



Guidelines for Hosting Executive Council Meetings (ECMs)

Please note that these are *guidelines* and may need to be amended to meet local circumstances, in consultation with the Secretary General.

These guidelines are in two parts – the first deals with the process leading up to the acceptance by the Executive Council of an invitation from a National Vacuum Society to host a meeting of the Executive Council. The second outlines the practical details involved in hosting such a meeting – accommodation requirements and so on.

Part 1: The Invitation Process

1 Meeting cycle

- 1.1 It is the normal practice that the Executive Council meets at roughly six month intervals – in the first and second halves of the calendar year.
- 1.2 ECMs normally take place over a weekend, starting on the Friday afternoon and finishing after lunch on the Sunday. The precise details may have to be amended to suit local travelling conditions, or if the meeting interfaces with a major conference. For convenience, these guidelines assume the normal timing.
- 1.3 Our financial reporting requirements dictate that the first meeting of the Executive Council each year be held reasonably early in the year. This therefore suggests that the ECM is best held between early March and early May. In order to provide sensible spacing of the meetings, the second ECM in each year should therefore be held in September or October. Since the last and first ECMs of the Triennium are held immediately before and after the triennial International Vacuum Congress which is usually held around the middle of the year, these guidelines may need to be relaxed.
- 1.4 Attention needs to be paid to major national holidays and religious festivals in deciding dates.

2 Invitations

- 2.1 The Executive Council will only accept invitations from National Vacuum Societies to host the meetings of the Executive Council (an ECM). Such invitations are welcome and should be sent to the Secretary General. A Division of a National Vacuum Society may be responsible for the detailed organisation of an Executive Council meeting, but the formal invitation **must** come from the Society, usually in the name of the President.
- 2.2 The Executive Council likes to work about a year in advance, so invitations to host Meeting N of the Executive Council will normally be considered at ECM (N-2) and a decision to accept an invitation will usually be made at that meeting. Indications of intentions to issue an invitation for a specific future meeting are of course welcome at an earlier stage than that, but will not normally be formally placed before the Council until ECM (N-2) to permit all Societies to issue invitations if they so wish.

- 2.3 It is most convenient if invitations are sent to the Secretary General no later than one month before ECM (N-2). Brief details can then be sent to Council members in advance as part of the Secretary General's material for the agenda of the meeting. Members then have some time to consider any implications of accepting the invitation.
- 2.4 Decisions on acceptance of an invitation are made by secret ballot of the members of the ECM.
- 2.5 The Councillor for the Society issuing the invitation (or another appropriate person at the discretion of the Society and the President of IUUSTA) will be given the opportunity to make a short (2-3 minute) presentation to the meeting before voting takes place.
- 2.6 The invitation should include as many of the following details as possible -
 - 2.6.1 Location (as precise as possible, i.e. place and venue)
 - 2.6.2 Suggested dates (a choice is useful)
 - 2.6.3 Anticipated cost for members to attend
 - 2.6.4 Travelling to the location
 - 2.6.5 Scientific possibilities (other meetings, visits, etc.)
- 2.7 Organisers should bear in mind that some members of the Executive Council have limited access to travel funding, so they should endeavour to keep costs at a reasonable level.
- 2.8 Once an invitation is accepted by the ECM, then the details as presented should only be changed if absolutely essential.
- 2.9 To avoid embarrassment, a National Vacuum Society whose country would be likely to refuse an entry visa to nationals from any other member Society should refrain from issuing an invitation.

3 Location and Venue

- 3.1 The location of the meeting is a matter for the host Vacuum Society. However it should be borne in mind that while remote locations in areas of great natural beauty are very nice, many members will arrive shortly before the start of the meeting and will wish to return home quickly at the end. Accessibility for international travel is therefore an important consideration.
- 3.2 It is useful, but not essential, that the ECM should relate in some way to a scientific meeting or workshop being held in a nearby location on a topic of interest to some members of the Council. This helps some members in obtaining funding to attend the ECM.
- 3.3 It is most convenient if the venue can provide accommodation for members of the ECM and the meeting rooms in the same place. Typically it will be a hotel, and this is assumed in these guidelines. However, other venues such as University meeting rooms are acceptable provided that they are located close to (i.e. within easy walking distance) of the accommodation.
- 3.4 For guidance, the attendance at a stand-alone ECM is typically 35-40 people, with a maximum of 50. In addition to this, there would probably be about 6 to 8 accompanying persons as well as members of the local vacuum society.
- 3.5 It is helpful if transport can be arranged between nearby main line rail stations or bus routes (and possibly airports) for members arriving and departing. Any charge for this should be made clear in the meeting information.

