IEEE Standards Association

IMAT Manager

Sign in to IMAT

http://imat.ieee.org

Enter your IEEE Account username/email and password

Terms

Event or Session – The overall meeting event that contains one or many sub-meetings (Breakouts).

Timeslot – Times that breakouts may occur. Timeslots regulate when meetings should be occurring during your event and prevent attendees from logging their attendance in multiple concurrent meetings.

Breakout or Meeting – This is the specific meeting that a user may log attendance for. He/she may only log attendance for one breakout occurring at a particular time.

You must first create an Event, then the Timeslots, then Breakouts.

NOTE: If you are holding a meeting with another group (Plenary Session) the person with group access must set up the Event and Timeslot. Contact your Staff Liaison or Solutions Staff for assistance.

Select or create a Session/Event

Attendance | Reports | Events | Setup | Export

IEEE IMAT

Home - David Law, SA PIN: 887

Welcome to the IEEE Attendance Tracking system. This system provides integrated with the IEEE myProject™ system.

Active Meetings

Please select the meeting you are currently attending

802 Wireless Interim	Atlanta	US	30-Apr-2012
Sample Plenary Session	Piscataway	US	30-Apr-2012

Upcoming Meetings

802 Plenary Session	San Antonio	US	10-Nov-2012

Click "Events" to create a new session/event or add meetings to an existing one

Select or create a Session/Event

Click "Add a new session" to create a new session

Click "view details" to add to an existing session

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Sessions

Back | **1** 2 3 4 5 6 7 8 | Next

Add a new Session

Start Date ▼	End Date	Sponsor Name	Session Type	Session Name	Time Zone	
10-Nov-2012	16-Nov-2012	C/LM LAN/MAN Standards Committee	Plenary	802 Plenary Session	CST6CDT	view details, export attendance
08-Sep-2012	14-Sep-2012	C/LM LAN/MAN Standards Committee	Interim	802 Wireless Interim	Europe/Vienna	view details, export attendance
14-Jul-2012	20-Jul-2012	C/LM LAN/MAN Standards Committee	Plenary	802 Plenary Session	America/Jamaica	view details, export attendance
30-Apr-2012	07-May-2012	C/LM LAN/MAN Standards Committee	Interim	802 Wireless Interim	America/New_York	view details, export attendance
30-Apr-2012	04-May-2012	C/LM/WG802.3 Ethernet Working Group	Plenary	Sample Plenary Session	America/New_York	view details, delete, export attendance
23-Apr-2012	27-Apr-2012	C/LM LAN/MAN Standards Committee	General	Test Event Wireless Interim	America/New_York	view details, export attendance
17-Apr-2012	20-Apr-2012	C/LM LAN/MAN Standards Committee	Interim	802 Wireless Interim Test	EST	view details, export attendance
17-Apr-2012	17-Apr-2012	C/LM/WG802.3 Ethernet Working Group	Interim	802.3 test	EST	view details, delete, export attendance
20-Mar-2012	24-Mar-2012	C/LM/WG802.3 Ethernet Working Group	General	Test Meeting	EST	view details, delete, export attendance
10-Mar-2012	16-Mar-2012	C/LM LAN/MAN Standards Committee	Plenary	802 Plenary Session	Indian/Maldives	view details, export attendance
23-Jan-2012	27-Jan-2012	C/LM/WG802.3 Ethernet Working Group	Interim	JAN2012 - 802.3 Interim	Europe/Vienna	view details, delete, export attendance
15-Jan-2012	20-Jan-2012	C/LM LAN/MAN Standards Committee	Interim	802 Wireless Interim	Atlantic/Madeira	view details, export attendance

Add a new session/event

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Add a new Session

Session Name:	test 12345
Session Type:	Interim
Sponsor:	C/LM/WG802.3 Ethernet Working Group
	Enter date in MM/DD/YYYY format
Start Date:	05/03/2012
End Date:	05/03/2012
Time Zone:	America/Chicago
Street Line 1:	
Street Line 2:	
City:	
State:	
Zip:	
Country:	
Copy Timeslots and Sponsor Meetings From:	04/23/2012 C/LM Test Event Wireless Interim
Local Server URL:	
Session Access Code:	
User IP Address Range:	
	Allow Access From IP Address Range: (ex. "204.15.0.64/29 140.98.193.16")
	☐ Gather Attendance Off-site

