

3GPP TST-T#4
Miami, 21-23 June 1999

TSGT#4 (99) 112

TSGT2#4(99)xxx

3GPP TSG-T WG2#4
Miami, Florida, 14-16 May 1999

Agenda Item: AOB
Source: BT
Title: Electronic Meetings
Document for: Discussion

During the last few TSG-T2 meetings we have used electronic document distribution extensively. In discussions outside of the meeting it seems that there are many participants who are interested in the more widespread use of electronic facilities at meetings in order to achieve the following goals:

- Rapid (immediate) electronic distribution of documents*
- Side discussions on the work without interrupting the main meeting flow
- Development of common understanding through "whiteboarding"
- Reduce the overhead of producing paper copies

* even those participants who do not connect to the network can have faster access to documents if at least around 1/3rd of the participants are connected, since they are likely to be close to someone who can pass documents by floppy disk.

Set against this, we have the problems of setting up an electronic meeting, and it would be useful to achieve a common understanding of the facilities to be made available, and the requirements of hosts and/or "server" providers.

The following text provides an initial draft of electronic meeting requirements:

Host Requirements

A host might not wish to involve itself in the complexity of providing electronic meeting facilities. Of course there are potential savings to be made in the avoidance of high costs of photocopying, however it would not be appropriate to mandate any particular level of support. The following levels are thus entirely optional.

1. Mains power distribution

This is commonly provided for all meetings such that everyone at the meeting who brings a PC can connect to the mains supply.

2. 10BaseT LAN hubs

Small 10BaseT LAN hubs are available on the market at under \$50. By chaining several of these together it is possible to provide sockets within a reasonable distance of all the seats in a meeting room. This provides a basic meeting network if at least one of the participants can set their own machine up as a server.

3. Meeting server

A meeting server will be needed to make the local meeting network work. This may be provided by the Host or by one of the members. The following configuration is suggested:

- DHCP server
- IP address of server: 150.150.150.150
- IP addresses within network: 150.150.150.1 to 150.150.150.254
- Subnet Mask: 255.255.255.0
- Name of server: 3gppserver
- Microsoft Netmeeting Client with "HOST MEETING" selected
- Shared Directory called "Inbox" with read/write access
- Shared Directory called "Server" with read access
- Windows Workgroup (if available): 3GPP
- DNS server (if available)
- Appropriate directories for documents

Note1: the IP address range is selected on the basis that it is easy to remember the IP address of the Server

Note2: the documents "template.rtf" and "doclist.rtf" should be available in the meeting documents directory. template.rtf is a template for new documents and doclist.rtf contains the list of documents for easy access. All other documents should be numbered as per the meeting server (e.g. t2-990429.rtf).

4. Meeting printer(s)

To enable the printing of documents, a suitable printer which is shared into the network is useful. Printer drivers should be in a subdirectory off the "Server" directory called "Printer drivers".

5. Access outside of the local network

The local network should be configured as standalone so that only the participants in the room have access to the data. Connections to other networks (especially the Internet) should not be provided without consideration of appropriate security levels.

User Requirements

Not all users will be able to configure their own PCs, depending on the security requirements of their parent company. However the default settings will work in many cases, particularly where the PC is configured for Dynamic IP address (DHCP). Specifically it is **not recommended** that any Windows NT user attempts to change their login domain or workgroup. In the past, changes in this area on NT machines have resulted in users being completely locked out of their machines. You have been warned!

1. PC
2. LAN card and 10baseT cable
3. TCP/IP and NETBEUI
4. Dynamic IP address
5. Computer name set to something which identifies the person using the computer (e.g. HOLLEY)
6. No Shared directories (unless you want others in the meeting to see the files in the shared directories)
7. Microsoft Netmeeting Client (preferably version 2.11 or later)
8. LAN hub and patch cable to connect to another hub*
9. Parallel ("Laplink") cable**

* If the host is not providing any LAN facilities then this can still be made available by the participants bringing their own LAN hubs (don't forget to check that the power supply works at the voltage of the country you are going to; unfortunately not all LAN hubs come with power supplies which auto-switch between 110 and 240V.). Modern LAN Hubs are quite small – only the size of a larger external floppy disk drive.

