

Mixed Mode Ad Hoc Agenda

G. Zimmerman 4/12/2022

ec-22-0082-02-00EC

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/Self
Jodi	Haasz	IEEE
Chad	Jones	Cisco Systems, Inc.
Stephan	Kehrer	Hirschmann Automation and Control GmbH
Stuart	Kerry	OK-Brit/Self
Andrew	Myles	Cisco Systems, Inc.
Mark	Nowell	Cisco Systems, Inc.
Glenn	Parsons	Ericsson AB
Al	Petrick	Skyworks
Clint	Powell	Meta (Facebook)
Max	Riegel	Nokia
Benjamin	Rolfe	BCA
Lisa	Ronmark	Face-to-Face Events
Jon	Rosdahl	Qualcomm Incorporated
Jessy	Rouyer	Nokia
Steve	Shellhammer	Qualcomm Incorporated
Dawn	Slykhouse	Face-to-Face Events
Robert	Stacey	Intel Corporation
George	Zimmerman (Chair)	CME Consulting / ADI, APL Group, Cisco Systems, CommScope, Marvell, SenTekse LLC

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)

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)

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