



# WELCOME TO THE WORLD OF STANDARDS

**Meeting Hosts' guide**

**2013**



**World Class Standards**



# Meeting Hosts' guide

## Table of contents

Definitions .....	4
Abbreviations .....	4
Introduction.....	5
I am a Host.....	5
The Venue.....	6
Equipment .....	7
Security.....	7
Invitations.....	8
Registration .....	9
Extra Information .....	10
Annex 1: Basic meeting information .....	11
Annex 2: Invitation checklist .....	11
Annex 3: Meeting checklist .....	12



## Definitions

**ETSI Deliverable:** document (TS, TR, ES, EG, GS, SR or EN), produced as the result of an ETSI Work Item (WI).

**ETSI Project (EP):** is an activity aiming to achieve a well-defined result within a specific time frame, with a set of well-defined resources and focused on a set of ETSI WIs. An ETSI Project is relatively self-contained and has its own project management [TWP 1.1.1].

**Industry Specification Group (ISG)** is an activity organised around a set of work items in a specific technology area. Each ISG adheres to the ETSI IPR Rules and has a specific ISG Agreement signed by ETSI Members, or non-Members must sign the relative Participant Agreement.

**Technical Body (TB):** is the primary decision making centre for all matters that fall within its Terms of Reference (ToR). An ETSI TB may be designated as an ETSI Project, an ETSI Partnership Project, or a Technical Committee. It may establish WGs, if required. When this is the case, the TB shall decide on the rules for the WG, within the scope of the ETSI RoP and these ETSI TWPs. The TB shall retain responsibility.

**Technical Committee (TC):** supported by Working Groups where appropriate, is an activity organized around a set of ETSI WIs addressing a specific technology area that may contribute to more than one Technical Body and which provides continuity [TWP 1.1.2].

**Working Group (WG):** is established by the TB if required. The TB shall retain responsibility for it.

**Work Item (WI):** description of a standardization task approved by a Technical Body according to the procedures in TWP clause 1.6.3 and adopted by the ETSI members [TWP, Annex A].

## Abbreviations

For the purposes of the present document, the following abbreviations apply:

EDRs	ETSI Drafting Rules
EOL	ETSI On-Line
ISG	Industry Specification Group
IPR	Intellectual Property Rights
OCG	Operational Co-ordination Group
TB	Technical Body
TWP	Technical Working Procedures
WG	Working Group

## Introduction

*Thank you for agreeing to be a Host for an ETSI meeting.*

This document describes **the essential elements of your role**, what ETSI expects from its Hosts, and the support that you can expect from the ETSI Secretariat staff.

The present document is structured as a step-by-step guide that describes the various tasks you are expected to carry out as the Host, before, during and after your meeting.

- If you are already familiar with hosting meetings and just need to refresh your memory or to clarify a particular point, you may jump to the section that best fits your needs.
- If you are a new Host please follow this guide step-by-step.

The information in this guide is based on the Technical Working Procedures (TWP) and the ETSI Drafting Rules (EDRs), contained in the ETSI Directives<sup>1</sup> This ETSI Host guide<sup>2</sup> is also available on the ETSI portal.

## I am a Host

### What does ETSI expect of me?

You have kindly offered or agreed to host an ETSI meeting for a Technical Body (TB), a Working Group (WG) or an Industry Specification Group (ISG). As Host you are the prime contact point for all meeting related matters both before and during the meeting.

You are expected to keep the TB, WG or ISG and the ETSI Secretariat informed of the progress of the meeting preparations, as well as any issues that may arise during the meeting.

### What support can I expect from the ETSI Secretariat?

The Technical Officer is your primary contact for the TB/WG/ISG.

He/she will work closely with the ETSI support staff to ensure clear, on-time communication of all the meeting information.

The contact details for the ETSI TB support staff can be found on the TB support page<sup>3</sup>.

The contact details for the Technical Committee Officials (Chairman, Vice-Chairmen) are available both on the TB organization chart<sup>4</sup> on the ETSI web site and on the “Officials” section of each TB/ISG portal page.

Full contact details are also accessible from our Telephone Directory<sup>5</sup>.

