
Nuremberg, Germany 2 - 6 Aug 1999

Question: 4/15

SOURCE¹: Texas Instruments, Matsushita, 3Com

TITLE: Q4/SG15 Rapporteur Meeting Electronic Document Submission Guidelines

ABSTRACT

This document contains electronic operational notes and procedures for Q4/SG15. The procedures for paper submissions for the ITU Q4/SG15 Rapporteur meetings. These procedures do NOT apply to the SG15 Working Party meetings in Geneva. This document also includes the specific procedure for TIES registration for Q4/SG15.

1. Introduction:

The use of electronic document submission and distribution is a key factor in improving the efficiency of Q4/SG15 operation. The guidelines below will insure that all meeting attendees have advance capability to review papers presented for Rapporteur meetings. The basic principals are that documents are posted on the ITU informal WEB site and access to the WEB is available world wide.

For the 2-6 August Rapporteur meeting in Nuremberg, Germany:

- two letter particular meeting designator is NG
- deadline for reduced paper copies is Monday 26 July 1999
- document number request page is:
<http://ties.itu.ch/ties-cgi/palm/docreq.shtml>
- ftp directory for upload is:
<http://ties.itu.int/u/tsg15/sg15/wpl/q4/99-08-Nuremberg/>
- http file upload page is:
<http://ties.itu.ch/ties-cgi/palm/file-upload.shtml>

2. Specific Guidelines for Paper Submission:

2.1 Date Requirements and Number of Copies Required

Contributions for the ITU Rapporteur meeting should be uploaded to the ftp site one week prior to the start of the Rapporteur meeting. Generally, for a Monday Rapporteur meeting start, papers should be submitted by end of day on the prior Monday. If uploaded by that time, only 10 paper copies of the contribution need to be brought to the meeting. Otherwise, 100 paper copies need to be brought to the meeting and the electronic version still uploaded if possible or as a last resort, brought to the meeting. Before presentation of a paper, the electronic version of the paper shall be provided to the Rapporteur.

¹ Contact: Jim Carlo
Texas Instruments

2.2 Format for Papers

The format for the paper should utilize the format provided by the Rapporteur, which will be posted on the ftp site as file entitled LL-003.doc, where LL is the particular meeting designator.

It is suggested that you turn off “Fast Save” in Word and save just the basic document. Using Fast Save can result in significantly larger file sizes and political embarrassment.

2.3 Obtaining a Document Number

Once you have come up with a title and abstract for your contribution, use the following URL to input the required information and your contribution number will be emailed to you within a few minutes.

<http://ties.itu.ch/ties-cgi/palm/docreq.shtml>

When using the above URL, you will see a form with several fields for input. All of the fields are required.

- **Document Contact:** Please place the name of the person responsible for the document.
- **E-mail:** Use the email address of the contact person. Make sure you type it correctly.
- **Company/Organization:** Typically this is the organization of the contributor. If it is a multi-company contribution, you can place several names separated by commas. Try to keep the number of characters to a minimum as it is the field that will be used to generate the online document list. The actual contribution can have as many characters as desired.
- **Area:** You must select one of the areas. If you feel your contribution cannot be covered by one of the areas, please contact Dick Stuart at Dick_Stuart@3com.com. Possible project areas are:
New & “bis” projects:
G.shdsl, G.vdsl, G.pnt, G.dmt.bis, G.lite.bis, G.hs.bis, G.ref.bis, G.test.bis, G.ploam.bis,
G.gen Papers concerned with all xDSL
Admin Administrative items such as the agenda and this document.
IPR: Intellectual Property statements
- **Document Title:** You do not need to include the area since it will automatically be prepended.
- **Abstract:** Abstracts must be properly completed and have a 40 character minimum.

Once you have correctly completed all of the fields, press the "Submit Document # Request" button. You will be shown a new page which should be the way your contribution document header should appear. If there are any problems, use the browser “back” button to go back and fix any errors.

When the confirmation page is complete, press the submit button and you will then be shown a thank you screen. If you correctly input your email address, you should receive an email giving your document number within a few minutes.

2.4 Upload format

Only a single format should be uploaded to the ftp site. If the file size is less than 200 Kbytes, then *.rtf, *.doc or *.pdf formats should be utilized. RTF is preferred, followed by DOC and PDF in that order. If the paper is larger than 200 Kbytes, then the file should be uploaded in *.pdf or *.zip format, depending on which format gives the smallest file size. The file name(s) inside of a ZIP archive shall conform to the naming convention. Note that *.doc files should be in Word6 or lower version.

It is recommended that Word97 users convert all pictures from "floating" to “inline” before saving in RTF. This is required to guarantee that the resulting RTF will be viewable to Word95 users. To change a picture: click the picture; On the Format menu, click Picture, and then click the Position tab.; To change a floating picture to an inline picture, clear the Float over text box.

2.5 File name for upload

The file name for the upload should be LL-yyy.zzz, where LL is the meeting location designator, yyy is the document

number assigned in Section 2.3 and zzz is the file type (zip, pdf, doc, rtf). The letters "LL" shall both be capital letters. The extension letters "zzz" shall be lower case letters. If a revision is required, Rn shall be appended to "LL-yyy". (eg. LL-999R9.rtf)

2.6 Upload location

The upload location is

<http://ties.itu.int/u/tsg15/sg15/wp1/q4/yy-mm-cityname/> or
<ftp://ftp.itu.int /tsg15/sg15/wp1/q4/ yy-mm-cityname />

(yy=Year mm=Month,).

