Meeting attendance procedures

IEEE 802.3 Working Group Plenary

San Diego, CA

July 2010

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

- 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

- 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

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

IEEE Attendance Tool

HOME
Thu 23-Apr-2009 09:19:44 EST
Guest

Login Page

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

This system now requires you to log on using your IEEE Web A
do not yet have an IEEE Web Account, you need to get one befo

You must enter either your IEEE Web Account User ID or Email

IEEE Web Account User ID:

IEEE Web Account Email Address:

Password:

Log In

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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
    - Reset 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
    - Contact Christina Sahr (c.sahr@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

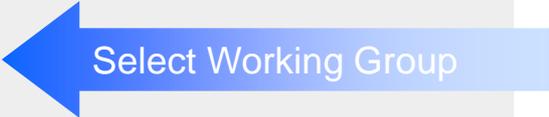**Instructions (Please Read!)**

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

← Select Working Group

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

Step 4b – Log your attendance

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

1. Click the meeting day

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

Type your affiliation

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: [   ] ▼

SUBMIT   Click to record your affiliation

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

Disclosure of affiliation

- **From the IEEE-SA Standards Board By-Laws, Section 5**

  - (http://standards.ieee.org/guides/bylaws/sect5.html)

- **5.2.1.5 Disclosure of affiliation**

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

A person who believes that a participant's disclosure is materially incomplete or incorrect should report that fact to the Secretary of the IEEE-SA Standards Board and the appropriate Sponsor(s).

Updating your affiliation – 1

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

Updating your affiliation – 2

IEEE

Affiliation Information

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

[   ]   UPDA... 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