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Title	<b>IEEE 802.16 Interim Session Guidelines</b>	
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Re:	This document supercedes IEEE 802.16-02/30.	
Abstract	This document describes the organization and hosting of IEEE 802.16 Working Group interim sessions and the site selection process.	
Purpose	To inform potential hosts of the considerations in planning an Interim Session, both before and after the site selection process	
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# IEEE 802.16 Interim Session Guidelines



## 1. Introduction

This document describes the organization and hosting of IEEE 802.16 Working Group interim sessions and the site selection process. It supercedes IEEE 802.16-02/30.

## 2. General Policies

Important IEEE-SA policies for standards meetings are detailed in the “Guide to IEEE Standards Meeting Policies,” available at <<http://standards.ieee.org/resources/meetingguide.html>>.

## 3. Scheduling

Interim Meetings will generally be scheduled each January, May, and September. The nominal dates will be the middle of the month. However, these dates can be adjusted to avoid conflicts with other events or to accommodate anticipated ballot schedules.

The session will normally begin Monday at 1 pm. However, it may start on Monday morning, particularly when airlines schedules require most attendees to arrive on Sunday.

The session will normally end late Thursday evening.

## 4. Host and Finance

Interim Sessions are typically organized by an 802.16 Working Group Member who agrees to serve as Host of the session and be responsible to the Group to ensure a successful session.

Site proposals will typically involve a Corporate Host which agrees to be generally responsible for the success of the session and to serve as signatory on any contracts (usually only a hotel contract). The Corporate Host typically sponsors a social event on Wednesday evening.

Typically, session costs are recovered by a registration fee budgeted to break even after covering expenses. The Corporate Host typically agrees to maintain the session finances and to absorb any financial loss. They may also agree to turn surplus session funds over to the IEEE Microwave Theory and Techniques Society, which has in the past been willing to expend funds on behalf of the Working Group. Potential hosts are free to propose other arrangements. The IEEE Microwave Theory and Techniques Society may be willing to accept responsibility for any shortage of registration fee income in order to ensure that the fee is kept low.

## 5. Registration

The Working Group Chair, or another Working Group volunteer, typically handles pre-registration using the IEEE 802.16 web site. Information is collected and regularly updated to the site, so that registrants may confirm their registration and so that the host can have access to current data. For planning purposes, the registration form can ask specific questions regarding the detailed plans of the registrants.

No fees are normally collected in pre-registration. The Host arranges for the collection of registration fees on-site, normally with a registration fee form. If the site hotel agrees to collect the fees at the front desk, the logistics of registration can be quite simple. Alternatively, a staffed registration desk may be arranged by the Host. It is essential that credits cards be acceptable as payment; preferably, cash and checks are also permitted. Receipts must be provided directly to the registrant. The Host must arrange to keep a list of those who have paid and provide it to the Group as needed. Unpaid attendance is rare but must be addressed to ensure future compliance.

The registration fee is normally around US\$120-160 but may vary significantly depending on the venue. In some cases, a higher fee is charged to those who fail to pre-register by an advance deadline.

Since no funds are collected in advance, the amount of the fee may remain undecided until shortly before the meeting. This can allow the Host to have a better estimate of the turnout before finalizing the income budget. The Group's preregistration has historically been a very good predictor of actual turnout.

The Host is responsible to print attendee badges and distribute them along with appropriate badge holders. The badges should allow space for a membership sticker (2.625x1 inch, or 6.68x2.54 cm).

## 6. Meeting Space

The Group requirements change with time and may not be known at the time of site selection. The Group requires several meeting rooms, each with classroom (also known as "schoolroom") style seating; i.e., with a table in front of each seat. For small rooms, boardroom style seating is also fine. Classroom setups should include a head table for three in the front of each room. In large rooms (>200 people), the head table should be on a riser.

Water service should not be provided on the tables, since this endangers the electronic equipment that members use during the meetings.

The Group typically needs one large room seating about 300 people, along with smaller breakout rooms. Ideally, the large room can remain set through the week. If necessary, it can be broken down in midweek, since the unified IEEE 802.16 Plenary Meetings generally take place only on Monday afternoon and on Thursday evening. If the room is broken down, consideration should be made to avoid relocation of the power strips and network equipment.

In a typical session, the Group requires, in addition to the large room, breakout rooms holding 80, 80, and 20 people. The actual requirements vary greatly from session to session and should be coordinated with the Working Group Chair. It is very useful to have backup plans for overflow rooms in case extra meetings are necessary. If the problem is simply an large turnout for a specific meeting, a quick and simple solution is to remove a few tables from the back of the room and add additional chairs.

## **7. Audiovisual Requirements**

### **7.1 Equipment and Shipping**

The IEEE 802 LAN MAN Standards Committee owns many data projectors and will normally loan several for use in an Interim Meeting. This will need to be signed out during the previous IEEE 802 Plenary Session. A sign-out form (see Annex B) is required. It requires the Host to provide a credit card or shipper's account number to charge the shipping cost. This cost may be accounted as a session expense. The projectors are normally stored in the U.S., so shipping to a non-U.S. location for an interim session can be expensive and require extensive customs paperwork. In some cases, therefore, locally-obtained equipment may be preferable.

