### Objectives for this Session

- to resolve all comments on the Sponsor Ballot on D5.0
- to prepare documents for Sponsor Recirculation ballot
  - draft D5.3 / D6.1
  - unresolved no comments (if any)
- to prepare the documents for future work in the High Speed Study Group
- Conformance testing

### Rough Graphic Outline

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Exec Comm</td>
<td>Resolution New Draft</td>
<td>Res / Study Group</td>
<td>Res / Study Group</td>
<td>802 Plenary</td>
</tr>
<tr>
<td>PM</td>
<td>802 Plenary</td>
<td>Res / Study Group drift !</td>
<td>Full 802.11 drft !</td>
<td>Full 802.11 Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exec Comm</td>
<td>Social Event</td>
<td>Exec Comm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend: .......... = flexible adjournment/Start

### Agenda, Monday

1 Opening of session (see details below) 15:30 h
or half an hour after closure of 802 plenary

- 1.0 Secretary
- 1.1 Roll call
- 1.2 Voting rights
- 1.3 Attendance list, Registration
- 1.4 Logistics (breaks, lunch, copying, document distribution)
- 1.5 IEEE Patent Policy
- 1.6 Other announcements

2 Approval of the minutes of previous meetings
   2.1 Vancouver meeting 11-96/145
   2.2 Palm Bay meeting 11-97/05
   2.3 Matters arising from the minutes

3 Reports
   3.1 from the Executive Committee meeting

4 Review of contributions

5 Adoption of the agenda 11-97/09

6 Unfinished Business
   6.1 Approval of the draft standard for submission to Sponsor Recirculation ballot

7 New Business
   7.1 Future work in the High Speed Study Group

8 Adjourn for subgroups
   Refer to rough graphic outline
Agenda, Wednesday

9 Opening 13:00 h
  9.1 Roll call
  9.2 Document list update
  9.3 Agenda update
  9.4 Announcements
10 Issues from Resolution Group
11 Issues from Study Group
12 Issues from Conformance Test Group
13 Adjourn for subgroups

Agenda, Thursday

14 Opening 13:00 h
  14.1 Announcements
  14.2 Document list update
  14.3 Agenda adjustments
15 Reports from subgroups
  15.1 Resolution group
  15.2 Study group
  15.3 Conformance testing group

Agenda, Thursday, 2

16 Unfinished Business
  16.1 Output documents
  16.2 Next meeting
    Objectives for next meeting
    Mailing dates
  16.3 Other interim meetings required
17 New Business
18 Closure 17:00 h

Future Meeting Schedule

1997
March 10-14 - Irvine Marriott, Irvine, CA, Plenary
April 29-30 - potential meeting to review ballot results
  may be a tele-conference
July 7-11 - Hyatt Regency, Maui, Lahaina, HI, Plenary
November 10-14 - Queen Elizabeth, Montreal, PQ, Plenary

1998
March 9-13 - Hyatt Regency Irvine, CA, Plenary
July 6-10 - Hyatt Regency La Jolla, San Diego, CA, Plenary
November 9-13 - Hyatt Regency, Albuquerque, NM, Plenary

1. Opening

1.0 Secretary
  George Fishel
1.1 Roll call
  Mention your name, and the place where you normally work
  You may mention the name of your company
  And other important things you always wanted to say but did not dare to

1.2 Voting rights

1.2 Voting rights
  Participation in the debates, moving and seconding is only permitted by voting members, in all 802.11
  meetings (at all levels)
  Chairs may permit observers to participate in debate
  [In study groups all attendees have voting rights]
  Voting rights can be earned by participation in 2 plenary
  meetings within 4 consecutive plenary meetings
  one interim may be substituted for a plenary
  participation is to be present in at least 75 % of all meetings in a session
1.2 Voting rights, 2

Voting rights can be maintained by participation in 2 plenary meetings within 4 consecutive plenary meetings
one interim may be substituted for a plenary
Voting members will get a token to be used at voting time
Voting rights may be lost:
- after failing to pay the conference fee
- after missing two out of three consecutive letter ballots

Current status:
- 63 Voting members
- 6 Nearly Voting members
- 26 Aspirant Voting members

