Meeting attendance procedures

IEEE 802.3 Working Group Plenary

San Diego, TX

July 2016

Meeting attendance

- The IEEE-SA Meeting Attendance Tool will be the basis of the official attendance record for this meeting

- To use the tool, you must have an IEEE Web Account

Points of emphasis

- You may log in using your IEEE Web Account user ID or the primary e-mail address specified in your IEEE Web Account
    - Your password is your IEEE Web Account password

- You need to login only once per meeting day
    - You are certifying that you are attending a "substantial" portion of that meeting day

Contact information

- A participant's web account information will be the official record for contact information
  - This information may be updated at any time by the participant
  - It is not subject to errors during transcription of a written record
  - Your name will appear in the record as it is entered in your IEEE Web Account
  - The primary e-mail address specified in your IEEE Web Account will be our primary means to contact you
  - Updates are reflected in the Working Group database following each session

- To obtain and maintain voting membership, you must maintain correct contact information in the official record

For this session…

- The URL to access the IEEE Meeting Attendance Tool for this meeting is http://imat.ieee.org

- There is no session access code

- You will only be allowed to register your attendance if you access the server from the meeting network, i.e. IEEE802
  - You will probably have to disconnect your VPN software

IEEE Standards Association

Logging and Viewing Meeting Attendance Using The IEEE Attendance Tool

Sign in to Attendance Tool

http://imat.ieee.org

Enter your IEEE Account username/email and password

If you need to create an account or forgot your password, click the link

Select the meeting you are attending

Attendance

IEEE IMAT

Home - Iman Engineer, SA PIN: 64872

Welcome to the IEEE Attendance Tracking system. This system provides on-site home tracking integrated with the IEEE myProject™ system. You can view your prior attendance on the Attendance History Report.

Active Meetings

Please select the meeting you are currently attending

802 Wireless Interim   Atlanta   US   04-Jun-2012

Upcoming Meetings

802 Plenary Session   San Diego   US   13-Jul-2012

Input access code (if applicable)

Select your working group

Select the working group holding the meeting you would like to claim attendance for.

Click to log attendance

Attendance

Home >> Attendance >> WG802.3

C/LM/WG802.3 Attendance Log

Affiliations: None
Percentage:

MON	TUE	WED	THU	FRI
30 Apr 2012	1 May 2012	2 May 2012	3 May 2012	4 May 2012

Schedule 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

meeting 1

Test meeting 1

Please record your attendance for an active Meeting (denoted by yellow bar) by clicking on the yellow bar. Once your attendance has been recorded, the yellow bar changes to a green bar.

Submittal: As the person submitting this form, I certify that:
1. I am submitting this attendance record for myself and not someone else. DO NOT SUBMIT FOR OTHERS!
2. At the time of the submittal, I am currently in the Session above.

Confidentiality: All user contact information is considered confidential and is to be released (from this system) only to IEEE authorized personnel (Staff and Chairs)

> Active meetings will appear in yellow. You will only be able to log attendance for active meetings.

Declare affiliation

Type your affiliation and/or select from the list.

Attendance

IEEE
IMAT

Home >> Attendance >> WG802.3

C/LM/WG802.3 - meeting 1

Affiliation: broadc ▼

British Broadcasting Corporation (BBC)
Broadcast Signal Lab, LLP
Broadcom Corporation
Digital Video Broadcasting Project (DVB
IEEE Broadcast Technology Society
Kenya Broadcasting Corporation (KBC)
North American Broadcasters Association (NABA)
Public Broadcasting Service (PBS)

Failure to m *esult in loss of voting or*
participation ws, 5.2.1.5: "An individual
is deemed " will be, financially or
materially supporting that individual's participation in a particular IEEE standards activity. This
includes, but is not limited to, his or her employer and any individual or entity that has or will
have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her
participation."

Declare affiliation

Attendance

IEEE
IMAT

Are You Sure?

I confirm that the Affiliation that I have chosen (Ajou University) represents the individual or entity that has been, or will be, financially or materially supporting my participation in this particular IEEE standards activity meeting.

[OK] [Cancel]

back to top   Home | Sign Out | IEEE A

Confirm your affiliation.

Attendance is recorded

C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company

Percentage: 26% (100% = 19) credits

MON	TUE	WED	THU	FRI
30 Apr 2012	1 May 2012	2 May 2012	3 May 2012	4 May 2012

Schedule   7:00   8:00   9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

meeting 1

Test meeting 2

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Once attendance is recorded, the bar will change to green.

Overlapping Meetings

Clicking on an overlapping meeting will remove any previously logged attendance.

