Guide to hosts of SC2 & SC2/WG2 meetings

Executive summary

This document consists of two parts. Part A is intended for prospective meeting hosts, and provides guidance in preparing offers to host a meeting. Part B provides specific guidance on preparing for and hosting a meeting; it is largely intended for hosts that have been accepted to host SC2 & SC2/WG2 meetings, but may also be of interest to prospective hosts when formulating hosting proposals.

Part A: Guidelines for prospective meeting hosts

1 Meeting planning

It is the intention of SC2/WG2 to select meeting hosts approximately 12 months in advance. Potential hosts should distribute their hosting proposal at least one to two weeks prior to the SC2/WG2 meeting at which the host selection will occur. It should be noted that SC2 meets every other SC2/WG2 meeting for one afternoon and it is important to include SC2 Secretariat in the invitation and logistics arrangements.

Prospective hosts are encouraged to submit proposals that are as complete as possible. In the event that multiple hosting proposals are received, consideration will be given to completeness.

1.1 Required information

All proposals to host a SC2/WG2 meeting should specify:

1.1.1 Location

- The host city.
- The average minimum and maximum temperature on the dates of the meeting.
- The number and times of day for flights from a major international gateway airport to the host city. Additionally, similar information regarding other means, if any, to travel from a major international gateway airport to the host city.

1.1.2 Finance

- The cost of the meeting facilities (meeting rooms, wireless internet, printing costs, availability of printer, administrative support for writing letters of invitation, audio-visual equipment, and coffee/tea) should be borne by the host.

1.2 Additional information

Additional information the prospective host believes may be useful is welcomed. In particular, the following information would be useful:

- Name of meeting venue.
- Distance and accessibility of hotels and restaurant/downtown areas from venue – availability of public transport, taxi cost, typical opening hours of restaurants, etc.
- How any social event will be funded, e.g. sponsorship or optional charge to delegates.

1.3 Selection

The prospective host is encouraged to attend the SC2/WG2 meeting at which host selection is made in order to clarify any questions that may arise. Presentations should be kept simple, brief, and factual, i.e. not excessively 'flashy' or promotional.

Factors that may be considered when selecting one proposal from among multiple candidates include (but are not limited to) location and accessibility; and track record of hosting previous meetings.

In the event a hosting offer is not accepted, the prospective host is not prevented from making any necessary adjustments and using it as the basis for a subsequent hosting offer; indeed, this is encouraged.

1.4 Follow-up information

Any information above that was not provided at the time of the proposal must be provided as soon as feasible.

1.5 Modification and withdrawal

Once a hosting proposal has been accepted by SC2 and SC2/WG2, it is expected that the proposal will be followed. SC2 and SC2/WG2 must be notified of any deviations from the proposal as soon as possible. Significant changes (e.g. to host city) may result in revoking acceptance of the offer.

Offers that are merely 'placeholders' are discouraged. The ability to successfully host a meeting in accordance with the proposal may be considered when reviewing future hosting offers.

Part B: Guidelines for meeting hosts

2 Web page and communication

It is essential that information regarding the meeting you are hosting be made available as soon as possible. Logistical information must be provided to the convener for circulation with the meeting calling notice before the immediately preceding SC2 and SC2/WG2 meetings.

Hosts must prepare a web page or a document describing the meeting and logistical information (see following sections). The web page should be available within one week of the previous SC2 and SC2/WG2 meetings.

3 Registration and Fees for Social Event

3.1 Delegate registration

The following information is to be collected for each registered delegate:

- Delegate name
- Affiliation (company or organization)
- National Body/Liaison Affiliation

3.2 Fees for Social Event

Hosts may choose to hold a social event, but attendance by delegates is not required. Hosts may charge fees for this event if the social event is not covered by sponsorship or by the host.

4 Accommodations

The host should ensure that hotel accommodation is available for all registered delegates.

Information on hotel rates should be made available. It should include the maximum hotel cost, including room rate, taxes, breakfast (if available), and in-room internet access. For example, "total standard room cost not to exceed a specific amount per night".

4.1 Location

Hotels should be located close to the meeting venue, ideally co-located or within walking distance. If more than walking distance, transportation services until late night (at least 23:00) should be available unless there is good public transport serving the hotels and the meeting venue.

Hosts should ensure that transportation options between hotel and meeting venue take into consideration the needs of mobility-impaired delegates.

4.2 Rates and reservations

Hotels should be negotiated at competitive rate. The 'SC2/WG2 rate' should be no more than the rate applicable for a direct reservation at the hotel or via the hotel's web site. It is advisable to arrange for the 'SC2/WG2 rate' to extend to several days in advance of the meeting date, in order to accommodate delegates travelling from afar.

The 'SC2/WG2 rate' shall expire no more than six (6) weeks prior to the meeting.

Hotel rates should not be 'pre-paid'. In no event should a deposit of more than one night be requested.

Delegates are expected to contact the hotel directly for booking based on the information in the logistics document.

5 General meeting arrangements

5.1 Meeting dates and times

SC2 and SC2/WG2 generally meets for five days from Monday through Friday. SC2 generally meets every other SC2/WG2 meeting on Friday afternoon.

5.2 Accessibility

Meeting rooms need to be as close together as possible

Meeting organizers must ensure that meeting facilities are also accessible for handicapped or disabled attendees, e.g. it should be possible to access meeting rooms without using stairs/steps.

5.3 Climate control

Meeting facilities must be equipped with the ability to control the environment (air conditioning and heating) directly by delegates or, at least, by easily accessible personnel.

Climate control should be available during meeting hours, so that the environment is comfortable at all relevant times.

5.4 Food

Coffee and tea should be made available during the mid-morning and mid-afternoon breaks, Monday-Friday morning, and Friday afternoon if an SC2 meeting takes place.