IEEE 802 will normally loan the Working Group one large projector in a shipping case, with three small projectors in a second case. In addition, the Host will be shipped two cases belonging to the Working Group: one contains power strips and the other contains the Working Group's networking equipment.

Following the session, the Host will ship the cases to the location of the following IEEE 802 Plenary Meeting. The details will be specified in a shipping memo issued a few weeks beforehand. In many cases, the Host may need to store the equipment for up to two months before and after the Interim Session.

### **7.2 Audiovisual Requirements during Meetings**

The Host will arrange a projector screen and projector table in each meeting room. The projector table should be within about two meters of the head table to allow for cabling. Otherwise, extension cables must be provided.

In the case of large meeting rooms, a public address system is essential. One microphones should be at the head table, and at least one on a stand in each aisle.

The hotel should be willing to provide a table for the Group's server and network equipment in a secure, lockable location. Typically, this is simply the back of the large meeting room. The hotel must provide a wireless LAN. Working Group access points are available.

Internet access must be provided in all meeting rooms. The Host should arrange the details with the hotel and coordinate with the Working Group's Chair or network administrator. The LAN

must be able to handle the Working Group's local server or provide an alternate local server for document distribution and document upload without taxing Internet bandwidth.

The participants need AC power at their desks. The hotel should be willing to allow use of the Group's power strips. The Host should arrange for this strips to be laid out and taped down before the session, and to be repacked afterwards. Rental of hotel power strips is an option, but generally a very expensive one.

The Wednesday social should include audio facilities sufficient for a few speeches. Welcoming words from the Host, and possibly from a representative of the Corporate Host, are customary, as is a thank-you message from the Working Group Chair.

## **8. Food and Beverage**

The Host should arrange for the following food and beverage services:

- continental breakfast in conjunction with each morning meeting
- mid-morning coffee in conjunction with each morning meeting
- afternoon coffee, tea, and snack in conjunction with each afternoon meeting

The Wednesday evening social event is at the discretion of the Host. Typically, the Corporate Host will sponsor a dinner. If this is off-site, bus transportation should be provided.

The Working Group generally prefers an unhosted lunch, with quick meals available nearby. In some cases, lunches are included in the registration fee. If so, the emphasis should be on speed, variety, and flexibility of timing, since Task Groups are on different schedules.

Consideration should be made of the fact that not all registrants will attend all food functions. Wastage should be minimized. Use should be made of the arrival and departure dates of the guest, as gathered during pre-registration. Since the food service is normally buffet-style, most hotels will allow the Host to order a minimum of food but restock it as necessary.

## **9. Sleeping Rooms**

The Working Group is sensitive to the cost of sleeping rooms. The Host, however, must also consider other factors, particularly the size of the room block and any attrition clauses which can risk financial loss for failure to fill the block.

Recommended practice is to minimize financial exposure. One way to do this is to offer an early cutoff date, which may increase the hotel's comfort level, and to guarantee a minimum number of rooms. In this case, it is helpful to add clauses that will guarantee (on a "space-available basis") the negotiated group rate for rooms reserved after the guaranteed block is full and after the cutoff date. This will allow the participants who reserve early a chance at the rooms. Those who contact

the hotel late will take their own risk. The practicality of this approach depends on the availability of nearby alternative hotels.

The hotel contract should account for the fact that, depending on location, many participants may leave on Thursday. Many will not arrive until Monday, even if the session opens Monday morning.

## **10. Site Selection**

Site Selection for Interim Meetings will be scheduled for the LMSC Plenary Meeting held ten months in advance. If the Working Group is unable to make a decision at the time, selection may be deferred to a future Session or to an email decision. However, this procrastination should be avoided, since significant advance planning is required.

In order for the merits of each proposal to be judged, and so that the Working Group Members clearly understand the Host's offer, each proposal must include a completed table of information about the proposal, as reproduced in Appendix A.

Each potential Host should notify the Chair, as soon as possible, of the intent, even if uncertain, to make a proposal. The potential sites and Hosts will be posted to the Group's web site.

In the site selection process, the prospective Hosts will be offered agenda time to describe their proposals. Subsequently, a straw poll will be held in which, for each proposal, a show of hands will be counted. Participants will be eligible to raise their hands for as many proposals as they like. The process will be repeated, with the proposal receiving the lowest count eliminated each time until a single one remains. In principle, the participants in the selection process are only the Working Group's Members. However, the Members will often pass a motion before site selection to open participation to all those present and registered.

