



Meeting attendance procedures

IEEE 802.3 Working Group Plenary
Waikaloa, HI
March 2012

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
 - You are certifying that you are attending a "substantial" portion of that meeting

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://murphy.events.ieee.org/imat/>
 - There is no session access code
- The server is locally hosted and cannot be reached from outside of the local network
 - You MUST disconnect your VPN software
- If you create a bookmark for this link, ensure that the bookmark reflects this URL exactly as shown
 - DO NOT bookmark any pages to which this link re-directs you



IEEE-SA Meeting Attendance Tool

Introduction

- There are four steps to using this system
- Prior to or during the session
 1. Get a free Web Account if you don't already have one (keep your contact data in this area up to date)
 2. Register your Interest Areas in myProject if you haven't done so already (it's up to you to keep this updated as needed)
- Each day during the session
 3. Log in to the meeting attendance tool (contact an IEEE 802.3 Working Group officer for the URL to access this system)
 4. Log your attendance and affiliation

Step 1a – Get a free IEEE Web Account

PLEASE LOG IN
Now you can access myProject, IMAT, and Mentor with a single login. Simply enter your IEEE Web Account username and password below to begin!

USERNAME:

PASSWORD:

LOGIN TO:

LOGIN

[Retrieve Your Web Account Username and/or Password](#)
Note: IEEE uses Cookies for Web Account Registration, Change Password and Recover Username/Password

What is eTools?

eTools is the Standard Association's collection of online tools and resources for standards developers.

MYPROJECT
myProject is the Standard Association's tool to allow you to better manage and keep up to date on projects and topics that you are interested in.

IMAT
IMAT allows Working Groups to setup meetings and record attendance.

MENTOR
mentor provides a secure area where Working Groups can manage documents outside of public view.

Need an IEEE Web Account?
Get Yours Now! It's FREE and does not require IEEE or IEEE-SA membership

Get an IEEE Web Account

- If you already have an IEEE Web Account, you may skip to the next step, otherwise...
- Go to <http://development.standards.ieee.org> and click on the link to get an IEEE Web Account

Step 1b – Opting out of IEEE mailings

- You can modify your options in the Web Accounts at <http://www.ieee.org> then click on "Log into My Account" on the right navigation bar
- Once you log in there will be links on the left side of the screen
- Click on "Communication Preferences"

Step 1b – Opting out of IEEE mailings

- To edit the preferences, click on “Edit”
- This opens the options for you to change the preferred contact method...
 - Do not call
 - Do not send postal mail
 - Do not fax
 - Do not send email
 - Do not send 3rd party mail
 - Do not include in membership directory
 - Do not include in annual IEEE elections
- Save your changes before you exit the form

Step 2 – Register your Interest Areas



<input type="checkbox"/> IEEE Computer Society	C
<input type="checkbox"/> Design Automation	C/DA
<input type="checkbox"/> Foundation for Intelligent Physical Agents	C/FIPA
<input type="checkbox"/> Information Assurance	C/IA
<input type="checkbox"/> Local and Metropolitan Area Networks	C/LM
<input type="checkbox"/> Higher Layer LAN Protocols Working Group	C/LM/WG802.1
<input type="checkbox"/> Logical Link Working Group	C/LM/WG802.2
<input checked="" type="checkbox"/> Ethernet Working Group	C/LM/WG802.3

- If you have already selected your Interest Areas in myProject, you may skip this step, otherwise...
- Go to <http://development.standards.ieee.org> and enter your username (Web Account ID) and password to get into myProject
- Select “Manage Activity Profile” and drill down to select the Working Group and/or Project(s) in which you have an interest
- For each of these you will need to specify your affiliation

Step 3a – Select session

IEEE Attendance Tool

HOME

IEEE Attendance Tool

Welcome to the IEEE Attendance Tracking system. This system provides onsite attendance tracking integrated with the IEEE myProject™ system.

Active Meetings

Please select the meeting you are currently attending

802 Plenary Session
Atlanta

Select session

Contact an IEEE 802.3 Working Group officer for the URL to access this system

- Make sure you have an IEEE Web Account per step 1
- Make sure you've designated your myProject Interest Areas per step 2
- You may be asked to enter a "session access code"

Step 3b - Log in to the tool

The screenshot shows the IEEE Attendance Tool login page. At the top left is the IEEE logo. The page title is "IEEE Attendance Tool". Below the logo, it says "HOME" and "Mon 7-Nov-2011 09:38:52 America/New_York Guest". The main heading is "Login Page". The text reads: "Welcome to the IEEE Attendance Tracking system. This system is an attendance tracking integrated with the IEEE myProject™ system. For more instructions on how to use this system [Click Here](#). This system requires you to log on using your IEEE Web Account. If you do not yet have an IEEE Web Account, or if you do not have your IEEE Web Account Password, please go to the My Project site at: <https://development.standards.ieee.org/my-site/home>". Below this, it says "Please enter your IEEE Web Account User ID or the Email Address associated with your IEEE Web Account, and IEEE Web Account Password." There are two input fields: "IEEE Web Account User ID or IEEE registered Email Address:" and "IEEE Web Account Password:". A "Log In" button is located to the right of the password field. Below the button is a link "Report a Bug". At the bottom, it says "Copyright © 2007-2011 IEEE".

