

SFCG GUIDELINES FOR THE HOSTING AGENCY

2019 version

0 Foreword

These guidelines have been compiled on the basis of the experience with the organisation of the past SFCG meetings. They are meant to be used as checklist for the hosting agency to reduce the risk of “last minute problems”. If the hosting agency identifies problems with one or more of these requirements, it should contact the SFCG Executive Secretary **well in advance of the upcoming meeting**, 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 twelve 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 hotels 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 standard.
- 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 (if any are needed), one day for the opening plenary, up to 5 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 Wednesday or Thursday of the following week.

- 2.1 Large room for plenary sessions, typically seating 50-80 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. 40 people each) 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 (if any are needed) and for the SWG meetings.
- 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 Wi-Fi connection to Internet, with suitable router capacity to support the expected number of delegates (typically 50-80) using the connection simultaneously.

3 Secretariat

- 3.1 Large room for meeting secretariat (approx. 25m²)
- 3.2 2 working desks suitable for laptop, printer and documentation and with:
 - High speed Internet connection
 - 1 printer with scanning/copying possibility
- 3.3 Large table for laying out documents, etc.
- 3.4 Stationary supplies
- 3.5 Secretarial support. Good English and secretarial skills required as well as flexibility and capability to deal with changes and issues that might come up unexpectedly.
- 3.6 Local technical support for the meeting infrastructure (ICT, printer, beamers, microphones, etc..)

4 Delegates' Office

- 4.1 Room with 2 work posts (or alternatively a dedicated corner in a meeting room) with high speed Internet connection

5 Typical Services

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

- 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 or paid by each Delegate)
- 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. Delegates should be informed about important details regarding a visit organization, such as security measures/restrictions, if applicable, well in advance.