** There is no need for this if the user has a LAN card. A parallel cable allows someone to join the network without having a LAN card by connecting to the parallel port of a neighbour's PC which is connected to the LAN. In this case,

the PC connected via parallel port needs to have a fixed IP address in order for Netmeeting to work. The fixed IP address should be registered with the secretary of the meeting and taken from the 150.150.151.x range.

For document distribution, all documents should be submitted to the directory Inbox. The secretary of the meeting (or owner of the PC which is running the server) should move documents from the Inbox to the appropriate Server directory periodically. Participants should copy documents from the server to their local machine before they open them.

Within Microsoft Netmeeting the "log on to network server" option should be disabled, and other settings (e.g. Your Name) should be set appropriately. The transmission and reception of audio (and video!) should be disabled to avoid unnecessary network traffic. In order to join the Netmeeting simply call to the IP address of the server, which is recommended to be 150.150.150.150.

The slides in the associated powerpoint presentation show how a user can set up their system. These slides were produced for the T2 meeting in Shin-Yokohama and there are slight differences from the above proposals. It is recommended that the above proposals override information in the slides where there is a conflict.

Chairman Requirements

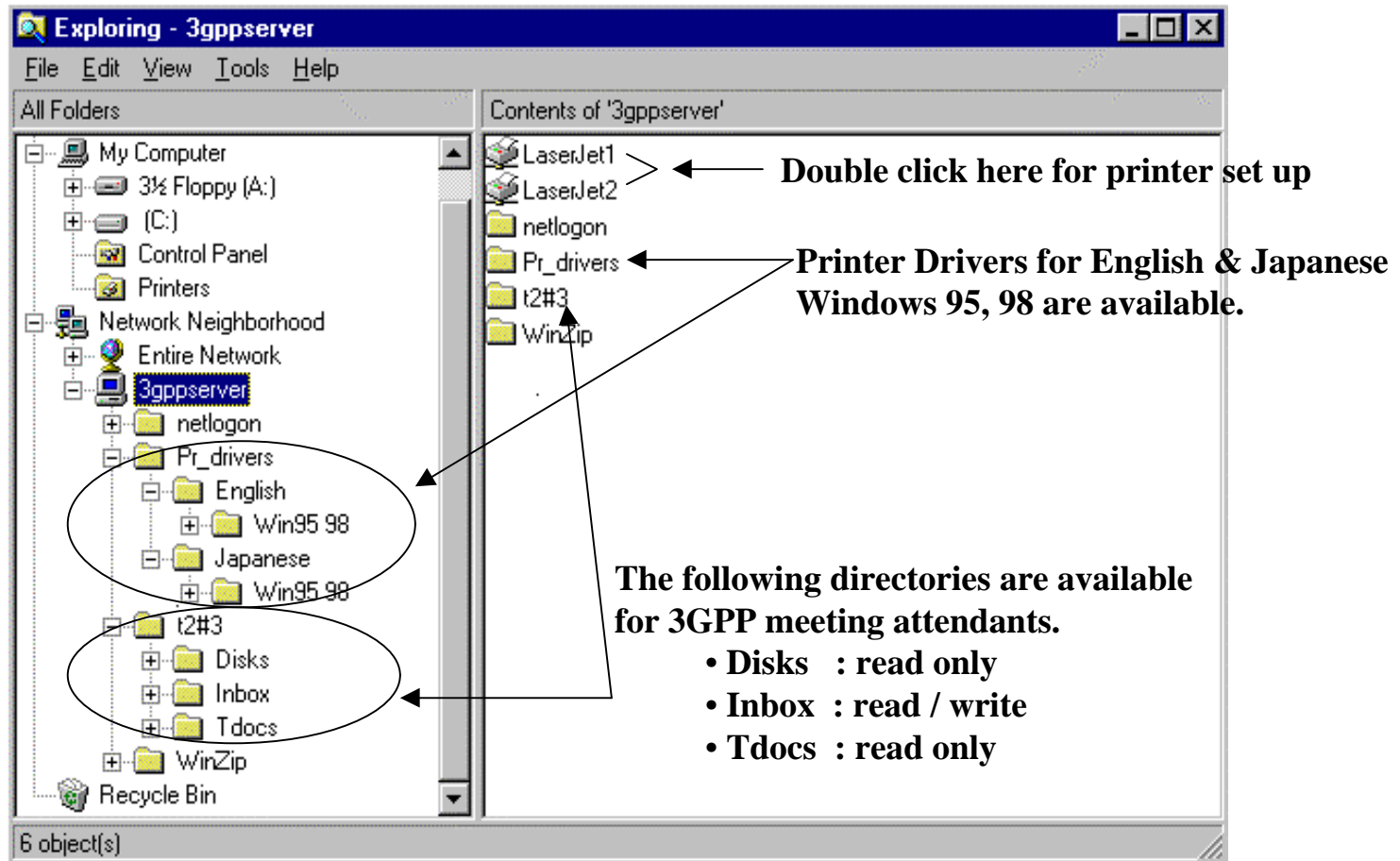
The chairman of an electronic meeting should only allow discussion on documents which are available on the network server.

