

Guidelines for Hosting Annual Meetings

**Issue No. 1**

**Issue Date 1 January 2019**

**Application Date 1 January 2019**

**AUTHORSHIP**

This document was produced by the APAC Executive Committee.

**COPYRIGHT**

Copyright in this document belongs to APAC. No part may be reproduced for commercial exploitation without the prior written consent of APAC.

**FURTHER INFORMATION**

For further information about APAC or this document, please contact the APAC Secretariat. Contact details can be found at [www.apac-accreditation.org](http://www.apac-accreditation.org).

**CONTENTS**

1. PURPOSE 4

2. RESPONSIBILITIES 4

3. VENUE 4

4. BUDGET AND REGISTRATION FEES 4

5. MEETING SCHEDULE FOR THE WEEK 5

6. MEETING PROTOCOL 6

7. ROOM ARRANGEMENTS 7

8. MEETING SECRETARIAT ROOM 9

9. MEALS 9

10. CONFERENCE WEB SITE AND REGISTRATION FORMS 9

11. PAYMENT OF FEES 10

12. INVITATIONS AND REGISTRATIONS 10

13. REGISTRANT’S WELCOME 11

14. OPENING CEREMONY 11

15. PROGRAM FOR ACCOMPANYING PERSONS 11

16. AMENDMENT TABLE 12

1. PURPOSE

This document provides guidelines for APAC members hosting the APAC annual meetings.

1. RESPONSIBILITIES

The host organisation is responsible for all arrangements and venue logistics.

1. VENUE

The meeting venue and accommodation for attendees should be in a four or five-star hotel.

***Note: The daily room rate should not exceed about USD 250.***

Alternative accommodation for attendees who prefer a cheaper room rate should be available in a two and a half or three-star hotel that must be in vicinity of the venue hotel or easily reached by public transport from the venue hotel.

A special conference room rate should be negotiated with the hotels. The accommodation cost per night should include breakfast and, where possible, complimentary internet access. This should be taken into consideration when negotiating with the venue, as many venues charge varying rates for meeting facilities, depending on the number of rooms booked.

A block booking of about 50 rooms at the conference rate should be made at the conference venue hotel. A block booking for about 30 rooms should be made at the alternative hotel. Bookings should be for 8 nights, i.e. check-in Friday to check-out Saturday (eight days later).

1. BUDGET AND REGISTRATION FEES

The budget should be set so that the host organisation is not subsidising the cost of hosting the meetings. Participants may therefore be charged a registration fee.

Except as otherwise approved in advance by the Executive Committee, the registration fee should be no more than about USD 1,200 per attendee. The fee should cover at least the following:

* Venue/meeting room hire and set up. This should include provision of water etc. on tables; organisation name plates for MRA Council and General Assembly meetings; power cables with power points for attendees’ laptop computers in each meeting room; multi-media projectors in each meeting room; wireless internet connection in each meeting room for all registrants;
* Microphone hire (see below for specific requirements);
* Morning and afternoon teas; lunch for 7 days of meetings;
* Welcome reception;
* Conference dinner;
	+ - * APAC Secretariat room and hire of associated equipment (see below for specific requirements). *(Note: this room is staffed by the host organisation and is for the support of the meetings and delegates)*

To encourage early registrations for the meeting, the host should offer an early bird discount (say, USD 100). It is acceptable to charge extra (say, USD100) for late registration.

A lesser registration fee should be set for accompanying persons to cover attendance at lunches and social functions.

 The following fees are indicative for the meeting combinations described:

* USD 450 (for those attending only the Opening and the committee meetings, i.e. until close of business on the Tuesday);
* USD 225 (for those attending only the General Assembly meeting, i.e. Thursday and Friday);
* USD 225 per day for Lead Evaluators\*, who would not normally attend the MRA Council meeting, but who may be required to present evaluation reports to the MRA Council. (This fee may be waived at the discretion of the host).

The host should discuss and agree with the APAC Secretary the magnitude of the fees before invitations are sent out.

The registration fee may be charged in the currency of the host economy.

The registration fee for the APAC Secretariat will be paid by the APAC Secretariat. Registration fees for eligible low income members and guests (as determined by the APAC Executive Committee) may be subsidised by APAC.

The host may decide to host and cover the cost of some social activity during the week of the meetings.

There is no requirement for gifts or souvenirs to be given to delegates. If the host chooses to do so, this will be at the host’s discretion and any cost is to be borne by the host and not included in the registration fees.

1. MEETING SCHEDULE FOR THE WEEK

A template to be used as the starting point for the development of the schedule for the annual meetings is given in APAC FMTG-001.

A final schedule for the annual meetings will be developed and sent by the APAC Secretariat to the host by 30 September in the year prior to the meeting.

