

International Electrotechnical Commission

GUIDANCE FOR NATIONAL COMMITTEES (NC) ON THE HOSTING OF TECHNICAL  
COMMITTEE (TC) MEETINGS



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IEC web site: <http://www.iec.ch>

# **GUIDANCE FOR NATIONAL COMMITTEES (NC) ON THE HOSTING OF TECHNICAL COMMITTEE (TC) MEETINGS**

## **Introduction**

The following guidelines apply to the organization of meetings of both a single TC (and SCs<sup>1</sup>) and also to meetings of grouped TCs. They give general guidance on the organization and facilities that need to be provided. It is however recognized that circumstances may dictate alternative solutions and these can be implemented as long as they permit the meetings to be run in a similar manner to that described in these guidelines.

## **1 Invitation**

The majority of IEC TCs meet every 12 to 18 months and the TC officers should plan, in consultation with Central Office, a meeting programme covering at least two years. During a TC meeting, national delegates frequently issue invitations for the following meeting. It is emphasized that these invitations are considered as being for information only and must be confirmed by the NC to the TC officers, with copy to Central Office (General Secretary), in order to be considered as official invitations.

Prior to issuing an invitation, the NC shall first ascertain that there are no restrictions imposed by its country to the entry of representatives of any P-member of the TC or SC for the purpose of attending the meeting.

NCs are reminded that it is not permitted to charge delegates any sort of participation fee and that meetings must be funded entirely by resources from the NC and local sponsors.

Once the official invitation has been accepted by the TC officers, information on the meeting place, dates is entered into the Central Office database.

NCs are reminded that TC meetings should not be scheduled during the month of the IEC General Meeting (GM)- normally September or October -as delegates and Central Office technical staff are frequently fully committed to the GM schedule.

## **2 Meeting announcements**

At least six months before the meeting, Central Office issues an Administrative Circular to all NCs announcing the meeting place and dates. It is the responsibility of the TC Secretary to send out invitations to organizations and TCs in liaison.

At least four months before the meeting the host NC should send the general information, registration and hotel accommodation forms to Central Office for circulation by Administrative Circular to all NCs.

A typical layout for these forms is given in Annex A.

General information should indicate

- Name of TC
- Dates and location of meeting

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<sup>1</sup> In the case where TC and SC meetings are held together, it is the responsibility of the TC secretary to co-ordinate meeting arrangements with the host National Committee.

- Name and address of the host NC's contact person responsible for organising the meeting
- Information, with name and address, on how delegates can be contacted during the meeting
- Details of hotels, rates, location (several alternatives with different rates should be proposed to suit delegates' budgets)
- Map showing meeting place, hotels and main streets
- Details of transport from airport, railway station to hotel area
- Details of transport to the meeting place (if different)
- Address and opening hours of host NC reception and information office for delegates
- Meeting hours
- Details of any social/technical events planned

Detailed information on tourist amenities is not appropriate and should not be included.

Following the general information pages, the meeting timetable for the TC and any planned working group meetings should be added. The timetable is drawn up by the TC secretary and submitted directly to the host NC secretariat.

The registration form should request personal details of the delegate and information on participation in the meetings for each delegate. The registration form should be created for electronic processing. The deadline for reception of the registration form duly completed should be clearly indicated. This is normally one month prior to the meeting. The delegate must send one copy of the completed form to his/her National Committee for signature<sup>2</sup>.

The hotel accommodation form should request details of the delegate, dates of stay, credit card details for payment. The form should clearly indicate whether the host committee or the delegate is responsible for the hotel reservation. A deadline should be given until when availability of hotel rooms are guaranteed at the rates given in the hotel accommodation form, if special rates have been negotiated by the host NC.

For the registration and accommodation forms, NCs are strongly encouraged to use the Word Forms toolbar which makes filling in of the forms considerably easier for the delegates (an example in Word format is available on the [website](#)).

### **3 General organization**

#### **3.1 Registration**

The host committee should provide a reception/registration area. On registration, delegates should be given an identification badge showing name and country. This area should be open one hour before the first meeting session, approximately 30 minutes before subsequent sessions and remain open for approximately 30 minutes after the end of each session.

#### **3.2 Delegates' lounge/Business centre**

If at all possible, some sort of delegates' lounge should be provided close to the registration area to serve as a focal point for delegates to meet and discuss outside the meeting rooms. This can also serve as a Business centre, to permit delegates to access the Internet, for example.

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<sup>2</sup> The IEC Experts Management System may well replace this procedure. National Committees will be advised accordingly.

### **3.3 Medical service**

Arrangements should be made so that adequate medical care is available to delegates and staff if needed.

### **3.4 Currency exchange**

If the meeting place is far from banks and exchange offices, it is helpful if arrangements can be made for an exchange counter to be open near the reception/registration area. Such a facility need not be open full time.