---

<sup>1</sup> <http://portal.etsi.org/directives>

<sup>2</sup> <http://portal.etsi.org/guides/Host>

<sup>3</sup> [http://portal.etsi.org/chaicor/ETSI\\_support.asp](http://portal.etsi.org/chaicor/ETSI_support.asp)

<sup>4</sup> [http://portal.etsi.org/Portal\\_common/TBChart.asp](http://portal.etsi.org/Portal_common/TBChart.asp)

<sup>5</sup> <http://webapp.etsi.org/teldir/TelDirectory.asp>



# Meeting Hosts' guide

## The Venue

The first step is to establish/secure the venue;

Your organization may be able to host the meeting in your own premises or may be able to negotiate special rates with a local hotel or conference centre. An alternative solution could be to find a group of companies willing to host the meeting collectively and therefore share the costs. To simplify the accounting this could be done on a country basis.

Please liaise with the Chairman, Secretary or ETSI Support to determine the precise requirements.

Typically, they may include the following:

- The reservation of a room that will have the capacity for the foreseen number of delegates;
- Wi-Fi access is essential as well as a projector for presentations and to facilitate online editing;
- Conference call facilities may also be required;
- Depending on the size of the meeting room microphones may be required.
- Hotels in close proximity to the meeting location and with good transportation links by rail/metro and road should be recommended;
- Access to the meeting room for disabled delegates.

It is useful to post signs at the meeting venue to ease the access for attendees. Drinking water and/or refreshments should be made available during the meeting.

Please note that a detailed list of potentially necessary equipment is provided in Annex 3.

## Layout of the meeting room

The Host should discuss the room requirements and layout with the Chairman.

It is recommended that the tables/chairs should be configured either:

- Tables for all delegates and TB/ISG Officials facing each other (preferred) or
- A main table for TB/ISG Officials (typically 2 to 4) facing the tables of the delegates.

## How many rooms are needed?

The number and size of the room(s) required depends mainly on the number of delegates and the type of meeting being held. There may also be a requirement for additional meeting rooms for working groups or other smaller meetings held in parallel with the main meeting.

Each room should have a notice on its door indicating the name of the group and its allocated meeting times, if available.

Depending on the type and the requirements of the meeting, it is possible that not all the rooms will be used throughout the duration of the meeting. The Chairman or Secretary will provide the timetable which will outline when rooms are required, especially if it is planned to split into several working groups. This may also be indicated on the draft agenda.

## Equipment for an electronic (paperless) meeting

Every delegate should bring his own portable computer to the meeting and a power adaptor for the country in which the meeting is being hosted. Each meeting room needs to be equipped with a screen projector for connection to a PC to display the meeting documents.

There should be an adequate supply of electrical power and extension cables.

As the equipment needed may vary from meeting to meeting, it is recommended that you discuss the specific requirements of the TB/WG/ISG with the Chairman and ETSI Secretariat.

(The Meeting checklist in Annex 3 may be helpful.)

### A Wi-Fi Internet connection

The provision of Wi-Fi access is obligatory. Should there be an hourly or daily charge for internet connection, this should be clearly marked in the invitation.

The Host should consider the foreseen number of delegates when dimensioning the internet connection.

Delegates must be made aware well in advance of any possible limitations of the wireless LAN at the meeting venue.

### Conference call/collaborative working facilities

Conference call or web conferencing facilities should be available for delegates unable to partially or fully attend the meeting in person. The meeting room may need to be equipped with a telephone line connected to the audio system and/or a personal computer connected to the projector.

The ETSI Secretariat is able to provide GoToMeeting connecting/connection details for web conferencing and for online meeting tools. The Chairman or Host should contact his/her Technical Officer or [ESPsupport@etsi.org](mailto:ESPsupport@etsi.org) to make a reservation.

For additional information please refer to the ETSI Guidelines for hosting/attending online meetings at <http://greenagenda.etsi.org>.

## Security

It is advisable to inform delegates of the security measures at the meeting venue (if applicable). If security cannot be guaranteed during meal-times or coffee breaks then delegates should be informed of the risks of leaving their equipment and documents unattended.

Delegates should be made aware that the Host cannot be held responsible for any loss or degradation of their equipment.

