IEEE P802.11
Wireless LANs

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| TGbe 2020 July to September teleconference agendas |
| Date: 2020-06-21 |
| Author(s): |
| Name | Affiliation | Address | Phone | email |
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| Jeongki Kim | LG Electronics |  |  | jeongki.kim@lge.com |
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| Tianyu Wu | Apple |  |  | tianyu@apple.com |

Abstract

This document contains the draft agenda for July to September 2020 TGbe teleconferences.

Revisions:

* Rev 0: Initial version of the document.

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| --- |
| **TG Chair:** Alfred Asterjadhi (Qualcomm Inc) |
| **1st Vice Chair:** Laurent Cariou (Intel) | **2nd Vice Chair:** Matthew Fischer (Broadcom) |
| **Secretary:** Dennis Sundman (Ericsson) | **Technical Editor:** Edward Au (Huawei) |
| **PHY Ad-Hoc Chair:**Sigurd Schelstraete (Quantenna)**PHY Ad-Hoc Chair:**Tianyu Wu (Apple) | **MAC Ad-Hoc Chair:**Jeongki Kim (LGE)**MAC Ad-Hoc Chair:**Liwen Chu (NXP) |

## TGbe uses WebEx for its Telecons:

* Please identify yourself when Joining, by filling in your name and affiliation:
	+ Also please precede your name and affiliation with your voting status:
		- (V=Voter, N= Non-Voter, P=Potential Voter, A=Aspirant Voter)
	+ Format for overall participant’s detail: “[V] John Doe (Affiliation)”

## Teleconferences Overview

TGbe will hold 23 teleconferences up to September 10th for discussing technical presentations:

## Teleconferences Plan for July to September

* **July 12 (Monday) – MAC/PHY 19:00-22:00 ET**
* **July 15 (Wednesday) – MAC 10:00-13:00 ET**
* **July 16 (Thursday) – Joint 11:30-13:00 ET**
* **July 20 (Monday) – MAC/PHY 10:00-13:00 ET**
* **July 22 (Wednesday) – MAC 10:00-13:00 ET**
* **July 23 (Thursday) – MAC/PHY 19:00-22:00 ET**
* **July 27 (Monday) – MAC/PHY 19:00-22:00 ET**
* **July 29 (Wednesday) – MAC 10:00-13:00 ET**
* **July 30 (Thursday) – Joint (Motions) 10:00-13:00 ET**
* **Aug 03 (Monday) – MAC/PHY 10:00-13:00 ET**
* **Aug 05 (Wednesday) – MAC 10:00-13:00 ET**
* **Aug 06 (Thursday) – MAC/PHY 19:00-22:00 ET**
* **Aug 10-14 (Mon-Fri) – No Conf Calls Week OFF**
* **Aug 17 (Monday) – MAC/PHY 19:00-22:00 ET**
* **Aug 19 (Wednesday) – MAC 10:00-13:00 ET**
* **Aug 20 (Thursday) – Joint (Motions) 10:00-13:00 ET**
* **Aug 24 (Monday) – MAC/PHY 10:00-13:00 ET**
* **Aug 26 (Wednesday) – MAC 10:00-13:00 ET**
* **Aug 27 (Thursday) – MAC/PHY 19:00-22:00 ET**
* **Aug 31 (Monday) – MAC/PHY 19:00-22:00 ET**
* **Sep 02 (Wednesday) – MAC 10:00-13:00 ET**
* **Sep 03 (Thursday) – Joint (Motions) 10:00-13:00 ET**
* **Sep 07 (Monday) – No Conf Call Labor Day**
* **Sep 09 (Wednesday) – MAC 10:00-13:00 ET**
* **Sep 10 (Thursday) – MAC/PHY 19:00-22:00 ET**

**We’ll use the following bridges:**

* Bridge for **JOINT and MAC: Webex meeting (802 Seat 3):** See *e-mail sent to reflector*
	+ Meeting number: *Please refer to e-mail sent to reflector.*
	+ Meeting password: wireless
* Bridge for **PHY:** **Webex meeting (802 Seat 4):** See *e-mail sent to reflector.*
	+ Meeting number: *Please refer to e-mail sent to reflector.*
	+ Meeting password: wireless

## Back-Logged Technical Presentations’ List

* TBD submissions in the Joint queue
* TBD submissions in the MAC queue
* TBD submissions in the PHY queue

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DCN** | **Title** | **Author** | **Status** | **Topic** | **Session** |
|  |  |  |  |  | Joint |
| End of Joint Queue |
|  |  |  |  |  | MAC |
| End of MAC Queue |
|  |  |  |  |  | PHY |
| End of PHY Queue |