Hosts providing food must ensure that dietary needs are taken into consideration. For example, vegetarian options should be provided.

It is recommended that hosts identify food, e.g. by placing a sign in English next to the food, to help delegates identify items that may not conform to their personal dietary needs.

Generally, food should be of a comparable standard to that served in meeting hotels.

5.5 Social event

A social event is optional. (For fees associated with the social event, see 3.2.)

SC2 and SC2/WG2 social events may occur on Monday, Tuesday, or Wednesday evening, and should start no earlier than 18:00. If you choose to offer a social event, it should not be located an excessive distance from the meeting venue, e.g. within 30 minutes.

6 Meeting Rooms

6.1 Meeting rooms required

GROUP	CAPACITY	Notes
Plenary	35	Mon (0900-1800) - Wednesday (0900 – 1800); Thursday (0900-1400); Fri (0900-1300)
Breakout (ad hoc)	10	One

6.2 Meeting room setup

The rooms should be setup U style with **tables** and electrical outlets and the smaller room in "U" or circular style with **tables** and electrical outlets (see below for electrical information).

6.4 Equipment in meeting rooms (plenary and ad hoc meetings)

6.4.1 Tables

In the plenary meeting and breakout (ad hoc) rooms, the delegates **sit behind tables**. Each delegate should have enough space to work (ideally the spacing should not less than 100 cm of the table length per delegate).

6.4.2 Electrical outlets

There should be at least one electrical socket per person assuming rooms are occupied at 75% capacity. Electrical sockets or a power strip (with multiple sockets) should be located close to sitting places, and be suitable for powering a laptop computer. There should be sufficient electrical power so that the utilization of all sockets does not lead to power failures.

Electrical sockets are to be arranged in a safe manner (both electrical: avoid dangerous "Christmas tree" constructions as well as physical: avoid crossing aisles unless taped down).

6.4.3 Projector

VIDEO PROJECTOR capable of up to XGA (1024x768) resolution needs to be available in the plenary meeting room and possibly the breakout room. The host should provide clear information about the technical service that should be available for the whole time of the meeting (the service should be ready to exchange a faulty projector with a spare one).

6.4.4 Screens

The video projector is often used for presentation of Word documents. Therefore, it must be large enough to provide good visibility of a text.

6.4.5. Microphones

The meeting room for the plenary should provide, if needed, two portable microphones.

7 Internet access

The host must provide wireless internet access at the meeting and breakout rooms. Internet access should be at least IEEE 802.11b, and preferably IEEE 802.11g/n.

NOTE: COMMERCIAL ACCESS POINT EQUIPMENT MUST BE USED. RESIDENTIAL (CONSUMER) ACCESS POINTS ARE NOT SUITABLE FOR THE VOLUME OF USE DURING THE MEETING, AND WILL FAIL UNDER STRESS.

For the management of the wireless network, the host may request all the participants to register the physical address of their WLAN card at the registration. Similarly, a key may be used in order to prevent other people sharing the bandwidth of the meeting. Nevertheless, the host should use these measures carefully as they tend to increase the instances of difficulties related to the internet access.

Technical network support must be available to maintain good wireless network service to delegates and enhance provision if necessary.

The network must be configured to support VPN access protocols, including PPTP, IPSec passthru, and SSH.

An SMTP server should be provided for outbound email service.

8 Computing/IT and office facilities

8.1 Computing area

8.1.1 Printers

One laser printer should be provided, preferably network attached, in the main meeting room. It should be possible to print from either the on-site computers (see previous section), or from delegates' laptops. Printers should be PCL (HP compatible) and capable of 10-12 ppm.

In the event printer drivers are required in order to print from delegates' laptops, the host should make an **English language version** of the drivers available. On-site computers should also have the English-language printer drivers installed.

8.2 Copying

For incidental copy requirements the facilities at the meeting location (hotel, conference center or university campus) should be sufficient.

9 Other meeting arrangements

9.1 Secretariat

Registration materials (table, badges, sign-up sheets, etc.)

The host should be available to write letters of invitation to those members requiring such a letter for their visa at least 6 months before the meeting.

The host should also make two copies of meeting documents in advance of the meeting. These copies should be available on the first day of the meeting. The convener will send to the host a list of the documents to be copied 5 days before the meeting.

10 Travel logistics

The following information should be published on the meeting web page or in a document that will be posted on the SC2 and/or WG2 web sites.

- Flight information (nearest airports, suggested connections)
- Airport information (means of travel from airport to hotel with frequency and cost)
- Departure tax requirements (if any)
- Car rental availability and representative price
- Detailed map and directions for self-drive to hotel and meeting rooms
- Train / subway information if appropriate
- Visa requirements (check with your corporate travel agent or the appropriate consulate nearest you)
- Vaccination requirements (if any)
- Time zone and change for summer (if any)
- Average weather conditions for the meeting dates
- Information about the electricity supply (e.g. shape of plug, 110 or 240V)
- Drinking water warnings (if any)
- Local currency information
  - Exchange rate
  - Currencies accepted
  - Service fee information for banks, hotels, currency exchange centers, etc.
  - Availability of cash using foreign credit cards
  - Acceptability of credit cards in general
  - Availability of ATM machines that accept foreign cards, especially 24-hour service

11 Social

It is desirable to provide information to delegates on the following, ideally via the meeting web page or a meeting logistics document hosted on the SC2 or WG2 web site.

- Neighborhood information re restaurants, bars
- Information on pre- and post-meeting sightseeing/vacation opportunities
- Whether a social event is planned, and details about it
- Cultural opportunities.
- Sporting/exercise/recreational facilities.
- Available tours etc. for accompanying persons.
- Shopping opportunities, especially local bargains.