### Staff requirements

For large meetings it is a good idea to have some administrative support available, for example, a registration clerk, an assistant able to give travel, taxis, hotel reservation information and/or an IT technician.

NOTE: There is a possibility that staff could be needed before or after normal working hours.



# Meeting Hosts' guide

## Invitations

As you have the best local knowledge you should prepare the meeting invitation yourself. ETSI TB/ISG Support are able to provide the meeting invitation template as well as further guidance if required.

The hyperlink to the meeting page on the portal should be included in the invitation as it displays the registration link; it is also preferable to provide a indicative cut-off date for registration, it may assist with the creation of Wi-Fi accounts and badges. 7 days before the meeting is considered as sufficient for this.

### When should the invitation be sent?

ETSI procedures require that invitations and other complementary meeting information are sent to delegates via the appropriate e-mail exploder list at least 30 days prior to the start of the meeting and uploaded as a contribution for information to the portal.

NOTE: For some ISGs the invitations should be sent 60 days in advance to allow for the processing of visa applications. Please check with ISG Support.

## Visas

Should a visa be required to enter the host country, the Host should provide information relating to the application including:

- Nationalities that require a visa;
- Website links and/or contact details of the company/embassy that will issue the visa;
- Information/documents required for the visa application;
- If available, an indication of time required to obtain the visa. Should a visa be required for some delegates to depart from their home country, a personal invitation may be requested; the Host should assist with their application.

### Important information to include

A map showing access to and from the area;

- Information concerning travel and directions to/from the nearest airport;
- Availability of taxis, buses, etc. to take delegates to and from the meeting venue and hotels;
- Information about local hotels including distance from the meeting place and price;
- Special negotiated hotel room rates and the cut off date for reservation at the reduced tariff;
- Any meeting costs such as internet connection.

### What complementary information to add

- A list of local restaurants with their prices;
- Car hire information;
- Information concerning the proximity of local shops and amenities;
- Currency information;
- Weather information.

NOTE: Details could also be given about which amenities are not available, e.g. if there are no banks in the immediate area.



## Registration

ETSI TB/WG meetings are open to ETSI Members and authorized guests. ETSI ISG meetings are open to ETSI Members that have signed the ISG Member Agreement and to Observers and ETSI non-members that have signed the ISG Participant Agreement.

### How do I organize the registration?

The meeting invitation includes a link to register to the TB/WG/ISG meeting on the ETSI portal. The meeting details and registration page should also be used by the Host to monitor the registered number of delegates. The Secretary will require the final list of meeting participants for the meeting report.

Please note that an ETSI-On-Line (EOL) account is required for ETSI Members to access the meeting details. Should an account be required please contact ESPsupport ([ESPsupport@etsi.org](mailto:ESPsupport@etsi.org)) or for all ISG administration please contact [ISGsupport@etsi.org](mailto:ISGsupport@etsi.org).

### Meeting badges

The participants list is available on the meeting details page on the ETSI portal. This information will assist you to create the meeting badges. It includes the name of the delegate and the company he/she represents.

It is also possible to download a CSV file of registered attendees. In the Participants List, tick the  to select all registered Participants followed by Actions/Export as CSV.

It is suggested that the Host reviews the list of pre-registered delegates shortly before the meeting to account for late registrations.

NOTE: The name of the representing organization is required for the badge, the ETSI meeting report and is also important in the case of a formal vote.

### Registration at the beginning of the meeting

The Host should provide each delegate with their badge when they arrive.

For the registration to be carried out successfully, it is advisable to have at least one staff member present to welcome the delegates when they arrive, record who is participating and which company they represent, distribute their name badges and deal with any queries they may have regarding the meeting.

It is recommended to open the registration desk at least 30 minutes prior to the start of the meeting.

Upon arrival of participants please check if the delegate is on the pre-registration list and if so, distribute the badge.

If the person is not pre-registered, an immediate request should be made to the Chairman and/or ETSI Support to confirm if the delegate represents an ETSI Member or not, and confirm if the “guest” is able to attend the meeting.

Please note that delegates from your host organization are welcome to attend the meeting, do ensure that they register as well.

