IEEE 802.3 Interim Session Hosting

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Guidelines for 2026

Interim Session Hosting

- **802.3 participating individuals can host interim meetings**
- **Interim meetings are extremely important to 802.3--- they enable work between 802-hosted plenaries**
- **The goal is for the 802.3 working group <u>and</u> the interim meeting host to have a positive experience**
- **The following slides detail the 802 LMSC hosting rules, host responsibilities, 802.3 meeting requirements, and host promotional rules**
- **The 802.3 Executive Secretary will work with the host throughout the process to answer questions and provide guidance**

LMSC Interim Session Hosting

IEEE PROJECT 802 LAN / MAN STANDARDS COMMITTEE (LMSC) OPERATIONS MANUAL

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5.2.1 Interim session hosts

Each interim session and joint interim session shall have a Host. The Host is the entity that is responsible for the financial and logistical planning, and preparation for and execution of the session.

An interim session or joint interim session may be hosted by the Sponsor[1], an IEEE 802 LMSC WG operating with treasury, several IEEE 802 LMSC WGs operating with a joint treasury, or a non-IEEE 802 LMSC entity. *("the Host")*

The Host may contract with meeting planners and/or other entities to assist it in hosting the session.

The responsibilities, authorities, and liabilities of a Host are defined in the following list.

a) The Host is solely responsible for the finances and the logistical planning, preparation for and execution of the session.

b) The Host will consult and coordinate with the Chair(s) of the WG(s) or WG subgroup(s) participating in the session on the financial and logistical planning, and preparation for and execution of the session. *(Coordination is with the IEEE 802.3 Executive Secretary)*

c) The Host is solely responsible for all contracts and agreements that are for goods and/or services exclusively for the session.

d) The Host is solely responsible for collecting the fees, if any, from attendees and for paying the session expenses including any penalties.

e)The host is solely responsible for any session deficit and the disposition of any session surplus funds.

[1]IEEE Project 802 LAN/MAN Standards Committee is IEEE 802.3's sponsor group

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LMSC Interim Session Hosting

5.2.2 Interim session fees

The Host of an interim session may collect fees from all attendees of any part of any technical meeting that is part of the session. The fees, usually a registration fee, shall be used to cover the direct expenses of the session and, in some cases, may also be used to cover other WG operating expenses. The "direct expenses" of a session are those expenses, including penalties, that are incurred for goods and/or service by the planning, preparation for and/or execution of the session.

5.2.3 Interim session financial reporting

A report is not required if the WG was not the Host of the session and the following requirements were met:

a) The Host complied with the definition of a host in subclause 5.2.1 of this OM

No financial reporting to IEEE 802.3 is required

5.4 Registration policy

In order for an individual to become registered for a given IEEE 802 LMSC plenary or interim session of an IEEE 802 LMSC subgroup, the individual shall:

a) Have complied with the registration requirements for all previously attended IEEE 802 LMSC plenary sessions and interim sessions of IEEE 802 LMSC subgroups, including payment of any required registration fees, and
b) Have completed a valid registration for the session in question, including payment of any required registration fee.

An individual who attends any portion of a technical meeting that is part of an IEEE 802 LMSC plenary session or an interim session of an IEEE 802 LMSC subgroup is obligated to comply with the registration requirements for that session.

All attendees from the host organization are required to pay the meeting fee

Host Contribution

- **The host should budget a USD5000 contribution to the meeting budget**

- **The host should budget for a "break-even" meeting after factoring in the USD5000 contribution**

- **If the host wishes to arrange a social event, the host should budget additional funds not from registration fees to cover 100% of the cost of the event**

Hosting Issues

- **The meeting location (city and country) must be coordinated with the Executive Secretary**

- **Hotel room rates and meeting fees must be approved by the Executive Secretary**

- **A detailed "offer to host" presentation, with room rate, meeting fee and location, should be sent to the 802.3 WG Executive Secretary 30 days prior to a Plenary or Interim; a compliant offer will be presented for vote by the IEEE 802.3 WG**

- **The hotel reservation and meeting registration websites must be on-line no later than the last day of the Plenary prior to the hosted Interim**

- **The host must supply visa invitation letters to attendees who request them and should include this as a checkbox item during registration**

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Meeting Location

Meeting destination shall meet the following guidelines:

– **Active downtown area with nearby restaurants, pubs, coffee shops, etc. in walking distance**

- **Restaurants with a variety of price points and cuisines**
- **Deli-style lunch restaurants (soups, salads, sandwiches) with take-out**

– **Service by major airlines (e.g. United, American, Delta, Alaska, Southwest in the USA)**

- **Non-stop service to several major airline hubs (e.g. Chicago, Atlanta, San Francisco, Denver, Dallas, Salt Lake City, Charlotte, Seattle, Houston, NYC airports (LGA, JFK, EWR) in the USA**

– **Reasonable proximity to airport with no need to rent a car**

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Hybrid Meetings

Mixed in-person and remote meetings (hybrid) are now a requirement.