Local Network for 3GPP Meeting

1. Directory Configuration for 3GPP Meeting
2. How to connect your PC to Local Network
3. Set Up for Microsoft NetMeeting

19th April 1999

1. Directory Configuration for 3GPP Meeting

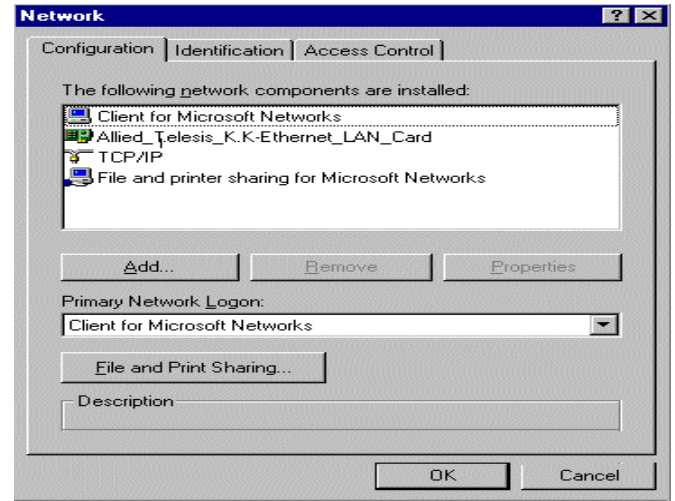


Printer Driver path : \\3gppserver\Pr_driver\English\Win95 98(For English Windows95 98)
: \\3gppserver\Pr_driver\Japanese\Win95 98(For Japanese Windows95 98)

Users Directory : \\3gppserver\t2#3\Disks read only
: \\3gppserver\t2#3\Inbox read / write
: \\3gppserver\t2#3\Tdocs read only

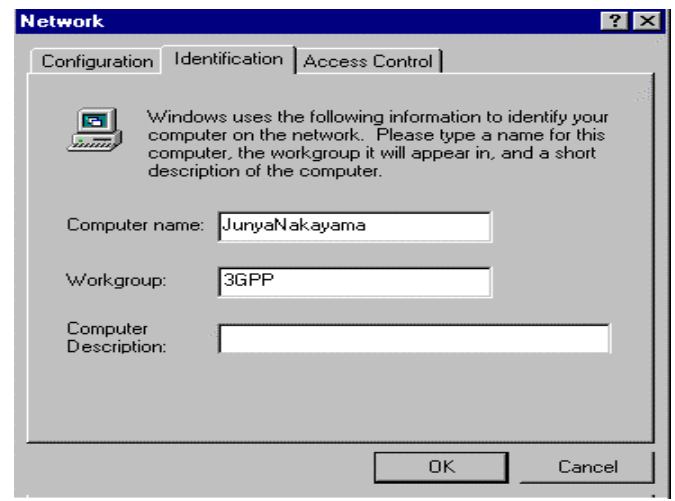
2. How to connect your PC to Local Network