4 Timing and Duration of the Meeting

- 4.1 The overall schedule comprises a series of meetings of the Committees of the Executive Council spaced over the weekend, culminating in the full Executive Council Meeting, which is usually on the Sunday morning. A typical schedule is included in [Appendix 1](#) for information. Detailed schedules vary depending on which committees are meeting and the anticipated volume of business for a given committee.

- 4.2 The organisers need to liaise closely with the venue over such matters as the timing and duration of meals, especially breakfasts given the usual early start of business on the Saturday and Sunday.

5 Registration

- 5.1 Members of the Executive Council do not register directly with the Secretary General when they intend to be present at meetings of the Council. The primary function of registration is therefore related to accommodation and catering, so is carried out by the host Vacuum Society or their agents. However, see also 5.4 below.
- 5.2 Advance registration for the meeting is best done through the meeting website (see below).
- 5.3 On registration, members should be sent a detailed confirmation as quickly as possible by email. This should include confirmation of accommodation for any extra nights which have been requested. Where appropriate, the confirmation should include a formal invitation and any other necessary documentation which members would need to obtain visas.
- 5.4 Once a week, the organisers should send the Secretary General a list of all those who have registered, starting approximately one month before the meeting.
- 5.5 It has been found that host Societies prefer to provide name badges for those attending, although if necessary the Secretary General can provide these if the host Society wishes. The badges should give the person's name and their IUVSTA position (e.g. Councillor for Antarctica) rather than the name of the institute or organisation for which they work. The Secretary General can supply this information if it is not known to the organiser.
- 5.6 On-site registration (which can be quite informal) should be available on the Friday afternoon and evening and early on the Saturday morning.

6 Finance

- 6.1 The host Vacuum Society is entirely responsible for the budget and finances of the meeting.
- 6.2 It is a matter for the host Society to decide if there will be a single registration fee for the meeting, including personal and meeting accommodation, meals, meeting-related expenses, etc., or if the hotel and meeting elements will be met by separate charges. Many members will require formal receipts for these.
- 6.3 It should be borne in mind that some members of the Council have difficulty in obtaining finance to attend such meetings, so alternative cheaper accommodation in the vicinity is welcomed by some. However, the host Society is under no obligation to make the arrangements for this, apart possibly from providing some contact details, e.g. the url of an internet accommodation list. In this case, a non-resident fee is normally payable.
- 6.4 It is often the case, ***but it should not be felt to be an obligation***, that the host Society wishes to invite the members of the Executive Council to a dinner on the Saturday evening, possibly preceded by a trip to a nearby place of interest or some such. This is welcomed and appreciated by the members of the Executive Council, but it is a matter entirely for the host Society. It is expected that if such an event is arranged, the cost to individual members of the Executive Council should be minimal and in any case should not exceed that of a normal dinner at the meeting venue. Whatever the arrangements, the opportunity on Saturday evening for a short informal after-dinner speech by the President of IUVSTA is expected.
- 6.5 The host Society should ensure that it is clear to members what is included in fees, especially for those who choose not to stay in the main accommodation and for accompanying persons.

- 6.6** It should be borne in mind that many people attending find it most convenient to pay by credit card, either before or during the meeting, and facilities for this should be provided if at all possible.
- 6.7** Some members are not able to commit well in advance for meetings of this type, so a closing date for registration as near to the meeting as possible is appreciated, together with late availability of accommodation (perhaps at extra cost).

7 Accommodation and Packages

- 7.1** Most members will wish accommodation to be of a reasonable, but not luxurious, international standard with en-suite single rooms or rooms for single occupancy, air conditioned or heated as appropriate to the location and season. However, some double or twin rooms will also be required. Officers and Committee Chairs will require some working space for organising paperwork, etc.
- 7.2** As noted, the availability of nearby cheaper accommodation of a somewhat more basic standard is also appreciated by some members.
- 7.3** A package would typically run from Friday evening to Sunday lunch and would include room and breakfast, lunch and dinner on Saturday and lunch on Sunday. Dinner on Friday can be optional, depending on the availability of suitable alternatives nearby.
- 7.4** Depending on the venue and the travelling arrangements to it, several members of the Executive Council normally arrive on Thursday and may stay till Monday. There should be a simple and clear way of making such optional extensions, usually on a room and breakfast basis only.
- 7.5** Late checkout from the accommodation on the Sunday (i.e. after the end of the ECM at lunch time) is welcome if it can be arranged. In any case, the checkout time needs to be made clear to members, preferably when registering on site.
- 7.6** Availability of internet access for email, etc., will be required by many of those attending both in the accommodation and in the meeting rooms. If possible, there should be no charge for access from the meeting rooms whether wired or wireless, any cost being included in the meeting fee.
- 7.7** Those attending would normally pay bar bills, telephone charges and other incidental costs directly to the hotel, and most will wish to make these chargeable to the room with a single final bill.