In-person and Remote attendees are charged a meeting fee

Remote attendees can be charged a higher rate to offset the loss of hotel rooms

Attendance may be ~50% in-person, 50% remote*

Meetings run on local time

*Sept '25: 94 in person, 140 remote; May '25: 94 in person, 123 remote; Jan '25: 110 in person, 112 remote; Sept '24: 117 in person, 89 remote; May '24: 86 in person, 145 remote; Jan '24: 96 in person, 145 remote; May '23: 105 in person, 152 remote

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Hybrid Meeting Requirements

- One "big" room to fit all in person
- Two "medium" rooms
- One "small" room
- All rooms in a classroom style set up

- This is as of November 2025.

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IEEE 802.3 Provided equipment

- 802.3 provides for each room:

- A laptop to host the meeting

- A Scarlett Solo for the audio interface between the laptop and the in-room AV

- Power supplies and cables for the laptop and Scarlett

# Scarlett Solo – Audio Interface by Focusrite

Scarlett Solo

the USB connector not only supplies 5 VDC @ 900mA but also serves as the digital communication interface between WebEx and the Focusrite audio mixer.

Room Requirements

- Each room requires:
  - A projector and screen (big room might need two)
  - Mic(s) at the head table (one in small rooms, big rooms will need more)
  - A mic on a stand for an attendee discussion queue
  - A wireless mic for remote presentation from attendee's seat
  - An HDMI connection at the head table for the projector
  - An Ethernet cable at the head table for the meeting laptop
    - This connection bypasses any hotel login splash screen
  - An XLR connection for audio out of Scarlett to room audio
  - An XLR connection to ¼" for audio from all room mics into Scarlett

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Example Audio setup
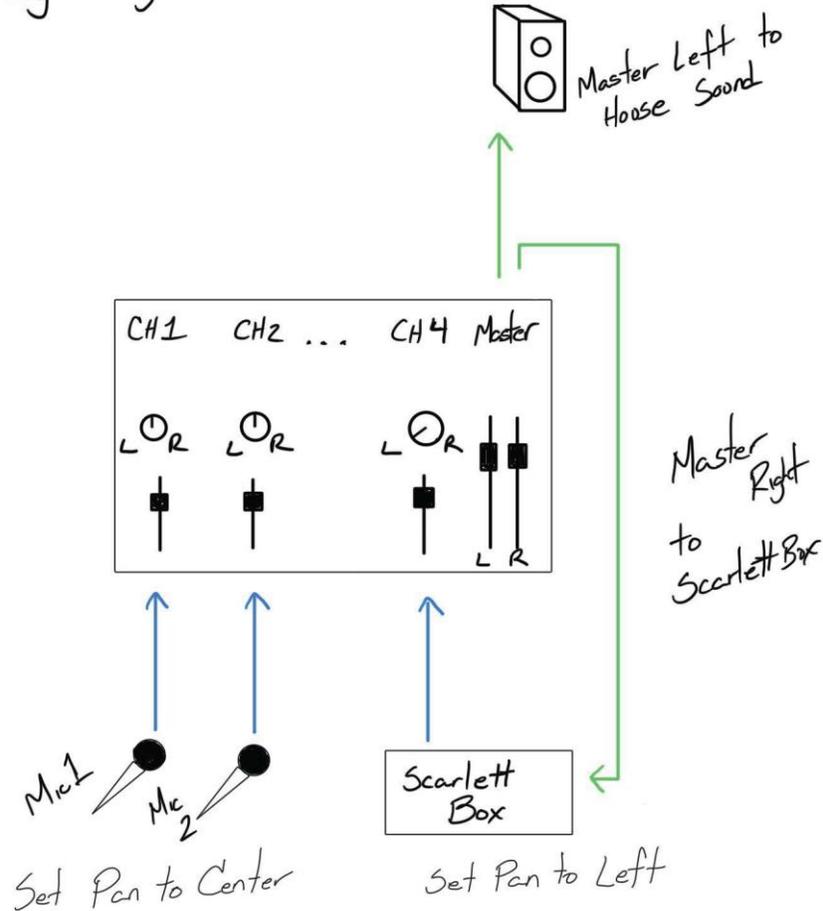
This wiring diagram is provided to assist the AV Engineer at the venue.

Attendees should not adjust the sound mixing panel settings.

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Room Blocks

It is suggested that you negotiate to a minimum room block and allow for upside in the case we get better than expected in-person participation

Recommend that the contract states that any attendee staying at the hotel, regardless if they booked with a corporate rate or through the host provided registration portal, count towards the room block

Room blocks should extend at least two days prior to the start of the meeting and one day after the end of the meeting

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Minimum Required Amenities

- ## Meeting rooms, F&B space, IEEE office

  - LCD projector(s) (HDMI), cables, splitters, screen(s) in each meeting room

  - Microphones and speakers in larger rooms

  - Power strips for all classroom tables, head tables and office

  - Meeting room wireless network (discussed later)

- ## Food and beverages for all attendees

  - Continental breakfast with coffee, tea and juices

  - Mid-morning coffee, tea and juices and/or soft drinks

  - Afternoon coffee, tea, soft drinks, and snacks, including fruit

- ## Event website & registration, signage, attendee badges, signed attendance list for secretary, etc.