1



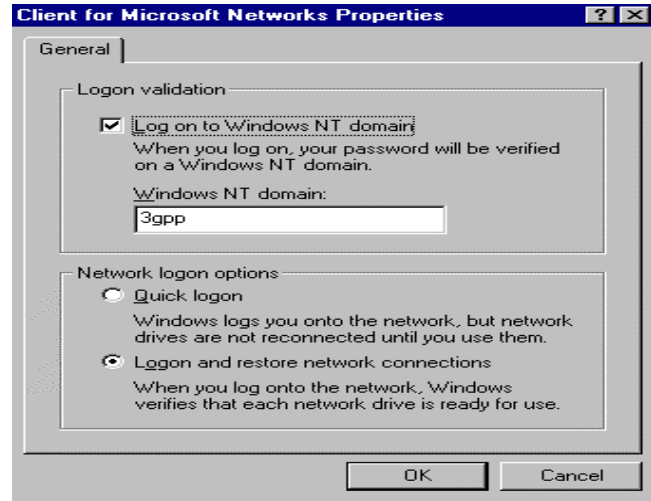
“Start” . “Settings” . “Control Panel” . “Network”
· Add “Clients for Microsoft Network” if it has not been installed.
· “Service”
· Add “File and printer sharing for Microsoft Networks”
· Double click “Clients for Microsoft Network”

3



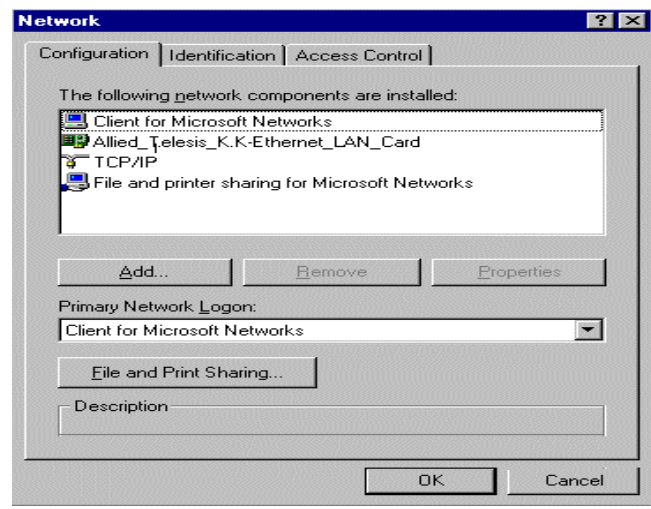
Click “ Identification” tag . Input **your name** for Computer name
· Set Workgroup to “3GPP” . Click “Configuration” tag

2



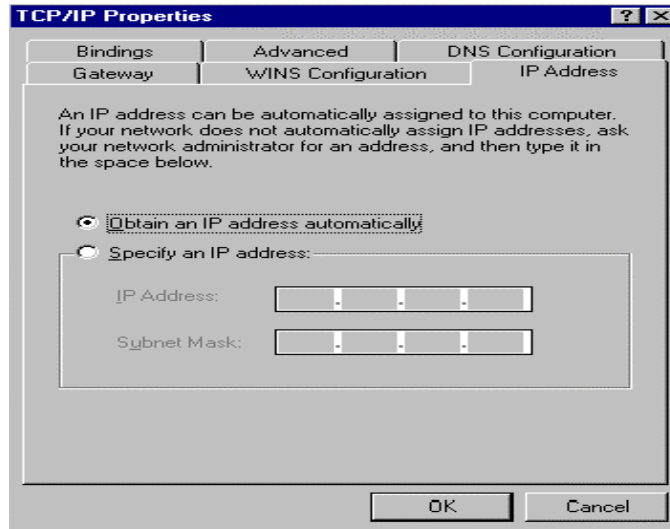
Tick “Log on to Windows NT domain” . Set Windows NT domain to “ 3gpp ”
· “OK” (Return to Configuration window)

