

**46th Session of meetings of  
IEEE P802.11**  
  
**Wireless Local Area Networks  
Tentative Agenda**  
 Subject to changes by committee  
**May 4-8, 199**  
**Utrecht, the Netherlands**  
**The session starts on Monday, May 4, 8:30**

1

Tentative agenda, May 98

**Objectives for this Session**

Selection of technology TGa and TGb  
 Work in the SG WPAN  
 Review Sponsor Ballot result, if any  
**Changes in this version:**  
     folded TGa agenda in,  
     changed Monday evening from TGb to TGa  
     changed Tuesday evening from TGa to social  
     SG meeting date from 20-21 of May to 19-21  
     Spare meeting time for Sponsor material on Thursday  
     "Establish teller committee" on Monday

2

Tentative agenda, May 98

**Rough Graphic Outline**

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Full 802.11 Tgb   SG   WPAN	SG   Tgb WPAN TGc     	 TGb SG  TG   WPAN rev 	? Tgb  SG  TG   WPAN rev     ?	TGb
PM	TGa   SG   WPAN     	TGa   SG  TG   WPAN rev     	Full 802.11     	TGa   SG  TG   WPAN rev     ? 	TGa Full 802.11
Eve- ning	TGa	Social	TGb	TGa	

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

3

Tentative agenda, May 98

**Agenda, Monday**

1 Opening of session (see details below) 8:30 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

4

Tentative agenda, May 98

**Agenda, Monday, 2**

- 2 Approval of the minutes of previous meetings
  - 2.1 Irvine meeting 11-98/121 (quorum required)
  - 2.2 Matters arising from the minutes
- 3 Reports
  - 3.1 from the Executive Committee meeting
  - 3.3 of the sponsor ballots
- 4 Review of contributions
- 5 Adoption of the agenda 11-98/153

5

Tentative agenda, May 98

**Agenda, Monday, 3**

- 6 Unfinished Business
  - 6.1 Maintenance
  - 6.2 Tga work
  - 6.3 Tgb work
  - 6.4 TGc work
- 7 New Business
  - 7.1 Establish teller committee for this session
- 8 Adjourn for subgroups  
    Refer to rough graphic outline

6

Tentative agenda, May 98

April 1998

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### TGa agenda 1

Mon  
 13:30-14:30 Agenda, docs, presentation and approval of selection process  
 14:30-15:45 Presentation of non-proposers material considered critical for selection  
 15:45-16:00 Break  
 16:00-16:45 Presentation of proposal 1  
 16:45-17:30 Presentation of proposal 2  
 17:30-18:15 Presentation of proposal 3  
 18:15-19:00 Discussion, resolution of matrix issues

Tentative agenda, May 98

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April 1998

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### TGa agenda 2

Tue  
 13:00-15:00 Presentation of Comparison Matrix, Q&A to a panel.  
 15:00-15:15 Break  
 15:15-17:00 5 minute summary of each proposal, discussion, vote and count, results.  
 17:00+ Social event

Tentative agenda, May 98

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April 1998

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### TGa agenda 3

Wed At plenary - approval of the selection  
 15:00 - Discussions, text modifications  
 Thu same  
 Friday Approval of finalized text, preparations for Ballot  
 Of course if we do not end up with a 75% supported modulation type, the agenda will be modified as needed.

