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/](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](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](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

- 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”

Contact an IEEE 802.3 Working Group officer for the URL to access this system
Step 3b - Log in to the tool

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**

Ensure that you select the correct working group (WG802.3)
Step 4b – Log your attendance

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

- 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

- 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

- Log in to the meeting attendance tool
- Select “Change Affiliation” at the bottom of the list
Updating your affiliation – 2

- 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.