4



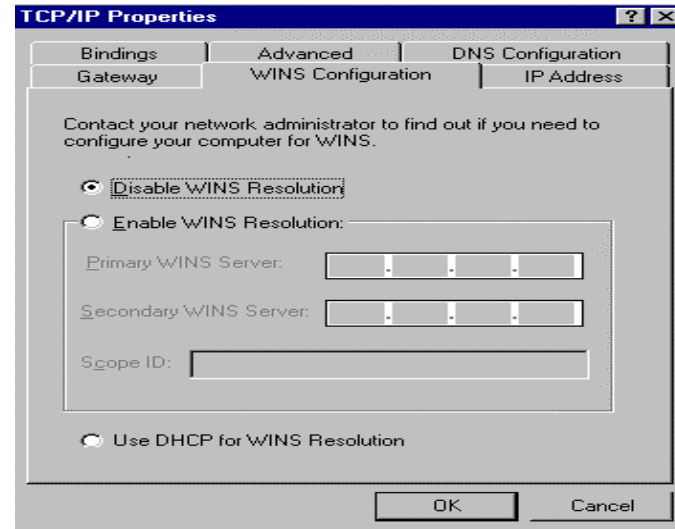
Double click “ TCP/IP ”

5



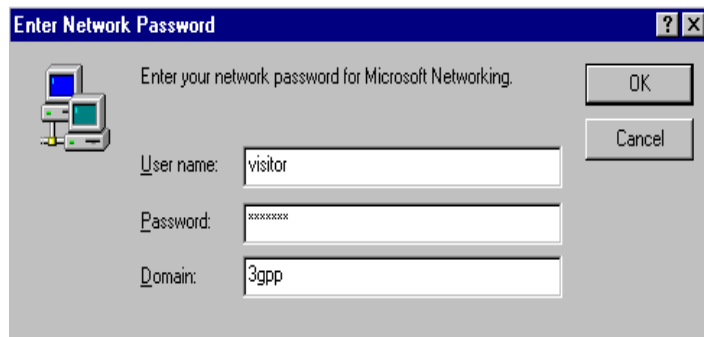
Click " IP Address " tag . Enable " Obtain an IP address automatically"
 . Click " WINS Configuration " tag

6



Enable " Disable WINS Resolution " . " OK "
 . " OK " . Restart your PC

7



On the above window , set each as below;
 User name : **visitor**
 Password : **visitor**
 Domain : **3. . .**

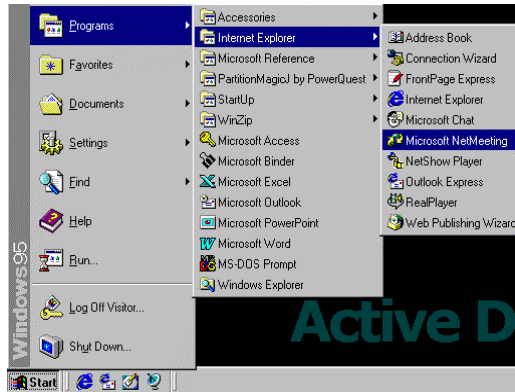
8



Skip the above window by " Cancel " or ESC key

3. Set up for Microsoft NetMeeting

1 “Start” “Programs” “Internet Explorer” “Microsoft NetMeeting”



2 Click “Next”



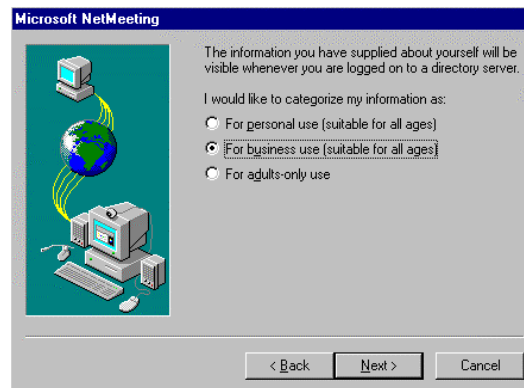
3 Disable “Log on a directory server when NetMeeting starts” “Next”



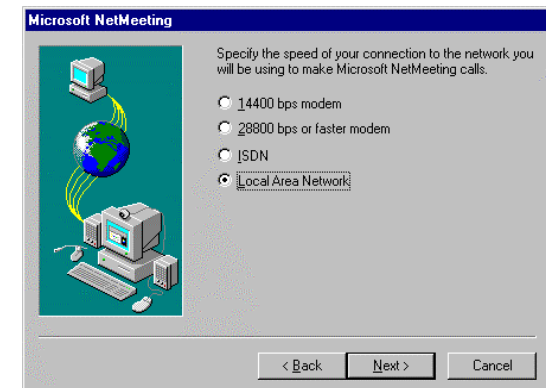
4 Input Your First name, Last name and E-mail address