### **3.5 Safety instructions**

Safety instructions and escape routes in case of fire or other emergencies, must be clearly displayed in all meeting rooms as well as in staircases, corridors, entrance halls to the meeting building. This information should be also given verbally by a representative of the host NC at the start of the meeting.

### **3.6 Conflicting events**

Meeting organizers should ensure that no external event might disturb the smooth running of the meeting (building works, road works in the vicinity, external noise of any kind).

## **4 Meeting rooms**

It is recommended that the meeting room has an adequate heating, ventilation and air conditioning system to maintain a stable and comfortable environment for the delegates.

The meeting room should be arranged classroom style with a top table to seat the TC chairman, secretary, assistant secretary and any Central Office representatives, unless alternative arrangements are requested by the TC officers. The top table should be elevated to improve the Chairman's visibility of the delegates.

For smaller meetings (fewer than approximately 25 people), a box arrangement may be more suitable.

The minimum required table space for each delegate is 90 cm x 70 cm. Narrower tables should not be used as this makes it difficult for the delegates to use a laptop computer and consult documentation at the same time.

For safety reasons there should be a distance of at least 80 cm between each row of tables.

A table for laying out meeting documents, should also be provided. Minimum size 150 cm x 80 cm, though in the case of large meetings, either a larger table or several tables should be provided.

Table name-plates are needed to identify chairman, secretary, Central Office, and each National Committee represented.

Provision should be made for the increasing use of laptop computers by delegates during the meeting. A sufficient number of power outlets accessible from the meeting tables should be provided. It is also recommended that power extension cables, and adaptors be made available as necessary. All power extension cables should be suitably installed to minimize the risk of delegates tripping over them.

Direct internet access should be provided for the TC/SC officers and delegates, either in the meeting room or else in an appropriately equipped "business centre". The Internet access may be cabled or WiFi. Technical details should be included in the Registration form.

Delegates and Central Office representatives may also need phone lines in order to access the Internet.

In addition the following should be available:

- microphones - one between two delegates (for larger meetings > approximately 25 delegates)
- computer projector and screen,
- flip chart and felt tip pens,
- pads and pens/pencils for each delegate
- mineral water and glasses
- overhead/slide projector and screen
- waste-paper baskets

As well as the TC meeting rooms, a certain number of smaller rooms for working group meetings may be required. Information on the number of persons and WG meeting schedule should be co-ordinated with the TC secretary.

The meeting room should be open in advance of the start of the meeting. This will ensure that the meetings start on time.

The host committee should ensure that either there is somebody available during the duration of the meeting to resolve problems with the meeting room equipment or that the TC Secretary is suitably instructed prior to the start of the meeting.

Sponsoring of meetings is now becoming more common although the host committee should ensure that sponsors' advertising material is discrete and not too visible or showy.

## **5 Business centre**

Many TC secretaries now update documents and prepare their reports on their own laptops. A small office, equipped with a PC and printer should therefore be made available for the use of the secretary and delegates. If possible the PC should be equipped with software in English. The printer should also be a standard printer with either a PCL or Postscript interface. If that is not possible, access to the printer driver software should be provided.

In addition, the host committee should provide a technical secretariat equipped with PCs, printers, and a high speed photocopier with collating and stapling functions for reproduction of meeting documents. The staffing requirements depend on the size of the meeting but, in principle, there should be at least one full time assistant for every 2 to 3 committees meeting, preferably with experience in IEC document preparation and available to give assistance in the meeting room and to prepare and reproduce meeting documents. Staff should have good knowledge of English and be familiar with the equipment and software installed. The technical secretariat should be provided with standard working facilities and staff should be prepared to work after the close of the meeting as long as their services are required.

Documents prepared during the meeting are reproduced on green paper. An adequate supply must be available. White paper should also be provided.

## **6 Hospitality**

The prime purpose of a technical committee meeting is to advance the preparation of IEC publications, therefore the host committee is not expected to provide lavish hospitality. However, much can also be accomplished outside the meeting room in a relaxed social atmosphere and delegates will appreciate a reception or dinner where they can meet their fellow delegates and members of the host committee, if this is within the resources of the host committee. During the meeting sessions, tea, coffee and soft drinks should be provided by the host committee at the morning and afternoon breaks. In addition, technical visits in the area of interest of the TC are frequently organized.

## **7 Central Office**

The Central Office maintains a database, which includes all past meetings, current scheduled and future proposed meetings. National Committees are strongly advised to inform Central Office of plans to host TC meetings well in advance. . This information is also available on the IEC web site (<http://www.iec.ch>). As mentioned earlier, TCs are advised to plan at least two years ahead and this applies also to National Committees. Indication of willingness to host TC meetings does not entail commitment until the invitations are issued by the National Committees. However, long-term planning is of great help to all concerned and the more information given to Central Office, the more we are able to help in planning the technical meetings which are an essential part of IEC work.

