

## **T11 Procedures to support electronic mailings**

The following represent an amendment to the working procedures which T11 as previously followed made necessary by the transition to CD mailings. The new procedures cover three areas:

- 1) Submission of presentation material in advance of the T11 meeting weeks
- 2) Submission of material for the mailings

Additional items that procedures are being proposed for at this time, taking advantage of the same web-based support scheme as for 1) & 2) above:

- 3) Self-maintenance of personal record information by T11 attenders
- 4) Submission of details of ad hoc and study groups meetings and teleconferences
- 5) A web-based "letter ballot" procedure

In addition, the previously-agreed procedures on electronic notification of jeopardy are updated here in line with the new procedures.

- 1) Submission of material in advance of T11 meeting weeks

This procedure is based on the availability of the document numbering scheme accessed via the "members only" link on T11 web page, and also on a writable directory on the T11 FTP site.

It shall be required to both upload the file of the material and obtain a document number by 1159pm Pacific Standard Time on WEDNESDAY of the week before the T11 meeting week. It is important to correctly identify both the project with which the submission is associated, and the meeting at which the material will be presented, in the form which is filled in as part of the numbering process. The primary file formats accepted are as follows (in order of preference):

- a) PDF;
- b) HTML;
- c) Text;
- d) RTF.

In addition, the following secondary file formats will be accepted in exceptional circumstances only IF THERE IS NO ALTERNATIVE:

- e) Postscript;
- f) Any common binary format (Word, WordPerfect, Framemaker MIF etc.).

When the requirement is met, there shall be no requirement to bring paper copies to the meeting. If this requirement is not met, the material will only be able to be presented at the discretion of the chair or facilitator of the meeting, and paper copies in sufficient numbers that they can be easily referenced by all meeting attenders shall be required to be provided. However subsequent to the meeting, a binary copy shall also be required for the following mailing, see 2) below.

When significant changes are made to a document which has already been submitted, authors are asked to upload a complete new version and create a new record in the database indicating a new revision of an existing document, rather than replacing the previously-uploaded file.

- 2) Submission of material for T11 mailings

This procedure is based on the availability of the document numbering scheme accessed via the "members only" link on T11 web page, and also on a writable directory on the T11 FTP site.

It shall required to both upload the file of the material and obtain a document number by 1159pm Pacific Standard Time on THURSDAY of the week following the T11 Plenary. It is important to correctly identify the project with which the submission is associated, and if appropriate the meeting in the following two months at which the material will be presented, in the form which is filled in as part of the numbering process. The primary file formats accepted are as follows (in order of preference):

- a) PDF;
- b) HTML;
- c) Text;
- d) RTF.

In addition, the following secondary file formats will be accepted in exceptional circumstances only IF THERE IS NO ALTERNATIVE:

- e) Postscript;
- f) Any common binary format (Word, WordPerfect, Framemaker MIF etc.).

Only information which meets the above requirements shall be included in the following T11 mailing. The T11 Chair reserves the right to refuse to include material in a T11 mailing on such grounds as inappropriateness, commercial nature etc, and will return to the submitter reasons for the rejection by e-mail.

When significant changes are made to a document which has already been submitted, authors are asked to upload a complete new version and create a new record in the database indicating a new revision of an existing document, rather than replacing the previously-uploaded file.

Material which met the requirements of 1) above will be included in the following T11 mailing, and shall not have to be submitted twice.

### 3) Self-maintenance of personal record information

A link on the T11 web page provides the ability for designated T11 representatives and meeting attenders to update their personal information (i.e. company, address, phone, fax, e-mail address). T11 representatives will need to enter the invoice number from their most recent NCITS invoice in order to complete the edit of their information. T11 meeting attenders will need to receive a password from the T11 chair in order to complete the edit of their information.

It will no longer be necessary for attenders @ T11 meetings to provide a full address and fax number on the T11 meeting signup sheets. The only information which will be required to be provided in the company affiliation and e-mail address. The attenders will receive an e-mail after the meeting week asking them to complete their person record via the web, but this will be optional.

### 4) Submission of Ad Hoc group meeting information

A link on the T11 web page allows facilitators to create notices for upcoming Ad Hoc and Study Group meetings and teleconferences (Ad Hoc meetings are associated with existing projects), and Study Group meetings. Information shall be provided at least two weeks before the actual meeting or teleconference, and full details shall be provided either on the web page or via an open e-mail reflector to allow participation by all interested parties.

## 5) Web-based "letter ballot"

T11 Letter Ballots shall be disseminated to all Principal and Alternate Representatives via a special reflector maintained by the T11 Chair (t11m@dpt.com).

A link on the T11 web page will allow access to all current T11 Letter Ballots. Letter Ballot forms will no longer be included in the T11 mailings. Votes shall be able to be cast via a form on the web page which is specific to each ballot, and will also be able to be returned by e-mail to the T11 Chair in emergency situations only. Where comments are attached to a vote, the shall be required to be submitted in binary form by one of the following methods in order of preference:

- a) In a text field on the ballot form;
- b) As a MIME attachment to the ballot form (requires a capable browser);
- c) Via e-mail to the T11 Chair in either the body of a message or as an attached html file

Reminder messages will be issued by e-mail to the representatives of member organizations which have not submitted votes at intervals until the ballot closes.

Votes shall be regarded as confidential until the closing of the ballot period. The ballot results will be disseminated via the open t11 reflector (t11@network.com), along with all comments submitted.

## 6) Jeopardy

Notification of a T11 member organization being in jeopardy for both non-attendance at Plenary meetings, or failure to return Letter Ballots, shall be conducted by e-mail only. Jeopardy notifications will no longer be included in T11 mailings.