Best Practices for Mixed Mode IEEE 802 LMSC Sessions

1. Definitions
	1. Mixed Mode Session: a standards development session consisting in-person and remote participants.
		1. The in-person component is held at a mutually agreeable venue and may consist of one meeting in one meeting room for a group of volunteers or many parallel simultaneous meetings in many meeting rooms for groups of volunteers.
			1. Each meeting room will have at least one projection screen, one microphone and one speaker
		2. Each in-person participant must have their own laptop.
		3. The remote component end points consist of a single laptop with microphone.
			1. Remote component end points may have multiple participants, but each participant must have their own laptop.
			2. If a remote participant is unable to access the queue via the chat window, at the chair’s discretion they may have restrictions on their participation
	2. Standards Development Session: a series of real time meetings in which consensus is developed on an IEEE 802 draft or Project Authorization Request draft
2. Principles
	1. Provide a fair and equitable experience for all participants to the practical extent possible
	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. If remote participation is optional, the remote participant may not have an equivalent experience to an in person participant.
3. 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. No live video permitted
		5. Meeting Chair responsible for moderation of the presenter and participants
			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.
		6. 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
			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 to be publicly available in advance
		2. Suitable breaks to be provided
	4. Attendance credit – in-person and remote participants to login and get credit via IMAT
	5. Non-meeting blocks of time – no restrictions, it is up to the individuals
	6. Help – sufficient staff will be available to help address and resolve any technical problems that may arise in the meeting venue or with remote participation.
4. 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
5. Other Considerations
	1. TBD…