

To make use of SPA system services, please complete this form and fax it (and any separate sheets) to the attention of the SPA system Administrator at 908-562-1571, or mail the package to

SPA system Administrator, IEEE Standards
445 Hoes Lane
Piscataway, NJ 08855-1331 (USA)

Within five business days, we will let you know when you can expect the services to be available.

Note: This form should be completed and signed by the person who will be the SPA system Liaison for the Working Group and any associated subgroups.

1. General Information

- a. Project number: _____ b. WG Liaison: _____
- c. Phone: _____ d. Fax: _____ e. e-mail: _____
- f. How will your group access SPA system? (check one)
_____ dial-up lines (modem) _____ Internet _____ both
- g. On a separate sheet, please list the names of the WG members who would like accounts on the SPA system, including e-mail addresses (if any), mailing addresses, and voice and fax numbers.

2. File Transfer

- a. How would you like to exchange files among your WG members? (check one or both)
_____ bulletin board (available by dialup and Internet) _____ ftp (available by Internet)
- b. On a separate sheet, please provide a rough estimate of file-transfer volume; e.g., how many files at any given time, average file size, how many transfers per day/week, etc.

3. BBS

- a. please list the directories you would like to have created, and indicate their position in the directory hierarchy – for example,

```
STD_000_MAIN_DIRECTORY (public)
  STD_000_ANNOUNCEMENTS (public)
  STD_000_ACTIVE_FILES (private)
    STD_000_DRAFT_1 (private)
```

In this example, each line is a separate subdirectory, each indent to the right indicates a deeper position in the hierarchical tree, and each directory is designated either public (anybody can read) or private (only WG members can read). Please use this model to create your directory structure on a separate sheet.

4. FTP

Please use the model in the previous section (3) to list the directory names and structure you would like available by ftp. If you would like files to exist on both the BBS and the ftp area, and if you would like the directory setup to the same for both, please check "same as BBS" below. Otherwise, please use a separate sheet to list the directories you would like.

_____ same as BBS

_____ see separate ftp sheet

5. Electronic mail

- a. Reflectors: An e-mail reflector is a named list of e-mail addresses; sending a message to the name of the list (stds-1123@ieee.org, for example) will automatically send that message to all the addresses on the list. For each reflector, please provide the following information on a separate sheet of paper:
 - Suggested name of reflector
 - List of e-mail addresses for the reflector (please, only addresses with proper upper and lower case):
- a. Personal e-mail: As part of the setup, each WG member is given an account. For users with no other e-mail account, this login provides an ieee.org address. For WG members who already have an e-mail address elsewhere, we can forward all SPAsystem e-mail to that address if the user would prefer.

On the sheet for Question 1g., please mark the e-mail addresses of those users who would like their SPAsystem e-mail forwarded to a different location. For example:

Teresa Edison.....t.edison@rutgers.edu
 Larry Gerber
 Evan Costello.....e_costello_H5dfy@warner.com

6. World Wide Web

- a. All postings on our WWW server are public. Before a file can be posted, it must be put into a format called "HTML", the native format for the Web. Please check one of the following statements:
 - ____ No need for WWW services yet
 - ____ Need WWW services; WG can produce its own HTML pages
 - ____ Need WWW services; WG cannot produce its own HTML pages

7. Authoring

The SPAsystem document database will be based will be based on the Standard Generalized Markup Language (SGML) format. For Working Groups that wish to create standards in SGML (either with an SGML-compliant text editor or through the manual tagging of text), a suite of authoring document type definitions (DTDs) and instructions is available. For Working Groups that cannot or do not wish to work directly in SGML, a stylesheet is available for use with popular word-processing packages.

- a. Will you be creating your document directly in SGML? ____yes ____no
 if you answered "no", you may skip to question (b).
 1. Are you familiar with SGML concepts and syntax? ____yes ____no
 2. Do you have an SGML-compliant text editor? ____ yes ____ no
 3. If "no" do you have an SGML parser (such as SGMLs)? ____ yes ____ no
- a. What word-processing software are you currently using to develop standards?

- b. What computer platform will you be using (e.g., Windows, Macintosh, UNIX, etc.)?

8. Signature

By signing below, you will become the SPAsystem Liason for you Working Group and any subgroups.

Signature: _____ Date: _____