

**IEEE P802.11  
Wireless LANs**

**TENTATIVE AGENDA**

(Subject to changes by the committee)

**Kauai, HI, 8-12 July, 1991**

**OBJECTIVES**

To establish the Architecture for a Wireless MAC by:

- \* studying MAC alternatives,
- \* studying channel characteristics,
- \* studying market requirements.

To prepare letters for regulatory bodies

To review testbed models

The meeting starts on Monday, 8 July, 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.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<b>Executive Committee</b>	<u><b>802.11</b></u> Architecture (market requirements)	<u><b>802.11</b></u> Architecture (channel chars)	<u><b>802.11</b></u> Test beds Miscellaneous	<b>Plenary 802</b>
PM	<b>Plenary 802</b> <hr/> <u><b>802.11</b></u> Administrative	<u><b>802.11</b></u> Architecture (MAC alternatives)	<u><b>802.11</b></u> External Liaison (regulatory) (other groups)	<u><b>802.11</b></u> Input and output Meeting Schedule	
Evening				<b>Executive Committee</b>	

**Monday, 8 July, 1991**

- 1. **Opening** 3:00 pm or half an hour after  
termination of the 802 plenary,  
whichever is later
  - 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 Worcester meeting 11/91-67
  - 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** **11/91-66** **5:45 pm**

**Tuesday, 9 July, 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

- 6. Establishment of Architecture 9:00 am**
  - 6.1 Market requirements
  
  - 6.2 MAC alternatives

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**Wednesday AM, 10 July, 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
  
- 7. Establishment of Architecture** **9:00 am**
  - 7.1 Channel Characteristics

**Wednesday PM, 13 March, 1991**

- 8. External Liaison** **1:00 pm**
  - 8.1 Preparation of letters to Regulatory Bodies  
Selection of administrations:
    - European bodies
    - USA FCC
    - Australia
    - Canada
    - Japan
  
  - 8.2 ASC X3T9
  
  - 8.3 Other wireless groups
    - ETSI
  
    - T1
  
    - ECMA

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**Thursday AM, 11 July, 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. Test beds**
- 10. Miscellaneous**

Thursday PM, 14 March, 1991

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

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

The Netherlands

NCR

- 11.1 Confirmation of the September (San-Fransisco Bay Area, CA) meeting
- 11.2 Objectives for the San-Fransisco Bay Area (CA) meeting
- 11.3 Last Mailing date
- 11.4 Any other intermediate meeting needed?
- 11.5 Confirmation of November meeting
- 11.6 Confirmation of the January meeting

**12. Review of document list 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 75 copies (60 for intermediates) 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.

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.