SFCG GUIDELINES FOR THE HOSTING AGENCY
2009 version

0 Foreword

These guidelines have been compiled on the basis of the experience with the organisation of the past SFCG meetings. It is meant to be used as checklist for the hosting agency. It should reduce the risk of "last minute problems". If the hosting agency identifies problems with one or more of these requirements, they should contact the SFCG Executive Secretary to jointly work out possible solutions.

1 Venue

1.1 The Host should identify the venue for the meeting and provide the relevant information with sufficient advance, to allow the Executive Secretary to inform the SFCG Delegates at least six months before the date of the meeting. The meeting dates should also be confirmed at the same time.

1.2 The venue should be accessible to all Member Agencies (reasonably close to an international airport).

1.3 The Host should provide the Executive Secretary with all the relevant travel information (indications on how to reach the venue, visa requirements, health precaution, typical weather description and any other specific information deemed useful for the delegates).

1.4 The Host should identify a hotel for the delegates. The Host should negotiate with the hotel management the availability of a sufficient number of rooms (provisional block booking) at a suitable price and of a suitable quality.

1.5 It is up to the hosting Agency whether the meeting takes place at the selected hotel or at another convenient location nearby (conference center or hosting Agency premises). The Agency premises should be avoided in case the security measures in force there would limit too much the flexibility in the organization and management of the meeting.

2 Meeting rooms requirements

Note: Typical SFCG schedule: one day for the IWG meetings, one day for the opening plenary, up to 4 days for the SWG meetings and up to 2 days for the final plenary (weekend days are not counted). Typically the meeting starts on a Tuesday and ends on the Thursday of the following week.

2.1   Large room for plenary sessions, typically seating 50-60 people in U-shape formation.
2.2   Sufficient number of microphones.
2.3   Possibility of multiple connections to the electrical power for laptops.
2.4   2 medium-sized rooms (approx. 25 people) in rectangular or square formation for Special Working Groups and IWG's. (Plenary room can be used as one of the 2 rooms or separated into 2 rooms of approximately similar size). If available, a 3rd small room could be used as delegates room (see section 4) and additional meeting room for splinter meetings (approx. 10 people), but this is not strictly required. These rooms will be required at least for the IWG meetings (1 day before the opening plenary) and for the SWG meetings (up to 4 days between the end of the opening plenary and the start of the final plenary).
2.5   Projection equipment (beamer) in the meeting rooms. The data cable length should be sufficient to connect the beamer to the Chairman laptop or to any delegate laptop on the first row of tables.
2.6   A large table for the documents distribution to all delegates.
2.7   Wi-fi connection to Internet, with suitable router capacity to support the expected number of delegates (typically 50-60)

3   Secretariat

3.1   Large room for meeting secretariat (approx. 25m²)
3.2   2 PCs, preferably set up in network, with the following characteristics[1]:
- CPU of suitable processing power (> 1 GHz)
- 17" monitor
- CD/DVD drive with R/W capability
- Accessible USB port for memory sticks
- Microsoft Windows XP (or later) in English.
- Microsoft Office (professional preferred) (Word, PowerPoint, Excel) in English.
- Internet connection (preferably wideband ADSL or cable) and dedicated e-mail address for the secretariat
3.3   2 printers (or 1 if the 2 PCs are set up in a network)
3.4   Telephone with international line
3.5   Reliable 50 page per minute photocopier with feeder, sorter, stapler and duplex capability
3.6   Large table for laying out documents, etc.
3.7   Stationary supplies
3.8   Secretarial support. Good English and secretarial skills required.
3.9   List of airline telephone numbers for travel arrangement modifications/ confirmations.

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[1] The PC requirements have been defined in 2009 and may change over time with technological advancements.

3.10   Local technical support for the meeting infrastructure (ICT, photocopiers. beamers, microphones, etc..)

4   Delegates' Office

4.1   Room with 2 work posts (or alternatively a dedicated corner in a meeting room)
4.2   2 PCs with the following characteristics[2]
- CPU of suitable processing power (> 1GHz)
- 128 MB (+) or RAM
- 17" monitor
- Accessible USB port for memory sticks
- Microsoft Windows XP (or later) in English.
- Microsoft Office (professional preferred) (Word, PowerPoint, Excel) in English.
- Internet connection.
4.3   1 local printer

5   Typical Services

5.1   Morning and afternoon coffee breaks
5.2   Drinking water in meeting rooms
5.3   Convenient lunch arrangements identified at reasonable price and compatible with the 1 and a half hours lunch interval.

6   Typical Events Organised by Hosting Agency

Note: The following list covers a set of events typically associated to the SFCG meetings. It should not be read as requirements for the Host.

6.1   Welcome cocktail (offered by the Host)
6.2   Official SFCG dinner (offered by the Host)
6.3   The Host may want to propose tours during the weekend either organized directly by the Host or using local travel agents (at no cost to the Host).
6.4   The Host may want to propose a visit of their facilities. This must be slotted into the meeting schedule.

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