At the end of registration please forward the updated list of participants to the Secretary and Chairman, detailing any differences with the initial participants list.



# Meeting Hosts' guide

## **The meeting timetable**

The timetable (including the start and finish times, coffee breaks and lunch breaks) should be agreed between the Host and the TB/WG/ISG Chairman. Coffee breaks are appreciated (usually at mid-morning and mid-afternoon). Refreshments should be provided by the host company. The Host should inform attendees whether lunch is being provided and if not a list of restaurants/sandwich shops within walking distance of the meeting site should be provided.

## **Extra Information**

### **Social Activities**

#### **Should the Host organize a social event?**

There is no obligation to organize a social event but it is always very much appreciated by the delegates. The expenses for a social event may be shared between the delegates or covered by the host.

If you organize a social event it is useful to circulate a list as soon as possible in order to know who will attend.

An organization (ETSI Member or not) participating in the meeting may sponsor a social event (lunch or evening meal/outing).

### **Meeting charges**

Traditionally attendance has been free of charge to delegates. However the changing shape of the telecommunications industry has introduced a greater degree of cost consciousness.

Should it not be possible to host a meeting without charge, part of the cost will be passed onto delegates. It is therefore imperative they are clearly informed of what is included and what is excluded in the meeting fees and this should be detailed in the meeting invitation.

It is strongly recommended to negotiate a global price for the rooms booked in the hotel to include the cost of the meeting room and meeting facilities, and to advise delegates to stay in the same hotel.

Meals should not be included although refreshments for morning and afternoon breaks should be part of the package. Access to the hotel's fitness facilities or special dining rates in their restaurant (if available) are often appreciated by delegates.

The Host should try to cover the costs, rather than make a profit.

ETSI Secretariat is available to assist you on all matters to ensure the meeting is a success and the work within ETSI is able to progress.

## Annex 1: Basic Information Checklist

This table may be used to collect input data for the Host to initiate the meeting preparations.

<b>Meeting information</b>	
Name of Technical Body/ISG	
Date of meeting	
Name of Chairman/Secretary	
ETSI Support Officer/Assistant	Name: Attending: YES / NO
Number of delegates expected to attend	
Link to meeting page on the portal	
Number of rooms needed	

## Annex 2: Invitation Checklist

This table may be used by the Host to check that all the information required has been included in the invitation.

<b>Invitation Checklist</b>	
Venue address	
Host contact name and details	
Date invitation has to be available (at least 30 days in advance of the meeting)	__/__/____
Mailing list to distribute the invitation	list@etsi.org
Visa requirements	
Currency information	
Travel and access information (the nearest airport/railway station/motorway)	
Local transportation information	
List of local restaurants (and their price range)	
Car hire information	
Local information (local shops and amenities)	
Power socket type	
Cut off date for special deals/rates for hotels	

# Meeting Hosts' guide

## Annex 3: Meeting Checklist

This table may be useful for the Host during the meeting preparation and could also be used by the Chairman or Secretariat to make sure that everything is available as expected.

Meeting Checklist	Available/not available
<b>Essential</b>	
Meeting rooms (number of meeting rooms and their capacity)	
Tables and chairs (and their configuration)	
Wi-Fi connection to internet (usually free of charge)	
Projector/beamer with a cable for connection to a delegates PC	
Power sockets with extensions	
Microphones for large rooms	
Web conferencing/telephone bridge for remote participants	
Badges for participants (with meeting name, delegate's name and company) for distribute at registration	
Coffee/tea/water for coffee breaks (typically 1 break each half day)	
<b>Optional (to be agreed with TB Officials)</b>	
PC connected to the projector and to the internet (with basic office automation applications installed (Word, WinZip, Power Point, Acrobat, etc.), preferably English versions)	
<b>Desirable</b>	
Printer	
Several adapters for foreign power plugs	
Paper board	
Staff available (Assistant, IT Technician)	





[www.etsi.org](http://www.etsi.org)

650, Route des Lucioles  
06921 Sophia-Antipolis  
Cedex, FRANCE

Tel: +33(0)4 92 94 42 00

Fax: +33(0)4 93 65 47 16

[info@etsi.org](mailto:info@etsi.org)

