

International Electrotechnical Commission

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



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Introduction

The following guidelines apply to the organization of meetings of both a single TC (and SCs¹) 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 should be emphasized that these invitations are considered as for information only and must be confirmed by the NC to the TC officers, with copy to Central Office, 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 they are 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 and creates an area for the meeting in the new online [Meeting Registration System \(MRS\)](#).

It is the responsibility of the Host Committee to complete in MRS all essential and useful information under the appropriate sections, illustrated in the print screen below. The Registration Start date and End dates (under the "Details" section) must be completed by 4 months prior the meeting to open the meeting for registration. Central Office will then issue an Administrative Circular to all NCs and announce the opening of registrations.



Figure 1 – Information is categorized under separate fields in the online Meeting Registration System (MRS) as shown above.

It is the responsibility of the TC Secretary to send out invitations to organizations and TCs in liaison.

¹ 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.

A User Guide to the online [Meeting Registration System \(MRS\)](#) is available on the IEC website and extensively covers all matters concerning meeting organization and accreditation for the Host Committee and other persons who have a role in the organization and accreditation processes.

3 General organization

3.1 Registration (Check-in)

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. Check-in should be electronically managed via the MRS Check-in function.

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.

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

An area allowing participants to work from their laptops and access Internet enhances the meeting experience. If possible, providing a computer and a printer may prove to be very convenient.

Documents prepared during the meeting should be saved into the TC/SC Meeting folder, in [Collaboration Tools](#). Delegates access the platform with their IEC user names.

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) (<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.