## Deferred SPs List

* TBD submission in the Joint queue.
* TBD submissions in the MAC queue.
* TBD submissions in the PHY queue.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DCN** | **Title** | **Author** | **Status** | **Topic** | **Session** |
|  |  |  |  |  | Joint |
| End of Joint Queue |
|  |  |  |  |  | MAC |
| End of MAC Queue |
|  |  |  |  |  | PHY |
| End of PHY Queue |

## New Technical Presentations’ List

* TBD submissions in the Joint queue
* TBD submissions in the MAC queue
* TBD submission in the PHY queue

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DCN** | **Title** | **Author** | **Status** | **Topic** | **Session** |
|  |  |  |  |  | Joint |
| End of Joint Queue |
|  |  |  |  |  | MAC |
| End of MAC Queue |
|  |  |  |  |  | PHY |
| End of PHY Queue |

## Order of Topics

### Joint

* TBD.

### MAC

* TBD.

### PHY

* TBD.

## Teleconference Agendas

### 1st Conf. Call: July 12 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 1st Conf. Call: July 12 (19:00–22:00 ET)–MAC

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	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 2nd Conf. Call: July 15 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
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	+ Please record your attendance during the conference call by using the IMAT system:
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	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 3rd Conf. Call: July 16 (13:30–13:00 ET)–JOINT

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
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	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Dennis Sundman (dennis.sundman@ericsson.com) and Alfred Asterjadhi (aasterja@qti.qualcomm.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 4th Conf. Call: July 20 (10:00–13:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 4th Conf. Call: July 20 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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	+ Please ensure that the following information is listed correctly when joining the call:
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* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 5th Conf. Call: July 22 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 6th Conf. Call: July 23 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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* Adjourn

### 6th Conf. Call: July 23 (19:00–22:00 ET)–MAC

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	+ Please ensure that the following information is listed correctly when joining the call:
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* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 7th Conf. Call: July 27 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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* Announcements:
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* AoB:
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### 7th Conf. Call: July 27 (19:00–22:00 ET)–MAC

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* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 8th Conf. Call: July 29 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
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* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 9th Conf. Call: July 30 (10:00–13:00 ET)–JOINT

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
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	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Dennis Sundman (dennis.sundman@ericsson.com) and Alfred Asterjadhi (aasterja@qti.qualcomm.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Motions (concentrated within the first 90 mins of the call):
* Technical Submissions:
* AoB:
* Adjourn

### 10th Conf. Call: August 03 (10:00–13:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 10th Conf. Call: August 03 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 11th Conf. Call: August 05 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 12th Conf. Call: August 06 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 12th Conf. Call: August 06 (19:00–22:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 13th Conf. Call: August 17 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 13th Conf. Call: August 17 (19:00–22:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 14th Conf. Call: August 19 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 15th Conf. Call: August 20 (10:00–13:00 ET)–JOINT

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Dennis Sundman (dennis.sundman@ericsson.com) and Alfred Asterjadhi (aasterja@qti.qualcomm.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Motions (concentrated within the first 90 mins of the call):
* Technical Submissions:
* AoB:
* Adjourn

### 16th Conf. Call: August 24 (10:00–13:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 16th Conf. Call: August 24 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 17th Conf. Call: August 26 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 18th Conf. Call: August 27 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 18th Conf. Call: August 27 (19:00–22:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 19th Conf. Call: August 31 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 19th Conf. Call: August 31 (19:00–22:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

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* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 20th Conf. Call: September 02 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 21st Conf. Call: September 03 (10:00–13:00 ET)–JOINT

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Dennis Sundman (dennis.sundman@ericsson.com) and Alfred Asterjadhi (aasterja@qti.qualcomm.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Motions (concentrated within the first 90 mins of the call):
* Technical Submissions:
* AoB:
* Adjourn

### 22nd Conf. Call: September 09 (10:00–13:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 23rd Conf. Call: September 10 (19:00–22:00 ET)–PHY

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Sigurd Schelstraete (sschelstraete@quantenna.com) and Tianyu Wu (tianyu@apple.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

### 23rd Conf. Call: September 10 (19:00–22:00 ET)–MAC

* Call the meeting to order
* IEEE 802 and 802.11 IPR policy and procedure
	+ **Patent Policy: Ways to inform IEEE:**
		- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
		- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
		- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

* Attendance reminder.
	+ Participation slide: <https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>
	+ Please record your attendance during the conference call by using the IMAT system:
		- 1) login to [imat](https://imat.ieee.org/attendance), 2) select “802.11 Telecons (<Month>)” entry, 3) select “C/LM/WG802.11 Attendance” entry, 4) click “TGbe <MAC/PHY/Joint> conference call that you are attending.
	+ If you are unable to record the attendance via [IMAT](https://imat.ieee.org/attendance) then please send an e-mail to Liwen Chu (liwen.chu@nxp.com) and Jeongki Kim (jeongki.kim@lge.com)
	+ Please ensure that the following information is listed correctly when joining the call:
		- "[voter status] First Name Last Name (Affiliation)"
* Announcements:
* Technical Submissions:
* AoB:
* Adjourn

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## Policies and Procedures

Teleconferences (and ad-hocs) are subject to applicable policies and procedures, see below.