Add details, such as: Session type, start/end dates, time zone, location

Copy timeslots from an existing event

Restrict access by creating a session access code or requiring a specific IP range

Add a new session/event

Copy Timeslots and Sponsor Meetings From: [04/23/2012 C/LM Test Event Wireless Interim ▼]
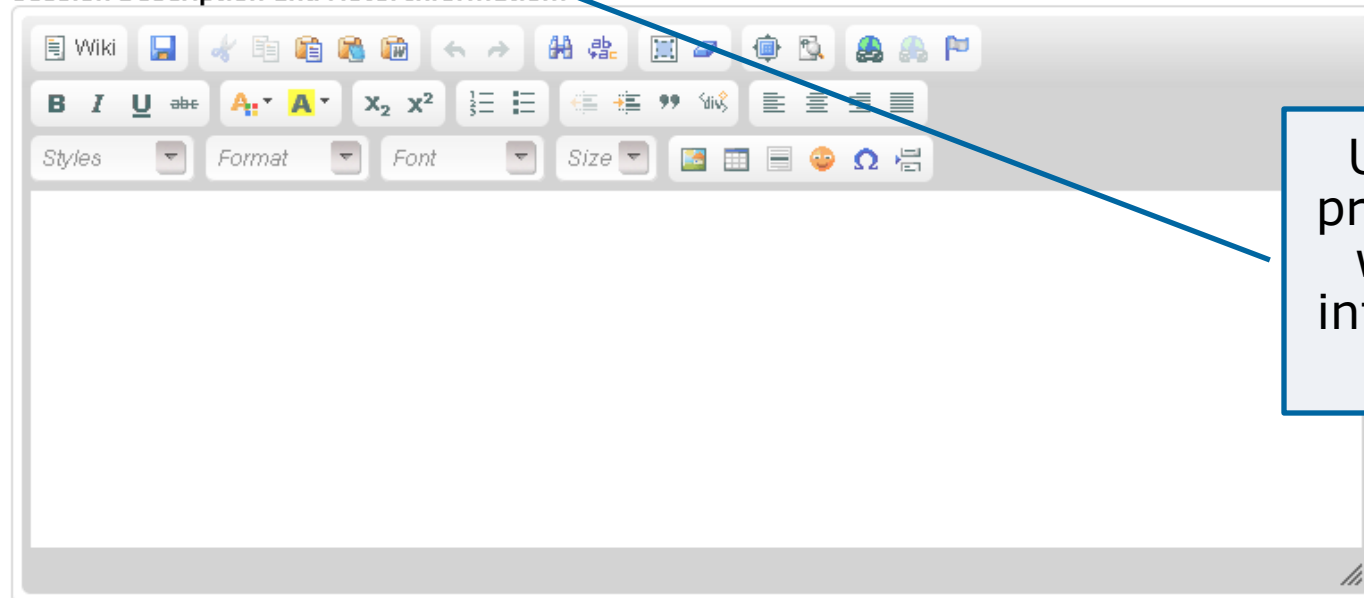
Local Server URL: [   ]

Session Access Code: [   ]

User IP Address Range: [   ]
Allow Access From IP Address Range: (ex. "204.15.0.64/29 140.98.193.16")

☐ Gather Attendance Off-site

Session Description and Hotel Information:

[Wiki editor toolbar]

Only check "Gather Attendance Off-site" if you are using a local server

Use this wiki to provide attendees with additional information about the venue

[OK] [Cancel]

Session details

Session detail

C/LM LAN/MAN Standards Committee
802 Wireless Interim
30-Apr-2012 – 07-May-2012
America/New_York Time Zone

Hyatt Regency Atlanta
Atlanta, GA
US

Edit Session|Export Session roster|Export committees|Export Session credits
Add a new Timeslot|Export Timeslots|Import Timeslots

