



IEA R&D Wind

Task 11

Base Technology Information Exchange

Hosting meetings
A short description of the
Procedures and responsibilities
Prepared by:

Felix Avia
CENER
172 90 Madrid, Spain
favia@cener.com

Meetings arranged in the framework of Task 11 can be either Joint Action Symposia (JAS) or Topical Expert Meetings (TEM). JAS meetings are arranged periodically while TEM are arranged once.

The Executive Committee is deciding on which meetings shall be held and the Operating Agent together with the Host is responsible for arranging the meeting. The meeting is usually planned to last for two days. In the evening between the two meetings there is usually an informal dinner.

This PM is set up in order to facilitate meeting arrangements.

How to Host a Meeting

Here is a “to do list” for planning of the meeting

Action	Responsible	When	Done
Fix date	Operating Agent, Host	4 months before meeting	
Appoint host contact person	Host		
Write Introductory Note	Host, usually	4 months before meeting	
Invitation + IN	Operating Agent, OA	4 months before meeting	
Book conference facilities, including audio visual aids, such as OH-projector and computer/beamer	Host		
Write instructions for travel and accommodation	Host	2 months before meeting	
Register participation	Participants > OA		
Prepare agenda	Operating Agent	at meeting	
Prepare list of participants	Operating Agent	at meeting	
Collect material for proceedings	Operating Agent	at meeting	
Print and distribute proceedings	Operating Agent	1 month after meeting	
Optional, not required:			
Action	Responsible	When	Done
Propose suitable hotels	Operating Agent	3 months before meeting	
Plan for an informal social activity on the evening of day one	Host		