1.3 Attendance list, Registration

Attendance has to be recorded for voting membership registration
- Attendance Record Book guarded by @
- He/she signs for chair and / or presenter
- Hands it to the first person attending and waits to see that the person signs quickly (on his own spot) and verifies that he hands it to the person’s neighbour
- That person is then responsible for the next person signing quickly (on his own spot) and verifying that he hands it to that person’s neighbour
- The last person hands the book back to @ or to the chair of the meeting

1.3 Attendance list, 2

<table>
<thead>
<tr>
<th>Mon AM</th>
<th>Tue AM</th>
<th>Wed AM</th>
<th>Thu AM</th>
<th>Remark 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>P</td>
<td>M</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Mon PM</td>
<td>Tue PM</td>
<td>Wed PM</td>
<td>Thu PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mon Eve</th>
<th>Tue Eve</th>
<th>Wed Eve</th>
<th>Mon eve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk LB1</td>
<td>X</td>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>LB2</td>
<td>OK</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

- Only sign when you attend at least 90% of the meeting for which you sign, i.e. AM or PM or Evening part of the session
- Sign with your initials (no cross etc). Do not underline. Circle the letter corresponding to the meeting you attended when signing (F=full 802.11, P=PHY group, M=MAC group)
- Only sign in the box designated with the applicable day and part of the day, AM/PM/Eve
- Never sign ahead

1.3 Attendance list, 3

Check e-mail addresses
- * some addresses have been struck, or have a $-sign added to the right
- those received complaints from the reflector please strike your e-mail address if you do not use it
- * if you use an e-mail address, please let me know
- * if you do not disagree to receiving very long files, mark bulk e-mail with yes

1.3 Registration

Conference fee has to be paid through the registration desk
Failure to pay causes loss of credit for voting rights and letters to be written

1.4 Logistics (breaks, lunch, printing)

Continental Breakfast
- only for registered attendees
- based on 1 object per person
Coffee breaks
- 10 AM and 3 PM
Lunch
- noon-- 1:00 PM
Printing: available in the office
- After hours access: check with Vic
- Any other printers available?
1.4 Logistics (copying)

Copying via Stuart
Submissions
In paperform (62 copies) and on diskette
Should have been copied already by submitter
Interim papers
Ask for document number first
Submit on diskette and in paperform (single copy)
Stuart will provide a form with authorization to copy
Submitter responsible to bring material to copying and pick it up to bring to Stuart

1.4 Logistics (copying)

Copy service:
Pick-up times: Delivery times:
8:30   9:00
12:30  13:00
16:30  17:00

1.4 Logistics (document distribution)

Registration List for Pigeon holes in File Folder with letter:

<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>In Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hayes, Chair</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fishel, Secretary</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Kerry, Vice-Chair</td>
<td></td>
</tr>
</tbody>
</table>

Document distribution via Pigeonholes mastered by @@
Sign in for a slot (and mark if you stay in this hotel)
Remember letter and number
Letter points to a DAILY FILE
Number points to DAY

How to pick your papers

# 10 is here!
Take document in front of number!

1.5 IEEE Patent Policy

The patent policy is set forth in clause 5 of the IEEE Standards Board Bylaws.
IEEE standards may include the known use of patent(s), including patent applications, if there is technical justification in the opinion of the standards-developing committee and provided the IEEE receives assurance from the patent holder that it will license applicants under reasonable terms and conditions for the purpose of implementing the standard. This assurance shall be provided without coercion and prior to approval of the standard (or reaffirmation when a patent becomes known after initial approval of the standard). This assurance shall be a letter that is in the form of either

a) A general disclaimer to the effect that the patentee will not enforce any of its present or future patent(s) whose use would be required to implement the proposed IEEE standard against any person or entity using the patent(s) to comply with the standard or
b) A statement that a license will be made available to all applicants without compensation or under reasonable rates, with reasonable terms and conditions that are demonstrably free of any unfair discrimination.
1.5 IEEE patent Policy

Clause 6.3 of the IEEE Standards Operations Manual

Through the working group, the sponsor chair shall request that known patent holders submit a statement either that the patent does not apply to the standard or that licenses will be made available without compensation or under reasonable rates, terms, and conditions. This assurance shall be obtained without coercion and submitted to the IEEE at the earliest practical time prior to the approval of an IEEE standard. The IEEE encourages early disclosure to the working group of patent information that might be relevant to the standard.

1.6 Other announcements

1.6.1 General information available on diskette, see George Fishel

1.6.2 Volunteers needed for Thursday evening to prepare mailing.