Timeslot Name	Start Time	End Time		Committee	Credits
AM0	08:00	10:00	edit	C/LM/WG802.3	0.00
AM1	10:00	11:00	edit	C/LM/WG802.11	18.00
AM2	11:30	12:30	edit	C/LM/WG802.16	26.00
PM1	13:30	15:30	edit	C/LM/WG802.18	11.00
PM2	16:00	18:00	edit	C/LM/WG802.19	14.00
EVE1	18:30	22:30	edit	C/LM/WG802.21	12.00
				C/LM/WG802.22	13.00

Session attendance|Attendance upload
Add a new Meeting|Export Meetings|Import Meetings|Copy Meetings from another Session

Time Period ▲	Location/Room	Facilitator	Group Symbol	Meeting Name	Credit	Attendance		Delete
AM0 30-Apr-2012 08:00 - 10:00		Christina Boyce	802.15.4	test 123	Normal	0	edit, view attendance	☐
AM0 30-Apr-2012 13:00 - 14:00	Auditorium	David Law	WG802.3	CFI	Extra	0	edit, view attendance	☐

View and edit session/event details

Add a timeslot or edit an existing one

Add a meeting or edit an existing one

Add a timeslot

Attendance | Reports | Sessions | Setup | Export

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Add a new Timeslot

Timeslot Name: [   ]

Enter time in HH:MM format (America/Chicago time zone)

Start Time: [   ]

End Time: [   ]

[OK] [Cancel]

Timeslots will be the same for all days of the session/event. Use generic names, e.g., "AM 1"

Enter times in 24 hour format, e.g., "14:00".

Add a Breakout/Meeting

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Add a new Meeting

Meeting Name:

Group ID: C/LM/WG802.3 Ethernet Working Gr...

Session Day: 05/03/2012

Timeslot Start: AM0 07:00

Override Start Time:

Timeslot End: AM0 09:00

Override End Time:

Location/Room:

Credit: ○ Extra   ● Normal   ○ Other   ○ Zero

Facilitator Username or Email: dlaw

[OK/Done] [Cancel] [OK/Add New]

Meetings can be associated with a working group or particular PAR/project

Select the timeslot for the start and end. You can span multiple timeslots.

Use the override fields to start/end at a different time than what is presented in the timeslot field

Enter the amount of attendance credit this breakout is to be given.

The facilitator should be the person chairing the meeting. This will default to the Working Group Chair.

Reports Menu

Click "attendance summary" to see a summary of all event attendance listed by individual

Click "session attendance" to view attendance for a particular session

Attendance Summary

Attendance summary for C/LM/WG802.3

Attendance summary upload | Export attendance summary | Add user attendance

Start Date: 05/03/2011

End Date: 05/04/2012

Search:

[OK] [Cancel]

SA PIN	Name ▲	Current Involvement Level	May 2011	Jul 2011	Sep 2011	Nov 2011	Apr 2012	Apr 2012	Apr 2012
35263	Abbas, Ghani	Observer		100%	100%	100%			
7629	Abbott, John	Voting Member		100%	100%	100%			
7807	Alfvin, Richard	Observer						20%	
35269	Alie, Stephen	Observer			100%	100%			
62633	Amleshi, Peerouz	Observer		25%	67%	75%			
54822	Anderson, Jon	Observer	67%	50%	67%	100%			

Click on the attendance percentage to see meetings attended in that month by the individual for a particular event/session. You can also override the attendance percentage on this screen.

Event/Session Attendance

Click "daily attendance" to see the full daily attendance report for a particular event/session.

Event/Session Attendance

View the attendance report or export as CSV.

