Audio Engineering Society
Standards Committee

Guide for members:
Membership & communications

Contents

NOTE This guide is intended to assist participants in the AES Standards process. In case of any conflict arising between these notes and formal AESSC policy, procedures, and rules, then those formal documents will have priority. www.aes.org/standards/development/rules.cfm

If you have any comments on these notes, please contact the AES Standards Manager: www.aes.org/standards/about/aessc-contact.cfm *or* standards@aes.org

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COMMITTEE USE ONLY – NOT FOR PUBLICATION

Introduction

The development of standards requires communication between the AES Standards Committee and its registered participants. The AES Standards Committee provides a range of communication facilities for its working groups and other bodies.

These notes are provided to help group members use these facilities most effectively.

Communications objectives

AES standards working groups have a wide membership using many different computer types, operating systems and applications. The purpose of these Internet services is to promote effective communication on standards topics throughout the membership. Accordingly, we have evolved some important guidelines to ensure that e-mail messages and working documents can be interchanged reliably and safely.

Working language

The working language of the AESSC and its groups is English. Membership of its groups and the intended audience of its documents is international.

Computer considerations

Working documents, drafts, masters and publications need to be accessible to a wide spectrum of users over an extended period of time. For example, our regular review cycle means that documents must be fully readable after 5 to 10 years even though computer hardware and software can be expected to change during that time. To achieve this we use computer formats that are most likely to survive over the long term. We expect that members will typically use Windows or Macintosh computers and will keep them reasonably up-to-date - say within 5 years or so of current releases. Our policy on computer formats will change from time to time.

Correspondence

The primary means of communication with all members is through the e-mail address they have registered for this purpose. E-mail will be used for formal notices in conjunction with the Web site.

Each group within AES Standards is provided with an e-mail reflector. E-mail sent to a reflector is distributed to all members of the group provided that the sender's email address is registered to that group. The sender will receive a copy of the message in confirmation (more details below).

All correspondence relating to projects must be sent to the appropriate working-group e-mail reflector and not to individuals. Please do not copy e-mails to persons outside the working group.

The e-mail reflector names are based on the group designators. For example:

Address	Group reflector
sc-02-01@standards.aes.org	SC-02-01 Working Group on Digital Audio Measuring Techniques
sc-02@standards.aes.org	SC-02 Subcommittee on Digital Audio

Please, do not send mail that is administrative or procedural, or is intended only for an officer or the secretariat, to a working-group reflector. The message would, of course, be reflected all members of the group. Such mail should be sent directly to the parent subcommittee reflector (this mail will be distributed to the officers of the subcommittee which includes the working group officers), or to the secretariat at standards@aes.org.

Web site

The AES Standards Web site at www.aes.org/standards/ is used to present a range of relevant information and has both public and private areas.

The public area includes general information on AES Standards activities, formal Calls for Comment, meeting notices and agendas, Working-Group reports, project status, and access to published standards and documents.

Working documents and other matters specific to the Working group are held confidentially in a secure area of the AES Standards Web site. To enter this secure area you must log in using your AESSC user name and password.

Standards are published at: www.aes.org/publications/standards/

Communications and membership

Valid e-mail address

Be sure that you register with us any address that will appear on the "From:" line of your e-mail. Otherwise, your mail will not be recognised by the server. Unrecognised mail will be forwarded to the secretariat where it will be manually forwarded to the reflector as soon as possible, while the "From:" address will be added to the database entry for you.

You may register up to three (3) different addresses; two of these may be send-only so that your incoming e-mails are not duplicated unnecessarily.

We also need to know when your contact details change. You may alter your contact details on-line after logging in at https://secure.aes.org/standards/index.cfm where a link to "update your e-mail address and other contact details" is provided.

E-mail bounces

When emails are bounced because one of your e-mail accounts is invalid for any reason, that e-mail address will be removed from your registered contact details. If this results in no valid e-mail account, your membership will be suspended until communication can be re-established.

White and black lists

It is the responsibility of each member to ensure that any security systems that filter their e-mail using a "white list" are set correctly to receive e-mails from AESSC reflectors.

Where any member refers AESSC reflector e-mails to a black-list organisation as spam, that membership will be revoked pending further contact from that member.