## Annex A: Checklist to Accompany Interim Session Proposals

download Word version of this checklist at [http://ieee802.org/16/docs/04/80216-04\\_67AnnexA.doc](http://ieee802.org/16/docs/04/80216-04_67AnnexA.doc)

Individual Host (normally a Working Group Member)	
Corporate Host or Hosts	
Additional Corporate Supportor or Supporters (if any)	
City	
Hotel	
Proposed Dates	
Does Corporate Host agree to accept any financial loss?	
Does Corporate Host agree to turn over any financial surplus?	
Registration Fee	
Advance Registration Fee	
Hotel status (reserved? contract offered?)	
Number of sleeping rooms offered in block	
Sleeping Room cutoff date	
Sleeping Room Rate	
Will the Host provide a registration desk?	
Will the Host accept registration fees and provide receipts?	
Will the Host maintain a list of paid registrants?	
Will breakfast and coffe/tea/snack breaks be included?	
Will lunches be included in the registration fee?	
Will the Host sponsor (pay for) a social event?	
Will the Host sponsor (pay for) any other functions or features?	
Will classroom-style meeting rooms be included?	
What are the seating capacities of the meeting rooms?	
Is hotel currently holding these rooms for the group?	
Will all meeting rooms be available both day and night?	
Will Internet connectivity be provided?	
Will wireless LAN access be provided?	
Will a local server be provided?	
Will the Host provide network technical support?	
<i>Special features: describe in separate contributed document</i>	

## **Annex B: Guidelines For Host Use Of IEEE 802 LCD Projectors And/Or Laser Printers For Interim Meetings: Guidelines For Host Use Of IEEE 802 LCD Projectors And/Or Laser Printers For Interim Meetings**

If you would like to use an IEEE 802 projector and/or printer as host for your interim working group meeting you will be expected to follow the guidelines below:

B.1 The LCD Projector and/or Printer will be shipped to your location at your expense. The average shipping cost per item is roughly \$50.00. We will use FedEx SuperSaver 3-day service if time permits. We expect you to provide a valid FedEx account number or credit card information for billing of shipping charges prior to close of the previous plenary session.

B.2 You are expected to provide secure storage for the LCD Projector and/or Printer before and after your interim meeting, and assure that it arrives at the interim meeting on a timely basis. Consult your WG chair for detailed requirements for the interim meeting.

B.3 It is your responsibility to ship the LCD Projector and/or Printer back to its home base -OR- on to the next plenary meeting approximately one week prior to the meeting, using FedEx, at your expense. Shipment must be guaranteed to arrive no later than Friday of the week prior to the meeting. It is not necessary to provide additional stated-value insurance since we have a policy to cover damage during shipment. If shipping is to/from non-US venue you will be responsible to ensure that customs clearance is not a problem.

B.4 If shipping to the next meeting please address this shipment to the hotel's Convention Manager, indicating "Hold for IEEE 802" along with the plenary meeting dates. Shipping address information will be provided to you at least two weeks prior to the plenary meeting.

B.5 In order for the IEEE 802 Conference Organizers to be able to verify the arrival of the shipment to the hotel, it is required that you provide the FedEx waybill tracking number(s) to us via e-mail to: 802info@ieee.org to confirm your shipment.

B.6 Should you require further information with regards to shipping this IEEE 802 equipment to the next plenary meeting please contact the email address above.

B.7 All shipments should list the following for the return address:

- Dr. E.O. Rigsbee
- Executive Secretary, IEEE 802
- 7750 80th Place SE
- Mercer Island, WA 98040
- (425) 865-2443

B.8 You are expected to be responsible for these units while they are in your possession. Please be sure to inventory all parts and pieces on arrival and again before return shipment. Should a unit experience damage or require service while in your possession, please contact Dr. Rigsbee or the 802 Conference Organizers immediately for further instructions on how to proceed. The LCD Projectors are covered by a 24-hour exchange warranty policy, which should allow for rapid replacement in the event of problems.

## Agreement for LCD Projector & Printer Usage

IEEE Project 802 will agree to make their LCD projectors and Laser printers available for loan to interim meeting hosts on the basis that they agree to all of the following:

- 1) The host will agree to take responsibility for the care, storage, safekeeping, and maintenance of the unit while it is in their possession. Any damage to the unit or loss of accessories or piece-parts will be repaired or reimbursed by the host organization at the prevailing rate.
- 2) The host will agree to subsidize the costs of FedEx shipping to and from the host location by providing a FedEx shipping account number or a credit card account to which the FedEx shipping charges will be billed. 3rd day service is acceptable if shipment occurs in time to arrive by the required date.
- 3) The host may be requested to provide secure storage for the unit until the week prior to the next plenary meeting when it must be FedEx shipped to the next plenary site using the address information provided by the IEEE 802 conference organizers. The host agrees to reimburse IEEE 802 for projector or printer rental charges should the loaned unit(s) fail to be returned in time for the next plenary meeting.

In agreeing to the above, the host assumes full financial responsibility for the loaned units from ship date until returned to IEEE 802 or its agent, and to make good any losses or damages sustained while the unit is in their care. For non-US venues includes customs clearance.

I have read and understand the above agreement and I sign below in acceptance of these terms on behalf of my hosting organization.

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_ WG: \_\_\_\_\_

Signature: \_\_\_\_\_

Units Requested: \_\_\_\_\_

Mtg. Dates: \_\_\_\_\_

FedEx Account or Credit Card: \_\_\_\_\_