Guide to Practices for Initial Mixed Mode IEEE 802 LMSC Sessions

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NOTE – THIS IS NOT a Rules Document. It is intended to provide guidelines for meeting planning to craft a mixed-mode meeting proposal, the 802 EC to decide whether to hold a ‘mixed mode meeting’, and for the rules committee to establish which rules, in addition to those for a virtual session, if any, need to be suspended, and what to replace them with.

DOCUMENT PURPOSE:

* The purpose of these practices is to establish a common set of guidelines for mixed mode meetings when 802 initially returns to in-person meetings for a subset of the normal participants. It is expected that at least a significant portion of attendees will be unable to travel due to government restrictions.
* These practices are expected to be re-evaluated following each mixed mode session (i.e., after a plenary week held mixed mode) and revised with lessons learned. It is NOT expected that these will be static, final, or long-term. It IS expected that much will be learned in the initial 2 sessions.
* It is expected that these mixed mode sessions are a temporary state until travel rules stabilize – but no assumption is made on the duration of their usage or the meeting plan which follows (that is the scope of a different ad hoc).
1. Guiding Principles
	1. Produce high quality, market-relevant standards
	2. When remote participation is the only means of participating for a significant portion of the attendees, then we should strive to provide an equivalent experience for in person and remote participants. (e.g., significant delay (4+ days quarantine or such delay) for the participant is considered a travel restriction.)
	3. (TBD) 802 should NOT be in the position of verifying whether an individual is unable to travel.
	4. Whether individuals have a valid reason for being remote or not is a policy decision not impacting these guidelines, and is for further study.
		1. (possible outcomes) If remote participation is optional, the remote participant may not have an equivalent experience to an in person participant.
		2. (possible outcome) Individuals attending remotely are expected to attest that they are affected by a ‘barrier to travel’. Barriers to travel include but are not limited to: travel delays of 4 days or greater, entry requirements for the meeting venue country, or a rating of the meeting venue as “Reconsider need to travel” or “Do not travel” by the individuals country of origin. Corporate support, financial tradeoffs, or personal matters should not constitute a ‘barrier to travel’.
	5. Leave long term decisions open, regarding to remote participation once a significant portion of attendees can attend face-to-face
	6. Including remote participation should strive to minimally impact the nature of the face-to-face portion of the meeting.
2. Definitions
	1. Connected Device: a device capable of allowing participation in the web conference. E.g., Smartphone, tablet, laptop, desktop, workstation, and specialized videoconferencing terminals) with the specified minimum abilities.
	2. Mixed Mode Session: a standards development session consisting in-person and remote participants.
	3. Standards Development Session: a series of real time meetings in which consensus is developed on an IEEE 802 draft or Project Authorization Request draft
	4. In-person participant – a registered attendee participating in the standards development session
	5. Remote participant – a registered attendee participating in the standards development session
	6. “room computer” – a pre-arranged laptop computer capable of running the web conferencing software and interfacing to a projector and audio system. This may be arranged from the network provider or by the meeting Chair (TBD).
3. Equipment Setup
	1. Each mixed-mode meeting room should have:
		1. “room computer” setup with screen shared to projector
		2. “room computer” microphone setting/input to come from in-room microphones (perhaps through mixer or sound board), a toggle switch is OK, if necessary.
		3. “room computer” speaker setting/output to feed into in-room mixer or sound board
		4. “room computer” video to capture presenter and/or in room queue microphone
		5. Audio mixer/sound board to capture input from in-room microphones and output of “room computer” sending to in-room speakers with appropriate echo-cancellation.
		6. NOTE - Audio setup should ensure a remote participant does NOT hear their own voice when speaking.
		7. NOTE – the ‘room computer’ interfacing to video and speakers is likely different from the presentation machine, and may actually be multiple computers – likely provided in the room setup.
	2. Each in-person participant should:
		1. should you choose to join the online meeting while also in-person, join without audio, if so, the in-person participant must have their own connected device with the capabilities under remote participant (except audio)
		2. A connected device at least capable of:
			1. Use meeting chat, hands, or other queue function.
			2. Vote/straw-poll
		3. for those presenting, will need to log onto the web-interface to share slides
	3. Each remote participant should have:
		1. A Single connected device, which the participant is responsible for having the following minimum abilities:
			1. Use meeting chat, hands, or other queue function.
			2. Vote/straw-poll
			3. Display the web conference sufficiently to follow presented material
			4. Listen to web conference audio (remote participant only)
			5. Speak to the other conference participants (remote participant only)
			6. Sufficient bandwidth connect to the web conference
		2. Remote component end points may have multiple participants, but each participant must have their own connected device.
		3. A remote participant may observe (that is listen in) via an audio only connection, but they cannot expect to actively participate since they cannot request access to a queue via the chat window.
4. Meeting Roles
	1. Chair – remain same – needs to have a delegate in the room if not physically present.
	2. Recording Secretary – remain same
	3. Mixed Mode Manager – perhaps vice-chair or other volunteer, who perfoms the following duties:
		1. hold password for “room computer”
		2. switch audio when remote-active participants are called on
		3. indicate queue from web-interface to chair
	4. Onsite support - Face-to-face, hotel staff, network staff:
		1. provide and set up “room computer” and audio, As they do projector and network in face-to-face meetings
			1. remain available for trouble shooting, however not responsible for running equipment during meeting – can be shared across meeting rooms (sufficient staff will be available to help address and resolve any technical problems that may arise in the meeting venue or with remote participation.)
5. Best Practices
	1. Real time meeting participation
		1. Anyone that registers is eligible to attend any meeting they choose
		2. Shared documents shall be visible to all in real time and available on a document server
		3. Live audio permitted, limited to one talker at a time, everyone else to be silent or muted
		4. Live audio from the meeting room is from the presentation spot, the chair, or the floor mic. No in-person participant laptop audio is permitted.
		5. No live video permitted
		6. Meeting Chair responsible for moderation of the presenter and participants (with aid of Mixed Mode Manager)
			1. Presenter speaks for a defined period of time, then to take questions from participants for a defined period of time.
			2. Requests to speak made in the chat window (or equivalent) by all. The queue shall be visible to all.
		7. Crafting of motions to be moderated by Meeting Chair
			1. Chair determines in advance who is permitted to vote
			2. Voting on a Motion to be exclusively electronic
				1. Voting method (e.g., directvote live, or tools integrated into conference tool) to be announced prior to meeting
				2. All in-person and registered voters can vote subject to voting rules of the group meeting (e.g., WG)
			3. “No objections to the motion” shall be sufficient for approval
	2. Sessions will be no longer than 5 consecutive days between Monday and Friday
	3. Meetings will be held between 7:00 to 22:00 in the time zone of the in-person venue
		1. Draft Agendas with narrowed discussion topics and times to be publicly available at least 24 hours (TBD) in advance
		2. Suitable breaks to be provided
		3. Meeting blocks should be < 4 hours
	4. Attendance credit – in-person and remote participants to login and get credit via IMAT
		1. Attendance credit towards WG status subject to WG chair.
	5. Non-meeting blocks of time – no restrictions, it is up to the individuals
6. Financial considerations
	1. Registration fee to be determined by the 802 Executive Committee
		1. In-person and remote registration fees may be different
		2. Fees are set to offset Session Costs and contribute to the Reserve
	2. Expense Items
		1. In person venue participants – TBD, but will most likely be similar to exclusive in person sessions, except the number of participants will likely be lower than usual
		2. Remote participants – TBD
7. Other Considerations
	1. TBD…