Attendee Costs

- ## The basic meeting fee should not exceed USD600

  - ### In many locations it should be possible to break even with an early registration in-person fee less than USD500

- ## The hotel room rate should provide the best value possible and should not exceed USD250

  - ### A higher room rate may be acceptable depending on meeting location, cost of transportation, etc.

  - ### Lower room rates are always encouraged, but rates should include guestroom Internet access

  - ### Avoid add-ons such as resort fees, daily Internet access, etc.

Meeting Fees

- **The meeting fee for in-person attendees staying in the meeting hotel should not exceed USD500 (early discount rate)**

  - **Attendees will need an itemized receipt for registration**

- **The meeting fee for in-person attendees not staying at the meeting hotel, and all remote attendees should not exceed USD1000 for early registration**

- **Fees scale up as the meeting gets closer (e.g.):**

  - **Six weeks: USD500 and USD800**

  - **Two weeks: USD700 and USD1000**

  - **Under two weeks/on-site: USD1000 and USD1300**

Meeting Planning

- **It is strongly recommended that the host engage the services of a meeting planner who is familiar with 802.3 interims**

  - Experience has shown that admins or internal sales meeting planners do not do well at 802.3 interim meeting planning

  - 802.3 does not endorse any particular meeting planning service

  - The cost of the planner may be incorporated into the meeting fee

- **On-site support for the meeting should be provided**

Meeting Network

- ## A wireless network (802.11ac or better) shall be provided 24/7 in all meeting rooms to support hybrid operation

  - Recent meetings have shown that a dedicated bandwidth for the meeting rooms of at least 100 Mb/s up and down is needed (request should be 200Mb/s and only back down to 100 if required)

  - Assume that the wireless network will have to handle 4 devices per attendee

  - As previously mentions, hard-wired Ethernet must be provided at each head table

  - Attendees will use VPNs, so they must not be blocked

  - Enough WAPs must be provided to avoid access point crowding

  - In the event of load-balancing WAPs, the system must properly handle VPNs

  - A network login for the meeting rooms is required to keep non-802.3 people off the meeting network

  - Network logins that redirect to a login page are undesirable as they may cause problems with security software on the PC

  - See last slide for an example of network stats from a Plenary (many more attendees than an interim).

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Host Promotion

- **Host advertising and promotion. Hosts may:**

    - **Advertise that they are hosting the Interim session on their website and in press releases**

    - **Provide signage at the session, e.g. "IEEE 802.3 Interim hosted by *organization name"***

    - **Put their logo on the meeting announcement presentation, event website, badges, welcome letters or other handouts, e.g., lists of local restaurants or attractions**

    - **Outside of the meeting area, hosts may hand out "giveaways," e.g., pens or T-shirts with their logo---it's best if T-shirts identify the Interim session**

- **Hosts must co-ordinate advertising and PR with the 802.3 Executive Secretary**

Host Promotion

- **Hosts MAY NOT do corporate pitches during the session**

- **Hosted lunches or an evening social are allowed, but must be paid for by the host (not from the meeting fee budget)**
  - **In the case of lunches, the WG has approved an additional $100 registration fee.**

Acknowledgement of Hosts

- **Hosts will be identified on the IEEE 802.3 Interims Web page and in email reminders**

- **Hosts will be identified and thanked by 802.3 SG and TF chairs at the session and the subsequent plenary**

Privacy

- **Attendee data collected during registration MAY NOT be used for any other purpose than facilitation of the Interim**

- **Hosts should make themselves conversant with global regulations regarding the privacy of information collected for the purposes of meeting facilitation**

  - **Hosts must supply the IEEE 802.3 recording secretary with a list of attendees who registered, paid the meeting fee, and picked up their badge. This list need only contain first, last, and organization name.**

Host Agreement

Please sign below indicating your acceptance of the 802.3 interim hosting rules.

Meeting: _____

Printed Name:_____

Signature:_____

Title:_____

Date:_____

Interesting Network Stats from a PLENARY

- March 2024, had 477 in-person
- The wireless local area network comprised of 39 WiFi 6 access points is currently providing connectivity to 1286 unique mac addresses

- **FINAL STATISTICS (as of 12PM 3/15/24)**
- **Total Internet data: 4.91 TB**
- **Total Internet data inbound: 3.79 TB**
- **Total Internet data outbound: 1.12 TB**
- **Inbound Internet bandwidth utilization**
  - **Peak: 567.19 Mb/s**
  - **95th Percentile: 246.01 Mb/s**
- **Outbound Internet bandwidth utilization**
  - **Peak: 221.95 Mb/s**
  - **95th Percentile: 66.97 Mb/s**


```
bps        Now      Ave      Max       95th %
  In       28.38M   59.14M   567.19M   246.01M
  Out      20.88M   17.48M   221.95M   66.97M
Total      4.91TB   (In   3.79TB   Out   1.12TB)
  Port Speed 1 Gbps
```