Enter either your IEEE Web Account user ID –OR– primary e-mail address

Enter your IEEE Web Account password

Common errors

- You receive the message “An IEEE Web Account was found but the password is not correct. Please try again”
 - You may have forgotten your password
 - Retrieve your Web Account password: <http://www.ieee.org>
- You receive the message “IEEE Web Account was not found. Please try again”
 - You may have forgotten your user ID or primary e-mail address
 - Retrieve your Web Account username: <http://www.ieee.org>
 - You may not have an IEEE Web Account
 - Create a Web Account: <http://www.ieee.org>

Step 4a – Select Working Group



Attendance Tool

HOME >> ATTENDANCE
Mon 10-Nov-2008 08:56:14 CST6CDT
Adam Healey

Manage Logout
NOV08 - IEEE 802 Plenary - Dallas

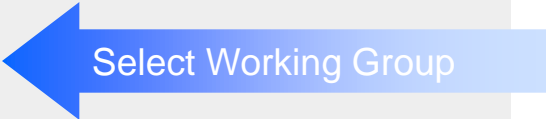
Select Working Group

Instructions (Please Read!)

- WG802.1 Attendance
- WG802.3 Attendance
- WG802.11 Attendance
- WG802.15 Attendance
- WG802.16 Attendance
- WG802.18 Attendance
- WG802.19 Attendance
- WG802.20 Attendance
- WG802.21 Attendance

Change Affiliation

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Ensure that you select the correct working group (WG802.3)

Step 4b – Log your attendance



Attendance Log

HOME >> ATTENDANCE
Mon 10-Nov-2008 08:56:36 CST6CDT
User Name

Attendee: User Name, SA-Pin: XXXX

IEEE WG802.3 Attendance Log

Attendee: Adam Healey, SA-Pin: 2897

SUN 09-Nov-2008 **MON** 10-Nov-2008 **TUE** 11-Nov-2008 **WED** 12-Nov-2008 **THU** 13-Nov-2008 **FRI** 14-Nov-2008



There are no active timeslots currently on this day.

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
802.3 WG Opening Plenary																	



1. Click the meeting day

2. Click the YELLOW bar to log attendance for this meeting

INACTIVE MEETINGS

-  You have not (yet) logged attendance
-  You have logged attendance

ACTIVE MEETINGS

-  You may log attendance
-  You have logged attendance

Step 4c – Declare your affiliation



Additional Information

HOME >> ATTENDANCE Manage Logou
Tue 21-Apr-2009 10:47:05 EST
Christina Sahr

Instructions

Start typing your affiliation below. If your affiliation shows up on the list you may choose it, otherwise keep typing your affiliation for it to be recorded.

Working Group Affiliation

You do not currently have an affiliation declared for this working group. Please enter your affiliation for "1694_WG" and click on "Submit" at the bottom of the page.

Affiliation:

Type your affiliation (points to the input field)

Click to record your affiliation (points to the SUBMIT button)

- The first time you log attendance for a meeting, you will be asked to declare your affiliation
- You must declare your affiliation in order to receive attendance credit

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.”

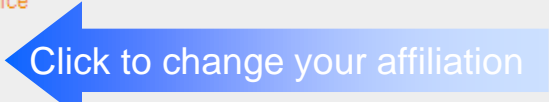
Updating your affiliation – 1



HOME >> ATTENDANCE Logout
Thu 16-Jul-2009 10:20:47 PST8PDT
User Name

Select Working Group
Instructions (Please Read!)

- WG802.1 Attendance
- WG802.3 Attendance
- WG802.11 Attendance
- WG802.15 Attendance
- WG802.16 Attendance
- WG802.18 Attendance
- WG802.19 Attendance
- WG802.21 Attendance
- WG802.22 Attendance

[Change Affiliation](#)  Click to change your affiliation

- Log in to the meeting attendance tool
- Select “Change Affiliation” at the bottom of the list

Updating your affiliation – 2



HOME >> ATTENDANCE

Logout

Thu 16-Jul-2009 10:25:49 PST8PDT

User Name

Type your affiliation

Affiliation Information

Instructions

Start typing your affiliation below. If your affiliation shows up on the list you may choose it, otherwise keep typing your affiliation until it is complete. Then click "UPDATE" for it to be recorded.

WG802.3

UPDATE

Click to update your affiliation

- Enter your affiliation in the text box corresponding to the working group
- It is possible to have multiple affiliations for a given working group, or different affiliations for different working groups