Meeting attendance procedures
IEEE 802.3 Working Group
Interim Meeting
September 2024
Updates since May 2024

Other items

- IEEE 802.3 meeting attendance credit changes from May
  - IEEE 802.3 interims will be 'credited Interim Session'
  - IMAT will use four 'meeting slots' for Interims and Plenary
    - Remove IMAT post-process IMAT for IEEE 802.3 Recording Secretary
    - IMAT attendance credit percentages will be correct
    - Align us with all other IEEE 802 Working Groups
  - Impacts
    - Individual must attend 75% of meeting slots of 'credited Interim Session' for credit
    - Individuals will need to sign in four times a day
    - Minimum attendance for three days at a four-day interim for credit
    - Minimum attendance of four days at a five-day interim for credit
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
- 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

URL: https://imat.ieee.org/
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.

If your email changes between IEEE 802.3 Working Group meeting series, please send the change of email to jon.lewis@dell.com.

Ensure Direct Vote Live has the current information (Voting Members only)
Logging and Viewing Meeting Attendance Using The IEEE Attendance Tool
Sign in to Attendance Tool

http://imat.ieee.org

Enter your IEEE Account username/email and password

Accept the IEEE Privacy Policy

If you need to create an account or forgot your password, click the link

IEEE Standards Association
Select the meeting you are attending

**Active Meetings**

Please select the meeting you are currently attending

- IEEE 802.3 test meeting
  - 29-Mar-2024
- IEEE 802.18 teleconference call (24/03/24 to 09/05/24)
  - 21-Mar-2024
- 802.11 Telecons (March 19-May 10)
  - 19-Mar-2024
- 802.1 Telecons (Mar-May)
  - 18-Mar-2024
Input access code (if applicable)

Access Code Required
Access to this Session requires a Session access code. If you are an attendee at this Session you should have received this code from your working group chair or vice-chair.

Session Access Code:  

OK  Cancel
Select your working group

Select the working group holding the meeting you would like to claim attendance for.
Click to log attendance

Home >> Attendance >> 802.3 WG

C/LAN/MAN/802.3 WG Attendance Log

Attendee: Jon Lewis, SA-Pin: Affiliations: C/LAN/MAN/802.3 WG Dell Technologies

Active meetings will appear in yellow. You will only be able to log attendance for active meetings.

Please record your attendance for an active meeting (denoted by yellow bar) by clicking on the yellow bar. Once your attendance has been recorded, the yellow bar changes to a green bar.

Submittal: As the person submitting this form, I certify that:
1. I am submitting this attendance record for myself and not someone else. DO NOT SUBMIT FOR OTHERS!
2. At the time of the submittal, I am currently in the Session above.

Confidentiality: All user contact information is considered confidential and is to be released (from this system) only to IEEE authorized personnel (Staff and Chairs)
Declare affiliation: Only needed one time

C/LM/WG802.3 - meeting 1

Failure to pay participation fees is not an act of bribery per IEEE rules, 5.2.1.5: “An 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.”

Type your affiliation and/or select from the list.
Declare affiliation

Attendance

Are You Sure?

I confirm that the Affiliation that [I have chosen (Ajou University)] represents the individual or entity that has been, or will be, financially or materially supporting my participation in this particular IEEE standards activity meeting.

OK  Cancel

Confirm your affiliation.
Attendance is recorded

Once attendance is recorded, the bar will change to green.
Overlapping Meetings

Clicking on an overlapping meeting will remove any previously logged attendance.

Previous attendance is shown in dark grey.
Daily Example:

IEEE P802.3dj
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

IEEE P802.3dm
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

Maintenance
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

PDCC
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

Working Group
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

Meeting Slot
- AM0: As necessary
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

Standard Meeting Slots
- AM1: 08h00-10h00
- AM2: 10h15-12h15
- PM1: 13h15-15h15
- PM2: 15h30-18h00
- PM3: 19h00-21h00

Working Group Meeting Only. Other meetings are zero credit.
All attendance credited to the selected Working Group will be shown. Check the “Show all breakouts attended” box to show all breakouts attended at the selected event.
Viewing Attendance History

Welcome to the IEEE Attendance Tracking system. This system provides on-site home tracking integrated with the IEEE myProject™ system. You can view your prior attendance on the Attendance History Report.

**Active Meetings**
Please select the meeting you are currently attending

IEEE 802.3 test meeting

Click “Attendance History Report” to see attendance for past meetings
Viewing Attendance History

Attendance History for Jon Lewis

<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/LAN/MAN/802.1 WG</td>
<td>attendance summary</td>
</tr>
<tr>
<td>C/LAN/MAN/802.3 WG</td>
<td>attendance summary</td>
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<tr>
<td>C/LAN/MAN/zIEEE 802</td>
<td>attendance summary</td>
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</tbody>
</table>

Select the Working Group you would like to view attendance for
Viewing Attendance History

Specify a date range to view attendance

Attendance summary for C/LAN/MAN/802.3 WG

Start Date: 01/01/2024   End Date: 03/30/2024

Jan 2024  Mar 2024  Mar 2024
67%   200%   50%

Percentages not correct for 802.3 until May 2024

Click on the attendance percentage to view your attendance detail for the meeting.
Questions?

Contact the Standards Solutions Support Team
solutions-support@standards.ieee.org
Attendance percentage and history

Starting in May 2024, IEEE 802.3 Working Group will transition to meeting slots in IMAT. This will allow the attendance percentage to reflect actual meeting attendance properly.

Prior to May 2024, meeting percentages shown in IMAT are NOT accurate!
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.”
Correct your affiliation

C/LM/WG802.11 Attendance Log

Attendee: Iman Engineer, SA-Pin: 64872
Affiliations: C/LM/WG802.11 A Company
Percentage: 26% (100% = 19) credits

<table>
<thead>
<tr>
<th>Schedule</th>
<th>7:00</th>
<th>8:00</th>
<th>9:00</th>
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<td>Test meeting 2</td>
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Correct your employer

Your “employer” information is taken from your IEEE (MyProject) Account.

Look at the attendance summary for the most recent meeting you attended and check that your employer is correct:

- https://www.ieee802.org/3/minutes/jan24/802d3_Jan_interim_attendance.pdf

If it is blank or incorrect, then fill in your current employer in your IEEE (MyProject) Account.


- Then go to the “Welcome, <name>” at the top right-hand side of the page and select “Manage Profile & Interests” change the entry under “Employer”.
Questions?