## **Annex: - Examples of general information, registration and accommodation forms**

### **INTERNATIONAL ELECTROTECHNICAL COMMISSION**

#### **GERMAN NATIONAL COMMITTEE**

#### **General information concerning the first meeting of**

**IEC/TC 113: Nanotechnology standardization for electrical and electronic products and systems to be held in Frankfurt am Main (Germany) from 26 (1.00 pm) to 28 March 2007 (noon)**

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**MEETING PLACE**

[http://www.frankfurt-airport.intercityhotel.de/aw/Hotels/InterCityHotel\\_Frankfurt\\_Airport/~ypl/Englisch/](http://www.frankfurt-airport.intercityhotel.de/aw/Hotels/InterCityHotel_Frankfurt_Airport/~ypl/Englisch/)

InterCity Hotel Frankfurt Airport  
Cargo City Süd  
60596 Frankfurt/am Main

Tel: +49 69 69 70 99  
Fax: +49 69 69 70 94 44  
E-mail: frankfurt-airport.@intercityhotel.de

#### **TRANSPORTATION (see map)**

**From Frankfurt Airport:** by shuttlebus service (exit A1 or D/E 6) every 30 minutes (xx:45/xx:15)

**by train:** stop Railway Station Airport: by shuttlebus service (exit A1) every 30 minutes (xx:45/xx:15)

from Central Railway Station (city) by Train S8 or S9 (direction Wiesbaden to stop Airport) (ticket 3,50 €)

**by car:** Motor highway A5 to exit "Cargo City Sued/Zeppelinheim)

During the meeting period the hotel offers a free of charge ticket for public transportation within the Frankfurt City area incl. Airport.

#### **RECEPTION DESK**

An reception desk will be located in front of the meeting room on Monday, 26 March 2007, during the following hours: 11.00 am to 2.00 pm

Delegates are requested to contact the reception desk before the meeting starts to receive further information and an identity badge. Please wear this badge throughout the meeting.

#### **MEETING HOURS**

The meeting hours will be as follows:

26 March 2007 from 1.00 pm to 6.00 pm  
27 March 2007 from 9.00 am to 5.00 pm  
28 March 2007 from 9.00 am to 1.00 pm

#### **REGISTRATION AND ACCOMMODATION**

**Delegates** are requested to complete and send the attached registration and accommodation forms **as soon as possible but before 15 February 2007** (the hotel situation is a bit difficult due to a great fair beginning on 27 March 2007) as indicated in these forms.

We have made a block reservation in the meeting hotel at a price for single room (93/103/113,-- €) or double room (113/123/133,-- € = standard/standard+/business).

Delegates are personally responsible for all financial obligations arising from reservation made on their behalf.

**Hotel accommodation can only be guaranteed for reservations as mentioned in the accommodation form.**

### **SOCIAL EVENT**

Delegates and accompanying persons will be invited for dinner offered by the German National Committee of the IEC.

**on Monday, 26 March 2007, departure 6.30 pm** (Details will be indicated upon arrival)

### **WORKING DOCUMENTS**

The delegates should take with them a complete file of all working documents mentioned on the draft agenda.

### **Note:**

The Hotel offers W-LAN vouchers (e.g. 24 h for approx. 15,-- €)

### **CLIMATE**

In March it can be rainy/cold/warm. The average temperature ranges from -05°C to +15°C.



**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

**GERMAN NATIONAL COMMITTEE**

**ACCOMMODATION FORM**

Accommodation form for the meeting of IEC/TC 113:  
Nanotechnology standardization for electrical  
and electronic products and systems  
from 26 to 28 March 2007  
to be held in Frankfurt am Main (Germany)

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**Booking code: IEC/TC 113**

Delegates are kindly requested to complete this form and to send it to the InterCity Hotel Airport **before 15 February 2007**

by Email: [reservierung@frankfurt-airport.intercityhotel.de](mailto:reservierung@frankfurt-airport.intercityhotel.de) or

by FAX: +49 69 69 709 444)

InterCity Hotel Airport  
Cargo City Sued  
60549 Frankfurt am Main

**Single room: 93/103/113,-- € incl. breakfast**  
**Double room: 113/123/133,-- € incl. breakfast**

**Please reserve:**                      single room                      double room                      at a price of                      €

from                      .                      to

Name:    First name(s) or initials:

Business Address:

E-mail:    Fax:

Date of arrival:                      .                      Date of departure:

**Hotel accommodation can only be guaranteed for reservation received before 15 February 2007.**  
**Delegates will personally be responsible for all financial obligations arising from reservations made on their behalf.**

Signature:.....

Date