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Daily attendance report for C/LM/WG802.3

11/06/2011 802 Plenary Session
Export daily attendance

Name ▲	Current Involvement Level	Sun	Mon	Tue	Wed	Thu	Fri	Total	Reciprocal Credits	Calculated Percentage	Recorded Percentage
Abbas, Ghani	Observer	0	1	1	1	1	0	4	0	100%	100%
Abbott, John	Voting Member	0	1	1	1	1	0	4	0	100%	100%
Alie, Stephen	Observer	0	1	1	1	1	0	4	0	100%	100%
Amleshi, Peerouz	Observer	0	0	1	1	1	0	3	0	75%	75%
Anderson, Jon	Observer	0	1	1	1	1	0	4	0	100%	100%
Anslow, Peter	Voting Member	0	1	1	1	1	0	4	0	100%	100%
Anstey, Mike	Observer	0	1	1	1	1	0	4	0	100%	100%
Aslam, Hassaan	Observer	0	1	1	1	0	0	3	0	75%	75%
Balasubramanian, Vittal	Observer	0	1	1	1	1	0	4	0	100%	100%
Baldwin, Thananya	Voting Member	0	0	1	1	1	0	3	0	75%	75%
Barnett, Barry	Observer	0	1	1	1	1	0	4	0	100%	100%
Barr, David	Observer	0	0	1	1	1	0	3	0	75%	75%
Barrass, Hugh	Voting Member	0	1	1	1	1	0	4	0	100%	100%
Bates, Stephen	Observer	0	0	1	1	1	0	3	0	75%	75%
Beaudoin, Denis	Observer	0	1	1	1	1	0	4	0	100%	100%

Add attendance (during an event/session)

Select the event/session from the "Attendance" screen and click "Add Attendee"

Add attendance (during an event/session)

•Enter the user email or search by name or SA pin

Add attendance (during an event/session)

- Click the breakout/meeting to add attendance
- You will be prompted to enter affiliation if one has not been declared
- Attendance percentage will update accordingly

Add/Modify attendance percentage

From the "Attendance Summary" report: Click on "Add user attendance" to add a user. Click the attendance percentage and then click "Override" to modify a user's attendance percentage.
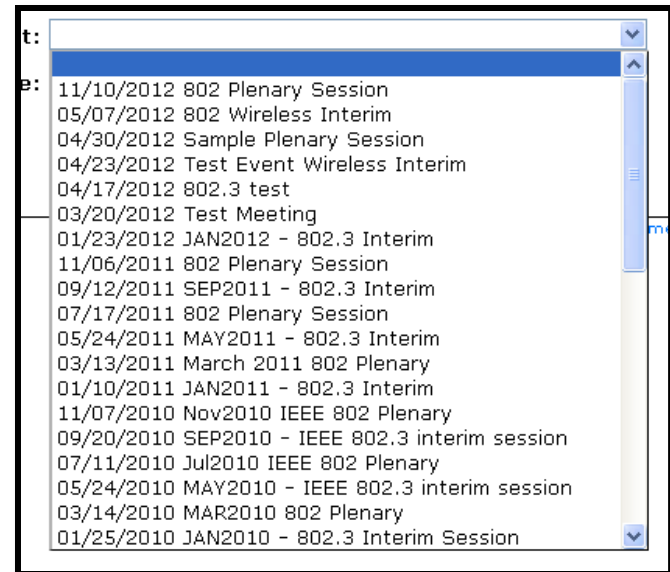
IEEE IMAT

Attendance summary for C/LM/WG802.3

Attendance summary upload | Export attendance summary | Add user attendance

Start Date: 05/03/2011

End Date: 05/04/2012

Search:

[OK] [Cancel]

SA PIN	Name ▲	Current Involvement Level	May 2011	Jul 2011	Sep 2011	Nov 2011	Apr 2012	Apr 2012	Apr 2012
35263	Abbas, Ghani	Observer		100%	100%	100%			
7629	Abbott, John	Voting Member		100%	100%	100%			
7807	Alfvin, Richard	Observer						20%	
35269	Alie, Stephen	Observer			100%	100%			
62633	Amleshi, Peerouz	Observer		25%	67%	75%			
54822	Anderson, Jon	Observer	67%	50%	67%	100%			

Add attendance percentage

- Enter a username or email for the individual you would like to add
- Select an event/session from the dropdown list
- Enter an attendance percentage

Questions?

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