C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company

Percentage: 26% (100% = 19) credits

	MON	TUE	WED	THU	FRI	
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Schedule 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

meeting 1
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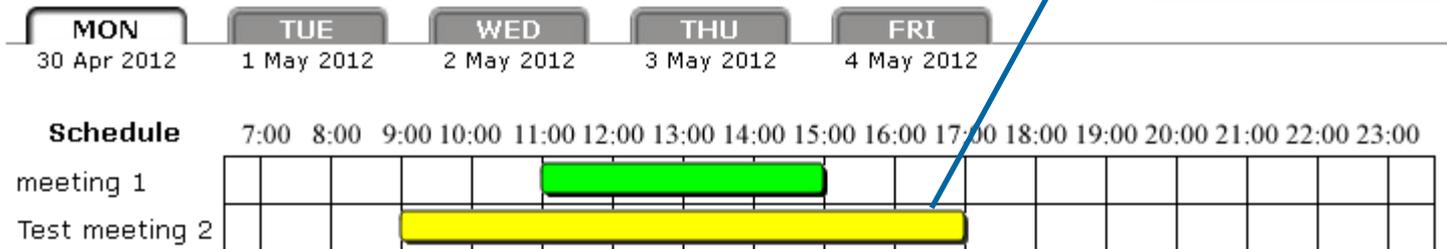
Viewing Attendance

C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company

Percentage: 26% (100% = 19) credits

> Click on the attendance percentage to view your attendance for the meeting

MON	TUE	WED	THU	FRI
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meeting 1

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Viewing Attendance

All attendance credited to the selected Working Group will be shown. Check the "Show all breakouts attended" box to show all breakouts attended at the selected event

Home >> **Attendance** >> **WG802.11**

Iman Engineer

☐ Show all breakouts attended

Time Period ▲	Committee	Location	Facilitator	Breakout Name	Credit	Organization	Home Group
05-Jun-2012 08:00 – 11:00	C/LM/WG802.11 /802.11ad		Adrian Stephens	TGad	Normal	Intel Corporation	
06-Jun-2012 12:55 – 15:00	C/LM/WG802.18		John Notor	RR-TAG	Normal	Intel Corporation	C/LM/WG802.11
07-Jun-2012 15:20 – 17:40	C/LM/WG802.11		Adrian Stephens	WG Mid-Session Plenary	Normal	Intel Corporation	

Reciprocal attendance is highlighted.

Percentage: (3 credits / 19) 16%

Return to the Attendance Log

Viewing Attendance History

Attendance

Home - Iman Engineer, SA PIN: 64872

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Active Meetings

Please select the meeting you are currently attending

802 Wireless Interim   Atlanta   US   04-Jun-2012

Upcoming Meetings

802 Plenary Session   San Diego   US   13-Jul-2012

Click "Attendance History Report" to see attendance for past meetings

Viewing Attendance History

Attendance History for Iman Engineer

Committee ▲

C/LM/WG802.11	attendance summary
C/LM/WG802.15	attendance summary
C/LM/WG802.16	attendance summary
C/LM/WG802.18	attendance summary

Select the Working Group you would like to view attendance for

Viewing Attendance History

Specify a date range to view attendance

Click on the attendance percentage to view your attendance detail for the meeting

Questions?

Contact the Standards Solutions Support Team
solutions-support@standards.ieee.org

Attendance percentage and history

- The IEEE 802.3 Working Group does not use the calculated "percentage" to assign meeting credit

- The attendance summary presented by IMAT may be inaccurate (post-meeting corrections are not reflected in the summary)

- See the credited attendance summary for the historical record used to determine voter eligibility
  - http://www.ieee802.org/3/minutes/jul16/0716_attendance_summary.pdf
  - This is updated before each plenary

Disclosure of affiliation

- IEEE-SA Standards Board By-Laws, Section 5.2.1.5
  - http://standards.ieee.org/guides/bylaws/sect5.html
- Disclosure of Affiliation

  "*Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation.*"

- What is "Affiliation"

  "*An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation.*"

- Affiliation and participation

  "*Failure to disclose every such affiliation may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation.*"

Correct your affiliation

C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company

Percentage: 26% (100% = 19) credits

Click your affiliation to change it

	MON 30 Apr 2012	TUE 1 May 2012	WED 2 May 2012	THU 3 May 2012	FRI 4 May 2012

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Correct your employer

- Your "employer" information is taken from your IEEE (MyProject) Account.

- Look at the attendance summary for the <u>most recent</u> meeting you attended and check that your employer is correct:
  - http://www.ieee802.org/3/minutes/mar16/0316_attendance_macau.pdf
  - http://www.ieee802.org/3/minutes/may16/0516_attendance_whistler.pdf

- If it is blank or incorrect, then fill in your current employer in your IEEE (MyProject) Account.
  - Go to https://development.standards.ieee.org/my-site and log in with your username/email and password.
  - Then go to the "Account" link on the right hand side of the page and change the entry under "Employer".

Questions?