

# Mixed Mode Ad Hoc Agenda

G. Zimmerman 4/12/2022

**ec-22-0082-01-00EC**

Revisions greater than 0 include meeting  
notes

# Meeting details/attendance

- Meeting held 1pm-2pm Pacific time, via WebEx
- See attendance at right:
- Chair & Notes:  
George Zimmerman
- Next meeting:  
After May 802 Exec Comm testing of meeting

First Name	Last Name	Affiliation
Edward	Au	Huawei
Clint	Chaplin	SRA
Jodi	Haasz	IEEE-SA
Chad	Jones	Cisco
Stephan	Kehrer	Hirschmann
Stuart	Kerry	OK-Brit/Self
Andrew	Myles	Cisco
Mark	Nowell	Cisco
Glenn	Parsons	Ericsson
Al	Petrick	Skyworks
Clint	Powell	Meta
Max	Riegel	Nokia
Benjamin	Rolfe	BCA
Lisa	Ronmark	Face-to-Face Events
Jon	Rosdahl	Qualcomm
Jessy	Rouyer	Nokia
Steve	Shellhammer	Qualcomm
Dawn	Slykhouse	Face-to-Face Events
Robert	Stacey	Intel
George	Zimmerman (Chair)	CME Consulting / ADI, APL Group, Cisco, CommScope, Marvell, SenTekSe

# Meeting Goals

- Communicate July meeting mixed-mode plans
- Identify volunteer interfaces (e.g. computer adapters) needed
- Identify key points of volunteer training
- Identify any key points to test on EC dry run

# Assumptions – from Guidelines doc

## Reminder from prior work...

- ‘Webcast live meeting’ model (Not ‘Co-located virtual’)
  - Guiding principle – including remote participants should minimally impact the nature of the face-to-face meeting
- Leave long-term decisions open
  - Not discussing in this meeting
- Leave policy decisions for the EC if they wish to set them
  - Not discussing in this meeting
- Rely on Chair to control the conversation in the room
- Participants can give presentations, question/debate, and vote remotely or in person
  - Chair/mixed-mode manager will monitor & provide access
  - NO VIDEO from room

# Mixed Mode Meeting requirements - (1)

## 1. Local room requirements:

- a. hear local participants (some microphones may be needed and the number is per size of room).
- b. See presentations (projection of central machine or chair's machine for local observation).
- c. Local Queue management is by lining up to microphone.
- d. Provide local audio and screen presentation to remote participants (WebEx, Zoom, Proprietary)
- e. Hear remote participants (audio from remote should seamlessly be injected in the local room.)
- f. Remote Queue management to be integrated with local participants queue (Chair may need a VP to watch and manage fair queue access)
- g. Remote presentations need to be presented to Local room. (central machine or chair's machine to project remote shared screen).



## Mixed Mode Meeting requirements- (2)

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### 2. Remote access requirements:

- a. Hear local participants (Local participants need to speak into microphone to ensure injected into remote system)
- b. See Local or Remote presentations ( projection of central machine or chair's machine into remote access tool).
- c. Request remote queue (need to indicate desire to speak and be called on when appropriate).
- d. Speak - Need to be able to speak to the Local and remote participants
- e. Present - Need to be able to have a remote presenter (this can be done by the central machine or chair's machine or sharing of remote screen).



## Mixed Mode Meeting requirements - (3)

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### 3. General requirements

- a. Local room to integrate local and remote audio
- b. Local room to have a method of sharing remote info to local screen
- c. No requirement for local participants to login to "see" remote information.
- d. Explicitly preclude local participants from connecting audio to prevent audio feedback loop.



# Draft Room Resource Allocation

## Big meetings (≥ 100, e.g., WG plenaries)

- Head table (4)
- 1 projector/screen
- 2 tables mics
- 1 or 2 floor mics
- Sound system (speakers, sound board, etc.)

## Medium meetings (35-100, e.g., Task Forces)

- Head table (2)
- 1 projector/screen
- 1 table mic
- 1 floor mic
- Sound system (speakers, sound board, etc.)

## Smaller meetings (30 or less)

- U-shaped or board meeting setup
- 1 room microphone
  - Portable or speakerphone-type
- Sound system (speakers, sound board, etc.)



# Meeting Details/Presentation/Voting

- WG Chair needs to identify a point person to host the 'room computer' for each meeting (block - e.g., WG, Task Force, etc.)
  - One computer per meeting (block) plugged into the presentation (extra device)
    - Don't want to be switching presenter computers
    - Connected to conference tool
    - Computer interface requirements: – HDMI + optional audio-jack (to be finalized)
- WG Chair needs to determine and communicate document upload requirements so that the room computer can access it
  - Preferably with deadline before start of meeting
  - For example – upload to mentor, or to chair for posting to website
- WG Chair to decide and communicate rules and logistics for voting and participation (e.g., WG voters only? All in room?)

***Please let Face-to-Face, Exec Secretary & Treasurer know any assumed needs***

# Testing and Training

- Test with EC members on site during May telecon
- Training session with short-deck (provided to WG chairs) in Mid June (try for first week of June)
  - Suggested for meeting leaders (TF chairs, vice chairs, etc.)
  - Discussion of key questions (from discussion):
    - Dedicated PC or facility-provided PC? (or a mix...)
      - Get question out to chairs ASAP, possibly have a small number of laptops just in case...
      - Get specs from site -
    - Test small meeting microphone scenario
    - Test low-cost remotes at site – chromebook/ipad/android tablet
    - Individual presenters log into conference tool to present – with audio muted on entry or not connected. (try testing with a couple presences)
    - Need to minimize overlaps with some sensitivity to potential leaders

# Further Meeting Details

- Subgroup meeting size & needs will need to be set in advance of the meeting
  - Poll your groups... \* need typical, not worst-case
  - Communicate to your Working Group's meeting planning representative
  - Need soon... Email forthcoming to WG chairs

# Summary of Key Points/Goals/Reminders

- Meeting is to be run as an in-person meeting.
  - Local time zone schedule for meetings
  - Local participants attend as an in-person meeting
  - Remote access is provided to remote participants to view/present/interact similarly to on-line meetings (best effort)
- In-person participants are admonished (stronger than encouraged) to stay OFF the Webex/zoom/teams/conference tool of your choice
- Presentation/room computer is logged into conference tool (ideally from a volunteer-supplied PC), and projector is showing web-conferencing tool view
- A chair, vice-chair, or designate, is logged into the conference tool and monitoring the queue (based on experience this is probably a second room log in, since monitoring the queue doesn't work well when presenting) – this person manages the online queue for the chair to integrate with the floor queue.
- Audio comes from a floor mic or the chair/dias mic which is mixed into room speakers and outgoing sound by the sound board.
- Working groups need to decide voting rules, etc. for subgroups (some use different rules for electronic meetings than in person – what to use for hybrid?)
- Meeting Planning/Exec Secretary/Treasurer will provide an update after the EC meeting test-run in May