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Teleconferences are subject to applicable policies and procedures, see below.

**IEEE Code of Ethics**

<http://www.ieee.org/about/corporate/governance/p7-8.html>

**IEEE Standards Association (IEEE-SA) Affiliation FAQ**

<http://standards.ieee.org/faqs/affiliation.html>

**Antitrust and Competition Policy**

<http://standards.ieee.org/resources/antitrust-guidelines.pdf>

**Letter of Assurance Form**

[http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#loa](http://standards.ieee.org/develop/policies/bylaws/sect6-7.html)

[https://development.standards.ieee.org/myproject/Public//mytools/mob/loa.pdf](http://standards.ieee.org/board/pat/pat-slideset.ppt)

**IEEE-SA Patent Committee FAQ & Patent slides**

<http://standards.ieee.org/board/pat/faq.pdf> and <http://standards.ieee.org/board/pat/pat-slideset.ppt>

**The current version of the IEEE-SA Standards Board Bylaws is available at:**

<http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf> (PDF version)

**The current version of the IEEE-SA Standards Board Operations Manual is available at:**

<http://standards.ieee.org/develop/policies/opman/sb_om.pdf> (PDF version)

**IEEE 802 Policies & Procedures (Approved June 2014)**

<http://standards.ieee.org/board/aud/LMSC.pdf>

**IEEE 802 Operations Manual (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0090-22-0PNP-ieee-802-lmsc-operations-manual.pdf>

**IEEE 802 Working Group Policies & Procedures (29 July 2016)**

<http://www.ieee802.org/PNP/approved/IEEE_802_WG_PandP_v19.pdf>

**IEEE 802 LMSC Chair's Guidelines (Approved 13 July 2018)**

<https://mentor.ieee.org/802-ec/dcn/17/ec-17-0120-27-0PNP-ieee-802-lmsc-chairs-guidelines.pdf>

**Participation in IEEE 802 Meetings**

<https://mentor.ieee.org/802-ec/dcn/16/ec-16-0180-05-00EC-ieee-802-participation-slide.pptx>

**IEEE 802.11 WG Operations Manual (Approved 13 July 2018):**

<https://mentor.ieee.org/802.11/dcn/14/11-14-0629-22-0000-802-11-operations-manual.docx>

* **The** [**IEEE-SA Standards Board Bylaws**](http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf) **require that “participants in the IEEE standards development individual process shall act based on their qualifications and experience”**
* **This means participants:**
	+ **Shall act & vote** based on their personal & independent opinions derived from their expertise, knowledge, and qualifications
	+ **Shall not act or vote** based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders
	+ **Shall not direct** the actions or votes of other participants or retaliate against other participants for fulfilling their responsibility to act & vote based on their personal & independently developed opinions
* **By participating in standards activities using the “*individual process*”, you are deemed to accept these requirements; if you are unable to satisfy these requirements then you shall immediately cease any participation**

## Guideline-Running StrawPolls Online

1. Reminder: Members will be placed on mute upon joining the call to reduce background noise. Hence, in order to speak, please unmute yourself.
2. Each member that intends to join the conference call and vote needs to:
	* Ensure that their name and affiliation is listed in the participants list
		1. If you are not properly identified in the participants list, your vote will be removed from the straw polls results
		2. If your employer uses WebEx as well, then you need to update the identification details on the internal profile.
		3. Please preceed your name and affiliation with your voting status (V=Voter, N= Non Voter, P= Potential Voter, A= Aspirant Voting)
		4. Format for overall participant’s detail: “[V] John Doe (Affiliation)”
	* Ensure that they join the conference call online before dialing in, in order to ensure that name and affiliation appear in the participants list
		1. Audio connection via cellphone or landline can be achieved by having WebEx calling the phone number or by dialing in using the identification numbers provided when joining online
3. One or more Straw Polls can be run for each presentation (no motions allowed)
	* Straw Poll will first be shown on the screen (after discussions as usual))
	* Chair will then copy the straw poll and display it via the conference call’s polling system
		1. A straw poll can allow either a single choice response or multiple choice responses (e.g., vote for as many as you like); single choice will be used by default unless presenter indicates otherwise
	* A Pop-Up window with the SP will appear for each member that is online
		1. The Chair will remind members to cast their vote and will announce the end of the vote, after which no more voting can take place
		2. Members are invited to cast their vote in a timely fashion, otherwise they will miss the window of vote and be unable to cast their vote
		3. Choose carefully! The system will not allow a vote to be changed once the vote has been submitted, even if the SP is still open for voting
		4. After a reasonable time (1 min or so) the chair will close the poll
		5. If a member cannot cast the vote via the pop-up window then the member must notify the chair of such an issue and then can cast his vote in the chat window (and subsequently send an e-mail to the chair). The vote then will be accounted for by the chair (and secretary) when declaring the results.
	* The Outcome of the SP is reported to the group and will be noted in the meeting minutes, as usual
		1. Note 1: Votes cast by unidentified members may be removed, so please ensure that name and affiliation are correct
		2. Note 2: Voting results will be provided in the minutes. Individual votes will be included in the minutes if a member calls for a roll call, although such information will be traced, whenever possible, by the chair so that it can be shared with the WG leadership upon request. Members can send an e-mail to the chair to request for a copy of the individual votes.