Activity

The membership lists will be regularly reviewed for the activity of its members. Those who have not participated by responses to e-mail, fax or postal mail, or by attendance at meetings for an extended period will be asked to confirm their membership, where possible, before being removed from the list.

E-mail usage

Include your name

Make sure your own name is included in your message, either by providing it in your e-mail client setup, signing it to your message, or, preferably, both.

E-mail "Subject"

Please, do not put punctuation in the subject line. This can cause difficulties in the way that e-mail is handled automatically. For clarity, it is recommended that the subject line begins with the project name, such as, "x192 ..." or "aes53 ..."

Automatic replies

If you send automatic replies when you are out of your office, please ensure that the term "Auto-Reply" in included in your headers before or in the subject line, otherwise the automatic replies will create a repeating loop. E-mail addresses that create such repeating loops will be de-registered until alternative arrangements can be made.

No E-mail attachments

E-mail attachments are not supported by our servers. This a deliberate policy to reduce the spread of computer viruses, in consideration for members who use mobile devices, and to ensure that the document site contains a complete set of all working documents that have been used within the group. Any attachments will be removed automatically by the AESSC e-mail server. To share a document with the group, please upload it to the group document web site, as discussed below.

The usual way to transfer plain text from a word processor file to an e-mail message window is by copy-and-paste.

Plain text formatting

Plain ASCII text is preferred for reflector e-mails, again as a deliberate policy to reduce the spread of computer viruses and to keep email access fast even when using low-bandwidth internet links.

E-mail messages with styled text or embedded HTML coding will be converted by our servers automatically into plain text.

Web site log-in

From the AES Standards home page, click on "Log-in" then enter your username and password to see a list of the groups you are a member of. Click on a group to enter that secure area. You will see links relevant to that group, including: Group scope; Group project status; Group document upload and download; and list of Group members. You can bookmark any part of the secure site but you will need to log-in for each new session. Note that this facility requires your browser to accept cookies.

Username and Password

Your Username and Password will have been sent to you when you joined your first group. If you have lost these details for any reason, it is quite easy to receive a reminder.

It is possible - and encouraged - to use the same password for both AES membership access and for AES Standards Committee access.

Need a reminder?

Please go to the AES Standards Web site and click on "Members Log-in". You will then see the usual log-in page requesting Username and Password. On the same page is also a link: "Click here if you have forgotten your password". Click on the link; you will then see a page which requests information to identify you, your registered e-mail address is probably the most useful and is sufficient by itself.

After entering the necessary information - your registered e-mail address is probably the most convenient - click on the "Search for Password" button; the server will automatically confirm both Username and Password to your registered e-mail address, usually within a few minutes.

Please note that, for security, password information is handled completely automatically by the server; the secretariat, for instance, does not have access to this information.

After logging in, a link to "My Member Portal" will allow you to "Change Username or Password".

Working documents (document site)

Working documents are stored as computer files on the AES Standards secure web server and accessed through a normal Web browser. Document sites are available to all subcommittees, working groups and task groups. Task group document directories are accessible as sub-directories on the working group site.

To reach Working Group or Task Group documents, log in as a member then click on the relevant group name in the atrium. A list of facilities for the group will be displayed, including a membership list and a link for "Group Document Upload and Download". Click on this link - this takes you to the group's Document Site.

Getting a document (download)

The Document Site is simply a web page containing a list of documents: Click on the title of any document to download it to your computer. You can choose how the list is ordered by clicking on the links for "Name", "Size" or "Modification Date" near the top of the page. Note that sub-directories for Task Groups will always appear at the top of the list.

Note that some browsers are set to display the document directly on your computer screen. You may wish to choose the option to save the file to your hard disk.

Some documents not maintained on this Web site and archival documents are available on request from the secretariat.

Our documents are backed up regularly. If you find that a file is damaged in any way, please send a restoration request to standards@aes.org.

Sharing a document (upload)

At the bottom of the page you will find a facility for uploading your documents to the Document Site. Click on "Browse" to locate the file on your computer. If you wish, enter a new filename in the space below, otherwise leave this space blank. When you are satisfied, click on "Upload New File"; after a few moments, your file will appear in the list.

