

Audio Engineering Society Standards Committee

Guideline for members - Communications

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Introduction

The development of standards requires communication between its registered participants and the AES. The AES Standards Committee operates 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 international 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.

E-mail

The primary means of communication with the all registered members of each Working Group is through the group's e-mail reflector. All mail sent to an e-mail reflector is distributed to all on the list provided that the sender is also on the list. The sender gets back a copy of the message. If the sender is not on the reflector list, the message goes to the secretariat for moderation.

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 <http://www.aes.org/standards/> is used for a range of information and document publication and has both public and private areas.

The public area includes general information on AES Standards activities, formal Calls for Comment, meeting agendas and Working Group reports, 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.

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 be treated as if you are not on the list. Such incorrectly addressed mail will go 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. This will result in you receiving multiple copies of future messages. You may register up to three (3) addresses; two of these may be send-only so that your incoming e-mails are not duplicated unnecessarily.

If you are already a member of any working group, 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

It is important that your e-mail account is kept up to date. You may register up to three e-mail addresses so that in the case of a temporary problem with one address, the others will continue to sustain communication. We recommend that one of these is your personal account.

When emails are refused because the e-mail account is invalid for any reason, that e-mail address will be removed from the member's registered contact details. Where this means that no valid e-mail account remains, that membership will be revoked pending further contact from that member.

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 before being dropped from the list.

E-mail usage

Include your name

Make sure your personal 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 will cause difficulties in the way that e-mail is handled automatically.

Automatic replies

If you send automatic replies when you are out of your office, please ensure that the term "Auto-Reply" is included in your headers before or in the subject line, otherwise you may create a loop and will be removed from the list.

No E-mail attachments

Please do not use any form of e-mail attachment in reflector mail. All attachments will be removed automatically by the AESSC e-mail server. Instead, upload your document 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. Some e-mail client applications offer "text-merge" options as well.

No HTML formatting

Plain ASCII text is preferred for reflector e-mails.

E-mail messages arriving with styled text or embedded HTML coding will be converted automatically into plain text in order to keep AESSC e-mail downloads fast and to reduce any risk of virus infection.

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 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. If you have lost these details for any reason, it is quite easy to receive a reminder.

For convenience, 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 various information to identify you, your registered e-mail address is probably the most useful and is sufficient by itself.

After entering the necessary information, 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 secretary, for instance, does not have access to this information. The Log-in page also provides a facility to change your username and password for your convenience.

Working documents (secure document web site)

Working documents are stored as computer files on the AES Standards secure web server. 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.

DO NOT upload documents unless you are sure you want to share them with the standards group and for their contents to be considered for standardisation.

Working document content requirements

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.

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. The preferred naming convention is:

project-author-version-date.typ

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

X045-funn-23-060903.pdf
X122-bbc-ptd-080804.pdf

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:

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

NOTE* Microsoft Word and Excel 2007 and onwards use new XML-based default file formats. These are not compatible with current and ongoing work and are deprecated for the time being. This policy will be subject to review in the future.