**IEEE P802Wireless Chairs Committee**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) | |
| Title | **Wireless Chairs Meeting Agenda-March 8, 2015 Estrel Hotel, Berlin, Germany** | |
| Date Submitted | **March 7, 2015** | |
| Source | [Bob Heile] [ZigBee Alliance] [address] | Voice: [+1 781-929-4832 ] Fax: [ ] E-mail: [bheile@ieee.org ] |
| Re: | Wireless Chairs Meeting Agenda | |
| Abstract | Agenda for Wireless Chairs Meeting, Berlin Germanyu | |
| Purpose |  | |
| Notice |  | |
| Release | The contributor acknowledges and accepts that this contribution becomes the property of IEEE and may be made publicly available. | |

**Wireless Chairs Committee Meeting Agenda-March 8, 2015**

* Call to order
* Take attendance.
* Review and approve agenda (dcn ec-15-0015-00)
* Approve Atlanta minutes (dcn ec-15-0002-00)



* Announcements (if any) related to the Berlin Session or other matters
* Meeting network-status report
* Financial report-Ben/Jon/Clint
* Future Interim Meetings-Bob
  1. May 2015 YVR- Discuss Registration Fee options
     + Joint treasury motion for Registration Fee
     + Joint Treasury Motion to Approve F2F as PCO for May 2015 on same terms as the 802 Plenary contract with F2F
  2. September 2015- Centara Bangkok status
     + Joint treasury motion for follow-up Centara site visit
  3. EU Interim Venue Status (for September 2016 (also May 2018 and 2020))
     + Budapest: Hilton, Marriott, Corinthia, Novotel, and Congress Center
     + Prague: Hilton, Corinthia, Congress Center
     + Warsaw: Hilton, Doubletree, Marriott, National Stadium
  4. January 2017- Agreement with Hyatt Atlanta submitted to IEEE Procurement
  5. May 2017- Daejeon, Korea- putting together draft contract
* Update- Process for Interim PCO selection (see draft ideas below)- Adrian

# *Introduction*

*This document is a strawman for an IEEE 802 Wireless Chairs (WC) Standing Committee (SC) for PCO (meeting organizer) selection.*

# *Operations*

1. *PCOs shall be selected that are IEEE contracts department approved*
2. *PCOs should be selected on a three year cadence*
   1. *This cadence should be aligned to the IEEE 802 meeting planner cadence, perhaps offset so that the outcome of the 802 meeting planner selection is known.*
3. *A single PCO for NA/US meetings should be selected*
   1. *Should cover all NA/US meetings within a three year period*
   2. *May be the same as the PCO for the IEEE 802 plenary meetings, but will need T&Cs contracted specifically for IEEE 802 wireless interim meetings.*
4. *A single PCO for non-NA/non-US meetings should be selected*
   1. *Should cover all non-NA/non-US meetings within a three year period*
   2. *May be selected based on past performance of PCOs used*
   3. *May be selected by asking prospective PCOs to provide a bid using a format (spreadsheet) that will capture comparative capabilities and costs.*
   4. *The decision as to whether to ask a single PCO to bid, or whether to ask multiple PCOs to bid will be made by motion in the WC SC Joint Treasury.*
5. *Any 802-sponsored “interims of the whole” are special cases*
   1. *PCO may be selected on a per-meeting basis*
6. *Existing contracts are grandfathered.*

# *Draft Selection Metrics/Criteria*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Metric*** | ***300 Attendees*** | ***400 Attendees*** | ***Per unit*** |  |
| ***Attendee fee*** |  |  | ***Per attendee*** |  |
| ***Meeting services*** |  |  | ***One off*** |  |
| ***…*** |  |  |  |  |
|  |  |  |  |  |
| ***Criteria*** | ***PCO response (yes/no)*** | ***IEEE 802 WC requirement*** |  |  |
| ***Willing to sign contract with Hotel*** |  | ***Optional – but highly desirable*** |  |  |
| ***Collects meeting fees*** |  | ***Mandatory*** |  |  |
| ***…*** |  |  |  |  |

* 802.18--Any Regulatory issues to be aware of?
* 802.24-- Goals for the week
* Privacy ECSG status update
* OmniRAN update?
* Working Group P&P?
* 3GPP update
* AoB -
* Adjourn