The APAC Secretariat will advise the host organisation each year if a seminar is to be included in the program.

The following general points should be noted:

* The conference dinner to which all delegates are invited should be on the Thursday evening. The host has the discretion to invite other representatives from the host economy to this event. Where possible, it is preferable for the conference dinner to be held in a different venue to the meetings, to enable delegates to have a change of scenery. Incorporation of local cultural specialities, such as food, wine or entertainment, is also encouraged, but is not mandatory. If a different venue is chosen, the travel time in peak hour traffic should be taken into consideration;
* The host organisation should check with the APAC Secretary whether an MoU or MRA signing ceremony will need to be incorporated into the conference dinner as this will delay the starting time. Usually a signing ceremony would take place at around 6.15 – 6.30 pm, allowing guests to be seated for dinner at 7.00 to 7.15 pm;
* The start time for meetings should be 8:30 am and the finish time 5:30 pm;
* Lunch breaks should be 12.30 pm – 1.30 pm each day;
* Coffee breaks should be 10.15 am – 10.30 am and 3.15 pm – 3.30 pm each day;
* A photo-session should be held from 10:00 am to 10:30 on the last Friday of the meetings.
1. MEETING PROTOCOL

Only designated representatives and committee members (and designated alternates for the MRA Council), as listed in the current APAC General Assembly, MRA Council and committee membership lists, are entitled to attend the respective meetings. In addition, other parties invited (see section 12 below) may attend the General Assembly meeting.

If the designated representative to the General Assembly is not able to attend and wishes to nominate an alternate representative, (s)he must inform the APAC Secretariat using form APAC FGOV-002 to authorise an alternate.

Any other person wishing to attend as an observer must seek the permission of the relevant Committee Chair, Council Chair or APAC Chair before the meeting commences.

Hosts of APAC meetings are asked to be sensitive to the geo-political issues in the region. In particular, APAC follows the APEC protocol in relation to the names of member economies. National flags are not used at official APAC meetings.

1. ROOM ARRANGEMENTS

|  |  |  |
| --- | --- | --- |
| Opening ceremony: | * theatre style for 200+ people
* front podium for dignitaries
* front podium microphone
 |  |
| Executive Committee and MRA MC meetings: | * tables in a hollow square for 16 people or Boardroom style
 |  |
| General Assembly and MRA Council: | * tables in a hollow square/rectangle arrangement or theatre style for 120+ people
 |  |
|  | * head table:
 | Chair, Secretary, (2 people in total); 2 microphones;It is good if the head table is on a raised dais so that the Chair may see and be seen by all delegates; |
|  | * other tables:
 | 2 seats for each Full and Associate Member);for the GA only: additional 1 seat for each Affiliate, SRB representative, and other invited guests; 1 microphone between 2 people |
|  | * if hollow square/rectangle is used (not necessary for theatre style), behind side rows of tables of the hollow square/rectangle:
 | Row of chairs for observers; no microphones |
|  | * a lectern for occasional speakers;
 | 1 microphone |
|  | * name plates:
 | Chair, Secretary, Full and Associate Members (organisation name), Affiliates (organisation name), APEC SRBs, other invited guests e.g. EA, ILAC; Colour-coded name plates to be large enough to be seen from the head table; design and lettering is at the discretion of the host but colour-coding should differentiate between Full Members, Associate Members, Affiliates, and other invited guests |
| Committee meetings: | * tables in a hollow rectangular arrangement, or theatre style for up to 100 people
 |  |
|  | * head table:
 | Chair and Secretary; 2 microphonesIt is good if the head table is on a raised dais so that the Chair may see and be seen by all delegates |
|  | * other tables:
 | seating for 80 - 100 people; 1 microphone between 2 people |
| Technical Working Groups (four) | * tables in a hollow square/rectangle;
* 4 break-out rooms for up to 20 people each
 |  |
| All meetings: | multi-media projector with laptop computer; adequate electronic cables and power outlets around the table to enable participants to access power for their laptops; 2 roving radio microphones should be available;All meeting rooms should be lockable, or under surveillance, so that delegates may leave papers, laptop computers, etc. on tables during refreshment breaks. |

1. MEETING SECRETARIAT ROOM

The host is responsible for providing secretariat support and personnel.

A separate lockable secretariat room shall be provided:

* available from Saturday a.m. to Friday p.m.;
* at least 3 full-sized desks;
* big enough for three people to work simultaneously without getting in each other’s way;
* permanently staffed by at least 1 person with good written and spoken English;
* Multi-Function Centre (scanner, printer, photocopier); adequate supply of A4 printer paper;
* at least 2 computers with at least Word, Excel, PowerPoint (English version) and with USB port (for “memory sticks”);
* at least 3 separate PCs with Internet connection;
* usual office supplies – staplers, hole punchers, folders, filing trays, plastic sheet protectors, etc.
1. MEALS

Meals during the day should not be too elaborate or heavy. Lunch should be served in a location close to the meeting room(s), and should be simple in style, and managed for quick service so that the entire meal can be completed in less than one hour. Buffet meals with a selection of hot and cold food are preferable but adequate seating needs to be available also.