Note 1: Note that where a group of individuals is attending in common through a single dial in, there is only one vote available and therefore, all participants who wish to vote need to individually sign into the meeting to be included in the participant list.

Note 2: This is the first time that such a system is being used for this purpose and as such we will learn/adjust as we go.

## Guideline-Building Consensus and Populating the TGbe SFD

1. For each SFD text contribution, there will be a strawpoll (any member attending the call can vote on the strawpoll) to determine support for adding the text contribution to the SFD. The strawpoll will have response options for approve (YES), disapprove (NO), and abstain. If the strawpoll achieves 75% approval (approval rate = sum of approve votes/sum of approve and disapprove votes) then the SFD text contribution is added to the compendium of SPs document (11-20/566), in yellow) and identified by a unique tag.
	* Please precede your name and affiliation with your voting status (V=Voter, N= Non Voter, P=Potential Voter, A=Aspirant)
	* Format for overall participant’s detail: “[V] John Doe (Affiliation)”
2. TGbe Chair will announce the new SFD text contributions to the reflector (essentially everything highlighted in yellow) and ask if any of the new SFD contributions (identified by its tag) needs further discussion.
	* Members can flag a yellow item (namely by its tag) for further discussion by sending a request to the reflector after the respective announcement is made and 24 hours before the subsequent Joint call at which motions are scheduled.
		+ - Note: Rules specify that these calls need to be scheculed at or near 9:00am ET. Our Joint Conf calls are scheduled at 10:00am ET.
	* SFD text contributions that do not have a request for further discussion, since the respective announcement and up to 24 hours before the subsequent Joint conf call, will be marked in green in the compendium of SPs document (11-20/566) and be ready for motion. The motion, which will apply to all candidate SFD text marked in green, will be run during the scheduled Joint conf call. If the motion passes, then the approved text will be added to the TGbe SFD.
	* SFD text contributions that do have a request for further discussion will be added as a separate motion on the agenda of the same scheduled Joint conf call.
		+ If the motion passes (only Voting members attending the Joint call can vote on the motion) then the respective text will be added to the TGbe SFD.
		+ If the motion fails (only Voting members attending the Joint call can vote on the motion) then the respective text will be removed from the next revision of the compendium of SPs document, noting that the member can follow up on the proposed concept following the usual process.

## Guideline-Increasing MAC queue processing speed

1. Members are encouraged to review the presentations in advance to understand concept and ask clarification questions. Authors are encouraged to additionally check SPs so that they can be merged or run as multiple options.
2. Each presentation to have 15-20 mins (ask feedback from members) allocated to it during conf call.
3. If the presentation has SPs that are unrelated to others, we can quickly run them. Questions will be limited on the SPs if time is running out and nearing the 30 mins threshold.
4. If the presentation has SPs that are related to others, then we cantry to merge them and run all together (merged or with options) and limit discussions on the SPs (5-10 mins).

## References:

From WG Chair e-mail:

“Announcement of Rules Change:

To enable the timely and efficient progress of work during the exceptional circumstance of cancelled plenary and interim sessions: Effective immediately,

The following process change is in effect for the duration of time until WG11 is able to hold face-to-face meetings:

(a) “Task Group (TG), Study Group (SG) and Standing Committee (SC) motions may be held during teleconference meetings.

(b) TG/SG/SC teleconference meetings that will consider motions shall be approved by the WG Chair, and if approved, meetings and draft motions announced to the TG and WG11 reflectors 10 days prior to the meeting.

(c) If a motion is not approved by unanimous consent, it shall be taken as a roll call [recorded] vote.

This change is NOT applicable to a TG operating under the accelerated process or as an IEEE-SA Ballot Comment Resolution Committee.

Implementation:

As a default, TG/SG/SC teleconferences during which motions are held will be scheduled at or near 9am Eastern (6AM Pacific, 2PM London, 9PM Beijing, 6:30PM Delhi). The goal being that teleconferences in which motions are held are not 11pm-6am for the majority of members.”