Now you should send a note to the group's e-mail reflector to notify members that your document is ready to be picked up.

PLEASE DO NOT upload documents unless you are sure you have the authority to share them with the standards group and for their contents to be considered for standardisation. Please also check the AESSC Patent Policy.

Working document content and confidentiality

AES standards are published only after an open process to establish the necessary consensus. It is important that working documents - which have not passed through this process - are kept confidential in order to avoid the risk that statements contained in them could be construed as having official status with possible legal implications.

All uploaded documents that originate from working-group projects in progress must be marked "COMMITTEE USE ONLY - NOT FOR PUBLICATION" on all pages. Documents not so marked will be deleted.

Other administrative documents provide guidance on style, drafting guidelines, and formal progress stages. See www.aes.org/standards/development/guides.cfm

Respect documents from other groups

Documents provided to the working group from other organizations must also be considered private. Please: do not upload documents belonging to other bodies unless specific permission has been obtained through the AESSC Secretariat. If URLs are available for existing documents, simply inform the working group of the documents and their URLs by e-mail to the reflector and, if necessary, in an uploaded document of your own authorship.

Working document filename conventions

AES Standards document sites often carry a large number of files so a clear filename is needed to enable the correct information to be shared without confusion. Filenames should be lower-case; all-upper-case filenames or filenames with a space in them will not be accepted. The preferred naming convention is:

project-author-version-date.typ

Dates use the ISO 8601 truncated representation of `yymmdd`. Elements of the name are separated, where necessary with hyphens. For example:

x045-funn-23-060903.txt
x122-bbc-ptd-080804.pdf
x111-sec-pwd-060903.doc
aes3-2-r-sec-pwd-100606.doc

Remember that, while the AESSC server can handle very long filenames, many computers used by members cannot and will truncate over-length filenames on download. Although this may seem a little old-fashioned, it still makes sense to limit filenames to 31 characters, including the file-type extension.

Similarly, IEC liaison documents will be named:

iec-project#-stage-date.pdf
for example:
iec-60958-4-cdv-010720.pdf

Preferred file formats

Preferred formats and extensions are, in order of preference:

ASCII text

Plain 7-bit ASCII text shall be used as much as possible. Binary formats shall be used and uploaded to the document sites only when graphics or complicated equations are involved - and NOT for the sole purpose of formatting tables, boldface, italics, or other nuances.

Microsoft Word

Word-processing documents should be compatible with Microsoft Word "doc" files. Authors are encouraged to use the AESSC Document Template

Microsoft Word and Excel software from 2007 (2008 for Apple Macintosh OS X) use new XML-based file formats by default. These are not compatible with our current and ongoing work and are deprecated for the time being. Please save your file in a ".doc" or ".xls" compatible format. This policy is, of course, subject to future review.

Adobe PDF

Adobe portable document format (PDF) format is recommended for documents on the document sites to minimise download times and for universal ease of reading. PDF files can be read with the Adobe Acrobat Reader which can be downloaded free from www.adobe.com; it will display on your screen and optionally print (with all graphics) to your printer. The text content of a PDF document, if not intentionally secured, can be copied to another file or e-mail and modified for discussion.

When making a PDF file be sure to embed fonts and any external objects. PDF-A (archival) format is preferred. where available.

File compression

It should not be necessary to use data compression for working documents, however this may be useful where the material is bulky or comprises a set of smaller files. In this case use ZIP compression - this can be unpacked easily on both Windows and Macintosh computers.

FORMAT	TYPE	Text/binary	Notes
MS Word (for development documents)	".doc"	binary	NOT .docx
ASCII text	".txt"	ISO 646	
Acrobat PDF (for combined text and graphics)	".pdf"	binary	
EPSF (vector line graphics and figures)	".eps"	binary	
DXF (CAD-originated figures)	".dxf"	binary	
TIFF (for bit-map images)	".tif"	binary	
Compressed files (where necessary)	".zip"	binary	
Spreadsheet, Excel	".xls",	binary	NOT .xlsx
Spreadsheet, Tab-separated text	".tab"	ISO 646	
Database, Tab-separated text	".tab",	ISO 646	