Typically within 1 hour of uploading, the HTML document list is updated to indicate the exact location of your filename. If your file is not listed in the HTML document list, check that you have conformed to the name requirements in section 2.5. The HTML document is located at:

http://ties.itu.int/u/tsg15/sg15/wp1/q4/yy-mm-cityname/00_doc_list.html

A version that is viewable by the nonstandard Word 97 HTML reader will be available at:

http://ties.itu.int/u/tsg15/sg15/wp1/q4/yy-mm-cityname/00_doc_list-word97.html

The Q4/15 home page is:

http://ties.itu.int/u/tsg15/sg15/wp1/q4/ 00_SG15Q4_home_page.html

2.7 Upload notification

After uploading your paper, you shall send a note to the Q4/15 reflector, tsg15q4@ITU.INT announcing the paper upload and stating that you have checked the file for viruses. The subject line of this announcement should start as {space}Q4/15upload{space} document number, and summary area:title. The announcement should contain the presenters, area:title, abstract and anti-virus statement. The paper itself should NOT be included in the announcement message as an attached file.

Alternative Upload Procedure (Optional)

A Web based uploading page is available to user who prefer a Web interface or have trouble (firewalls, etc) with the FTP method.

<http://ties.itu.ch/ties-cgi/palm/file-upload.shtml>

The document number (received from step 2.3 above) is used to retrieve the document information in preparation for the file upload. The system automatically creates an email message (compliant with §2.7) that is emailed to the user and tsg15q4@ITU.INT

2.8 Withdrawn papers

If papers are withdrawn after posting, the originator should remove the paper from the ftp site and post a "NULL" paper with file name: LL-yyy-W.rtf. The text of this paper should simply contain the phrase "withdrawn".

2.9 At the meeting

Jim Carlo will distribute the 10 copies of documents to those individuals who did not have access to the ftp site due to unusual circumstances. Steve Palm will provide a list of papers in HTML format, which allows you to place all files in a single directory of your PC and then "click and point" to the needed file from the list page. If the document has NOT been uploaded, a VIRUS FREE ELECTRONIC COPY must FIRST be provided to the Rapporteur (for uploading), before the document can be presented. This includes, of course, any document generated at the meeting.

Jim Carlo will have available Flash EEPROM PCMCIA cards on Monday morning with all papers. Each day of the meeting, new papers will be distributed on the EEPROM and floppy disk.

3. Specific Guidelines for TIES and Reflector Registration:

3.1 FTP Site and Reflector

FTP site: <ftp://ftp.itu.int /tsg15/sg15/wp1/q4/>

HTTP site: <http://ties.itu.int/u/tsg15/sg15/wp1/q4>

Q4/15 Reflector: tsg15q4@itu.int

3.2 Instructions for Registering with TIES:

ITU TIES service is available without any charge only to persons or Companies meeting one or other of the following conditions:

3.2.1 Qualification to use TIES

1. Your company is a sector member of ITU. To find out, please check this URL address:
<http://www.itu.int/aboutitu/smallm.html>
2. You are working in a permanent mission of a country that is one of the ITU Member States.
3. You are working in a government Administration in one of the ITU Member States. To find out whether your country is Member or not, check the URL address:
<http://www.itu.int/aboutitu/bigm.html>

If you are working in a permanent mission of a country that is one of the ITU Member States or in a government Administration in one of the ITU Member States, please send us an email query (helpdesk@itu.int) noting the area of your involvement in ITU activities, asking for a TIES registration form.

Please note that there are currently NO EXCEPTIONS to the criteria clearly noted above.

3.2.2 Obtaining a TIES account

If you fit the criteria, please send an email to the TIES Helpdesk (helpdesk@itu.int) to with the registration information shown below.. Don't expect an immediate response after you have completed the application form, especially around the time of a meeting or conference.

To: helpdesk@itu.int
Subject: TIES User Registration Form

Please create a TIES account for me. My information is as follows:

Title:
First Name:
Last Name:
Job Title:
Org/Company:
Dept/Service:
Address:
Country:
Telephone:
Fax:
Telex:
Email:
Participation: Question 4/ Study Group15

You should receive a response with your username and password (by postal mail).

3.3 Instructions for enrolling on the EMAIL reflector

3.3.1 Qualifications for enrollment

You must have a TIES user name and password provided after you enroll in TIES per Section 3.3.2

3.3.2 Enrollment process

Send the following message to TSB-EDH (tsbedh@itu.int) to subscribe to the Q4/15 exploder, and request access to the SG15 informal ftp area

To: tsbedh@itu.int

Subject: SG15/Q4 Mailing List Request

Mailing list to subscribe to: SG15/Q4 (tsg15q4@itu.ch)

Full Name:

Company:

Address:

Personal e-mail address:

TIES username:

3.3.3 TIES Access

At this point you should have access to both the Q4 FTP site and the Q4/15 exploder. To send a message to the Q4 exploder the e-mail address is tsg15q4@itu.int. To gain access to the FTP area you may either:

1. Use your FTP-tool and logon to host name ftp.itu.int, changing the directory after connected to /u/tsg15/sg15/wpl/q4
2. Use your internet-browser connecting to <http://ties.itu.int/u/tsg15/sg15/wpl/q4>

You will be asked for your TIES Username and your password in both cases. To avoid having to enter your username and password each time you logon, the username and password can be included in the URL that you save as a bookmark. Substitute your TIES username and password in the example below:

<http://username:password@ties.itu.int/u/tsg15/sg15/wpl/q4>

4. Summary

This paper distribution process will aid the smooth running of the meeting and facilitate the use of electronic media for meeting paper distribution. Everyone is expected to follow these guidelines, in good faith. Papers not following these guidelines may be delayed for presentation until they are available in electronic and paper format.