IEEE P802.11
Wireless LANs

TENTATIVE AGENDA

(Subject to changes by the committee)

Worcester Marriott, MA, 6-9 May, 1991

(Updated Guidelines for submissions on pages 8 an 9)

OBJECTIVES

To establish the Architecture for a Wireless MAC
To consider the need for writing to European, Canadian and Australian Regulatory Agencies

The meeting starts on Monday, 6 May, 1991 at 8:30 am.

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

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	**802.11** Administrative Issues/ Positions	**802.11** Technical Issues (Medium Character.)	**802.11** Architecture (WLAN Service	**802.11** Miscellaneous Ad-Hoc groups	
PM	**802.11** Regulatory Bodies	**802.11** Technical Issues (Medium Requirements)	**802.11** External Liaison (other groups)	**802.11** Input and output Meeting Schedule	

Monday, 6 May, 1991

1.   **Opening**   8:30am

      1.1   Introduction

      1.2   Voting rights

      1.3   Attendance list, Registration

      1.4   Logistics (breaks, lunch, copying, document distribution
            Cost sharing)

      1.5   Other announcements

2.   **Approval of the minutes of the previous meeting**

      2.1   Approval of the minutes of the Hilton Head meeting   11/91-42

      2.2   Matters arising from the minutes

3.   **Reports**

      3.1   from the Executive Committee

      3.2   from NESCOM

4.   **Registration of contributions**   9:00 am

5.   **Adoption of the Agenda**   11/91-41   9:15 am

6.   **Review of issues / position list**

7.   **Liaison with Regulatory Bodies**

      7.1   USA FCC

      7.2   CEPT

      7.3   European bodies

      7.4   Australia

      7.5   Canada

      7.6   Japan

Tuesday, 7 May, 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

        0.5   Introduction

8.   **Technical Issues**

        8.1   Medium Characteristics   18
                                                                23
                                                                25
                                                               26

        8.2   Medium Requirements
                documents prepared by Dr. Jonathon Cheah

Wednesday 8 May, 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

    0.5   Introduction

9.   Establishment of Architecture

Wednesday PM, 13 March, 1991

10.   External Liaison   1:00 pm

    10.1   ETSI

    10.2   T1

Thursday AM, 9 May, 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

　　　　0.5　　Introduction

11.　　Miscellaneous

12.　　Ad-hoc groups?

Thursday PM, 14 March, 1991

13.   **Tentative Meeting schedule**   1:00 pm

Date	Month	Year	Place	type of meeting	Location
6-9	May	1991	Worcester, MA	Intermediate	Marriott
8-12	July	1991	Kauai, HI	Plenary	Hyatt Regency Hotel
TBD	September	1991	San Francisco Bay Area	Intermediate	TBD
11-15	November	1991	Fort Lauderdale, FL	Plenary	Embassy Suites
TBD	January	1992	TBD	Intermediate	TBD
9-13	March	1992	Irvine, CA	Plenary	Irvine Marriott Hotel
TBD	May	1992	TBD	Intermediate	
6-10	July	1992	Minnesota	Plenary	TBD
TBD	September	1992	TBD	Intermediate	
9-13	November	1992	La Jolla, CA	Plenary	Hyatt Regency Hotel
TBD	January	1993	TBD	Intermediate	TBD
8-12	March	1993	?New Orleans/Hilton Head?		Plenary
12-16	July	1993	Denver, CO?	Plenary	Sheraton Denver Tech Center
9-13	Nov	1993	?Ft. Laudedale, FL	Plenary	Embassy Suites

The following invitations for future Intermediate meetings have been received:

New-York (NY) Area	AT&T
Chicago (IL) Area (for a May or September mtng)	Motorola
Raleigh (NC)	IBM
The Netherlands	NCR

13.1   Confirmation of Worcester (MA) meeting

13.2   Objectives for Worcester (MA) meeting

13.3   Last Mailing date

13.4   Any other intermediate meeting needed?

13.5   Confirmation of July meeting

13.6   Confirmation of the September meeting

14.   **Review of document list**   1:30 pm

14.1   Approval of output documents

14.2   Destination of input documents

15.   **Any other business**   4:45 pm

16.   **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.

No mailing before meeting

If you really can not meet the last mailing date, apply for a document number at your chairman's office and take care that at least 50 copies are available at the meeting place on or before the Saturday before the start of the meeting.

Make the package available as follows: "hold for Mr. V. Hayes, arriving (the Friday before the meeting)".

Bring 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.

Paper   USA Letter format (8.5" x 11")

Page Lay-out   top margin 1", bottom margin 1", left margin .75", right margin .75 " and gutter of .5"

Header   Times Roman 14 points, bold, space after 1 line, line below text,
                tabs: centered at 3.25", right at 6.5"

Footer   Times Roman 10 points, line above text,
                tabs: centered at 3.25", right at 6.5"

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.