A range of dietary requirements must be catered for. These include but are not necessarily limited to vegetarian, Muslim, gluten-free.

Morning and afternoon refreshment breaks are to provide coffee, tea and water or juice, plus some biscuits, simple cakes or similar, or fresh fruit.

1. CONFERENCE WEB SITE AND REGISTRATION FORMS

The host organisation is expected to set up a dedicated web site for the APAC annual meetings. As a minimum the information provided should include details of:

* meeting venue, including address, telephone and web site address (if applicable);
* address etc. of alternative accommodation;
* how to get from airport to hotel, including average cost of taxi fare;
* taxi; airport bus; train; subway (please advise whether taxis accept credit cards);
* map showing relationship of venue to subway, train station, major shops etc;
* weather typical at time of meeting;
* currency and equivalence to USD; availability of currency exchange;
* electricity voltage; power point plug configuration (e.g. round 2 point plug);
* typical hours of operation and location of shops, banks, post office;
* location of automatic teller machines (ATM) near hotel and at airport;
* accurate description of what is covered by the registration fee, i.e. attendance at meetings for which the person is the designated representative of their accreditation body; morning and afternoon teas; lunches; welcome reception; dinner.

Electronic registration and accommodation booking forms are also recommended, or at least a link to the accommodation provider(s) websites. If possible, electronic registration forms should also allow electronic payment.

Registration and attendance documents should clearly note any meeting that is not open for attendance by all delegates, such as the Executive Committee meeting and MRA Council meeting, and in some circumstances any peer evaluator workshop.

The APAC Secretariat shall, upon request, supply an electronic copy of the logo to the hosts of the APAC annual meeting or any mid-term meetings.

See form APAC FMTG-002 for registration form example.

See form APAC FMTG-003 for accommodation reservation form example.

1. PAYMENT OF FEES

Arrangements should be made to accept payment by cheque, International Money Transfer, bank draft and major credit cards including: Visa, Mastercard, American Express.

Although credit card facilities for payment of fees is preferred, if acceptable to the host, payment by International Money Transfer or international bank draft is acceptable.

Payment of fees is preferable at the time of registration. Arrangements to collect registration fees at the meeting should be available, but not promoted.

1. INVITATIONS AND REGISTRATIONS

The host is responsible for preparing invitations to:

* all APAC Full and Associate members and Affiliates
* APAC Chair and Secretary
* APAC MRA Council Chair

The invitation letter, registration form, etc. should be sent to the APAC for checking in advance of distribution. The APAC Secretariat will send invitations and registration reminders on behalf of the hosts.

The APAC Secretariat will formally invite the following:

* Chair of APEC SCSC
* Chairs of APMP, APLMF, PASC
* Chairs of AFRAC, ARAC, EA, IAAC, ILAC, SADCA
* Representatives of IAF and ILAC unaffiliated bodies

The host organisation may invite its domestic regulators and other interested parties to attend the opening ceremony and seminar. Participation by government, regulatory bodies, industry and consumer groups from the host country is particularly encouraged.

Once registration is open, the host organisation should prepare and update the registration list and forward it to the APAC Secretariat on a weekly basis.

1. REGISTRANT’S WELCOME

The host shall make arrangements to register all delegates as they arrive.

A simple welcoming pack should be available for each registrant on registration at the meeting venue. The pack should contain as a minimum:

* name tag
* writing pad
* pen
* program for the week, including details of room venue for each meeting
* tickets or vouchers for conference dinner, welcome reception, etc.
* map of the city with public transport links (subway, etc.) marked

There is no requirement to provide printed copies of meeting papers to delegates.

The host shall prepare and distribute meeting attendance lists to the secretary of each meeting.

1. OPENING CEREMONY

A suitable local dignitary, e.g. relevant government Minister, should be asked to open the week of meetings and give a keynote address.

1. PROGRAM FOR ACCOMPANYING PERSONS

It is not necessary to provide a program for accompanying persons but this may be done if the host wishes. At the least, relevant tourist information for accompanying persons should be made available or references provided to a reputable tour service in the host city for this information.

A separate charge for accompanying persons to attend any social events is acceptable and details should be included in the registration form.

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Based on APLAC SEC 041 Issue No 12 and PAC-SECR-005 Issue 1. |
| End |  |