

2012-02-28

ISO/TC 211 meetings General requirements for the meeting week

Room requirements

Sunday

1700 – 1900: Chairman/convenors meeting: Room for max 15 persons

Workshop – In cooperation between the AG on Outreach and the host. The Workshop may be aimed at the local community and arranged on Wednesday afternoon. (Committee groups will be run in parallel.)

All week (Monday – Friday)

Group	No of rooms	Max capacity	Other use/remarks
Secretariat	1	3	This could be combined with where the national secretariat is located, but with desk space for the committee chairman and secretary. Access to printer.

Monday, Tuesday and Wednesday

Group	No of rooms	Max capacity	Other use/remarks
WG/PT-rooms	2	25	
WG/PT-rooms	3	20	
WG/PT-rooms	3	15	

Thursday and Friday

Group	No of rooms	Max capacity	Other use/remarks
Plenary	1	100	At least 80 of these at tables

The set-up in the WG rooms should be U-shape, in the breakout rooms U-shape or boardroom.
The plenary room: Classroom

Meeting times		Coffee breaks	
am	0900 - 1230	am	1030
pm	1330 - 1700	pm	1500
evening	1700 - 2000		

The times for breaks are approximate.

The rooms should be ready for use by 0830 in the morning, and some groups may want to continue after 1700 in the afternoon.

Technical equipment

All meeting rooms:	PC projector, flip-over or whiteboard, electrical outlet for delegates' PCs Microphones in larger rooms only if necessary
Plenary room:	Microphones – two for the head table (chairman/secretary and presenters) and <i>at least</i> two to be passed around for the delegates Country and liaison organization names
Secretariat:	Room for a couple of persons to sit down by a desk Internet connection Printer
Internet:	Wireless internet connection is preferable. There may be requests for electronic meetings on the project team level. We have used the ISO Goto meeting system with success.
Other:	Name tags for all delegates: Name and affiliation (National body or liaison organization)

Personnel

Estimated 2 - 3 persons for registration the first couple of day, later one person for further registrations, copying and requests.

Social arrangements

Thursday evening: Dinner arranged by the host, but paid for at least partly by the delegates.

Monday evening: We have normally had a sponsored reception. ***This is not a requirement!***

NOTE When choosing menu, please remember that some food is not accepted all over the world! Pork should be avoided.