8 Meeting Rooms

- 8.1** The Executive Council Meeting on the Sunday is rather formal in style and requires a single large meeting room, able to accommodate the layout indicated in [Appendix 2](#). The Secretary General will provide name cards for the tables for this meeting. A lectern/podium is not normally required.
- 8.2** It is usual that the meetings on the Friday afternoon and evening are of the smaller Committees. A room able to accommodate up to 15 people, board room style, is all that would normally be required. It should not be necessary to have microphones, but a data projector (beamer) should be available.
- 8.3** Committee meetings and the STD meeting on the Saturday will need to accommodate up to the full number of members attending plus some observers, so it is often uses the same room as the full ECM. It should be set up board room style. The attendance between and during individual meetings is fluid and so fixed seating and name cards, etc., are not used.
- 8.4** The availability of another smaller meeting room is useful, but not essential.
- 8.5** Bottled water and fresh glasses should be available for the start of each meeting, perhaps stacked on a side table.
- 8.6** Mains electrical outlets for laptop computer power supplies should be provided at the tables in the meeting room, sufficient for most members to connect to.

- 8.7** Moveable table microphones should be provided for meeting Chairs and roving microphones should be available for committee members. A technician should be accessible in case of problems with the sound system or projectors.
- 8.8** A data projector and a large screen should be provided. The screen is best placed as shown for the ECM.
- 8.9** Since the interval between successive meetings can be quite short, there should be a general area for people to congregate outside the main meeting room while waiting for one meeting to end and the next to begin. Toilet facilities should be close to this area.
- 8.10** The reception and registration desk should be available near the meeting rooms with a local organiser in attendance to answer any queries and sort out any problems. Printing and photocopying facilities for the Secretary General and Committee Chairs or Secretaries should be available, preferably via this desk. If such facilities are provided by the hotel Business Centre, an account should be set up to cover the costs.

9 Web Site

- 9.1** The most convenient method of passing information about ECMs to members has proved to be via the web, and organisers of ECMs are asked to establish a web site as soon as possible after an invitation is accepted. In the first instance, this might be little more than a page giving the dates and location of the meeting, added to as time goes on.
- 9.2** The web site should be on a server to which the local organisers have write access.
- 9.3** The web site should include full details of the accommodation, venue, local places of interest, travel arrangements, etc., as soon as these are available.
- 9.4** It is most convenient if registration for the meeting and booking the accommodation can be carried out via the web site (with secure access for credit cards, etc.). If this is not possible, downloadable pdf format forms with faxback information should be available on the site.
- 9.5** The Secretary General should be informed when the web site is available so that a link from the IUVESTA web pages can be set up and members notified by email.

10 General

- 10.1** The Secretary General needs to be kept well informed about the progress of arrangements for meetings and is happy to be consulted about any matters of concern.

Ron Reid
Secretary General
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Appendix 1

Sample Schedule of Meetings

ECM-N and Associated Meetings Schedule

Hotel Splendide, Antarctica

Friday

15:30	Coffee
16:00	Officers' Business Meeting
17:30	Statutes Committee
18:00	Long Range Planning Committee
19:30	Adjourn
20:00	Dinner

Saturday

07:00	Breakfast
08:00	Finance Committee
09:00	Awards and Scholarships Committee
09:30	Education Committee
10:30	Coffee
11:00	Publication Committee
11:30	Congress Planning Committee
12:30	Adjourn
13:00	Lunch
14:00	Emerging Societies Committee
14:30	STD
15:30	Coffee
15:45	STD resumes
17:00	Adjourn
17:30	Departure to South Pole
20:00	Social Dinner hosted by ÖGV

Sunday

08:00	Breakfast
09:00	ECM-N
10:30	Coffee
10:45	ECM-120 resumes
12:00	Adjourn
12:30	Lunch
14:00	Departure

Appendix 2

Typical Room Layout for the Executive Council Meeting

