and 45 minutes from the Savannah International
Airport. The hotel is situated on a 24-acre oceanfront site
inside the Port Royal Plantation. Special car rental rates
will be offered by Budget Rent A Car (see Budget info).

Looking forward to seeing you in Hilton Head!!

Sincerely,
Everett O. Rigsbee, Executive Secretary, IEEE 802
THE WESTIN RESORT, HILTON HEAD ISLAND
GROUP NAME: I.E.E.E. 802 CONFERENCE
CONFERENCE DATES: MARCH 11 - MARCH 15, 1991

Name: __________________________ Arrival Date: ____________
Street: __________________________ Departure Date: ____________
City: __________________________ No. of Adults: ______________
State: ______________ Zip: __________ No. of Children: __________
Telephone: ( ) __________ No. of Room Required: _____________

Enclose deposit or provide credit card number below to guarantee late
arrival: Credit Card No: __________________________ Exp. Date: ______

First 325 rooms booked will receive special rates.

____ Single/Double: $95.00 per night.

After the block of rooms is filled, the following rates will be applied:

____ Single/Double: $125.00 per night (OceanFront)
____ Single/Double: $155.00 per night (Royal Beach Club)

Please check the rate of accommodations desired.

The Conference Rate quoted is a preferred rate that has been negotiated
for your group only. Based on these special rates, specific locations
can not be guaranteed. Rooms will be assigned at check-in, subject to
availability. Specific room requests will be provided based on
availability and published rack rate. All reservations must be
guaranteed with a credit card or a deposit equal to one night's room
charge.

Reservations must be made by: FEBRUARY 11, 1991 in order to qualify
for the preferred Conference rates. After this date, the Conference
Rate will be honored on a space availability basis only.

Due to reservations patterns, we are unable to refund deposits when
cancellation is made less than 48 hours prior to 6:00pm on the arrival
date of the reservation.

All rates are subject to state and local sales tax.

CHECK-IN TIME: 3:00pm CHECK-OUT TIME: 12:00N

Please send reservations to:
The Westin Resort
Port Royal Plantation
2 GrassLawn Avenue
Hilton Head, SC 29928

OR CALL 803-681-4000 OR FAX TO 803-681-1087