5 Select “For business use(suitable for all ages)” “Next”



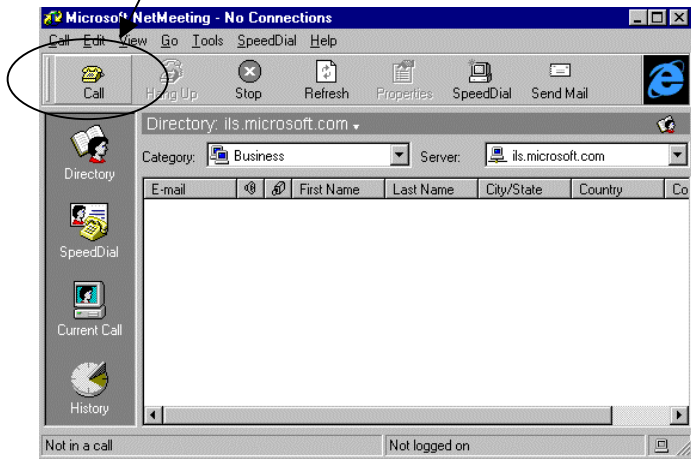
6 Select “Local Area Network” “Next”



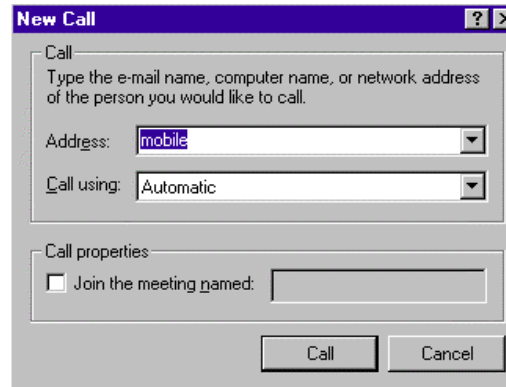
7 Audio setting will continue if audio feature is available.



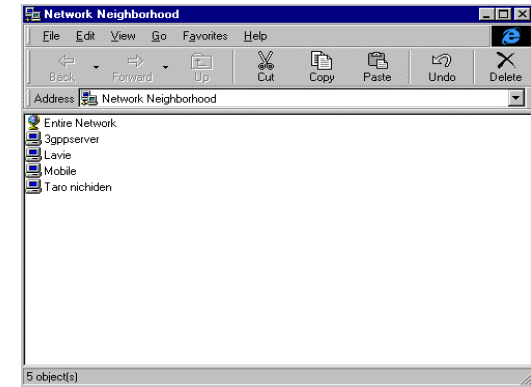
- 8 Please always keep this windows open (active) in order to receive calls from other persons.
When you would like to call someone, click "Call"



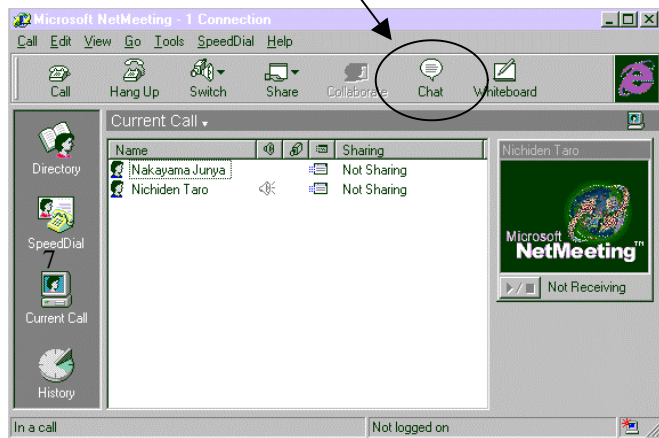
- 9 Set the following items;
Address : Name of person who you would like to chat with.
Call using : Automatic.



Persons names can be checked by clicking "Network Neighborhood" on Desk Top.



- 10 Click "Chat" when the call is connected.



- 11 Write the message and specify the person who you would like to send the message to.