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April 1998

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### Agenda, Wednesday

9 Opening 13:00 h  
 9.1 Roll call  
 9.2 Document list update  
 9.3 Agenda update  
 9.4 Announcements

Tentative agenda, May 98

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April 1998

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### Agenda Wednesday 2

10 Old Business  
 10.1 Report Study Group  
 10.2 Report Maintenance Group  
 10.3 Report from TGc  
 10.4 Report from TGa  
 10.5 Report from TGb  
 11 New Business  
 13 Adjourn for subgroups

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998

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### Agenda, Friday

14 Opening 15:00 h  
 14.1 Announcements  
 14.2 Document list update  
 14.3 Agenda adjustments  
 15 Reports from subgroups  
 15.1 TGa  
 15.2 TGb

Tentative agenda, May 98

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April 1998 doc.: IEEE 802.11-98/153-r1

## Agenda, Friday, 2

### 16 Unfinished Business

- 16.1 Output documents
- 16.2 Next meeting
  - Objectives for next meeting
  - Mailing dates as soon as possible, weekly uploads, as the need arises in diskette format for those that asked.
- 16.3 Other interim meetings required

### 17 New Business

18 Closure 17:00 h

9

Tentative agenda, May 98

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## Future Meeting Schedule

### 1998

- April 8-9 - Boston Marriott, Cambridge, MA, Study Group meeting only
- May 4-8 - Holiday Inn Utrecht, the Netherlands, Interim + SG
- May 19-21 - TBD, Study Group meeting only
- July 6-10 - Hyatt Regency La Jolla, San Diego, CA, Plenary
- Sept 14-18 - Waltham, MA, tentative, Interim
- November 9-13 - Hyatt Regency, Albuquerque, NM, Plenary

### 1999

- March 8-12 - Hyatt Regency, Town Lake, Austin, TX, Plenary
- July 5-9 - Queen Elizabeth, Montreal, PQ
- November 8-12 - Hyatt Regency Kauai, Koloa, HI

10

Tentative agenda, May 98

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April 1998 doc.: IEEE 802.11-98/153-r1

## 1. Opening (detailed)

### 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

11

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

## 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

12

Tentative agenda, May 98

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April 1998 doc.: IEEE 802.11-98/153-r1

## 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:

- 76 Voting members
- 24 Nearly Voting members
- 35 Aspirant Voting members

13

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

## 1.3 Attendance list, Registration

Attendance has to be recorded for voting membership registration

Attendance Record Book guarded by Chris Zegelin

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 Chris or to the chair of the meeting

14

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

### 1.3 Attendance list, 2

Mon AM	Tue AM	Wed AM	Thu AM	Remark 1
F P M	F P M	F P M	F P M	
Mon PM	Tue PM	Wed PM	Thu PM	Remark 2
F P M	F P M	F P M	F	
Mon eve	Tue eve	Wed eve	Bulk E-mail No	LB1 X LB2 OK
F P M	F P M	F P M		

- Only sign when you attend at least 90 % of the meeting for which you sign; i.e. AM or PM or Eve(ning) 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

15

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

### 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

16

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April 1998 doc.: IEEE 802.11-98/153-r1

### 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

17

Tentative agenda, May 98

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### 1.4 Logistics (breaks, lunch, printing)

Coffee breaks 10 AM and 3 PM  
 Lunch noon-- 1:00 PM  
 Printing: available in the office  
 After hours access: check with Vic  
 Dissemination of information will be electronic with very limited copies made available to the group.

18

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

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### 1.4 Logistics (copying)

Copying via Stuart Kerry  
 Submissions  
 In paperform (15 copies) and on diskette/flash card  
 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

19

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

### 1.4 Logistics (copying)

Copy service: *To be confirmed*  
 Pick-up times: Delivery times:  
 8:30 9:00  
 12:30 13:0  
 16:30 17:00

20

Tentative agenda, May 98

Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

### 1.4 Logistics (document distribution for just a few)

Registration List for Pigeon holes in File Folder with letter:

A

NAME	In Room	Y	N	NAME
Hayes, Chair				
Finkel, Secretary				
Kerny, Vice-Chair				

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

21

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### How to pick your papers

# 10 is here!

Take document in front of number!

22

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### 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

23

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### 1.5 IEEE Patent Policy

- 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

24

Tentative agenda, May 98 Vic Hayes, Chair, Lucent Technologies

April 1998 doc.: IEEE 802.11-98/153-r1

### 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.

25

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