

Meetings checklist – ICO staff

Before the meetings

- Names of coffee displayed & info on coffee given to staff, and advise temporary staff on coffee preparation
- Check all headphones, tapes, mikes, lights, clocks – do a soundcheck for all meeting rooms
- Update list of nameplates on g exchange and ensure new nameplates prepared before meetings
- Nameplates for all meetings in place and ‘switch off mobile phones’ signs inside rooms
- Magazine racks and magazines on display in lounges
- Check gavel is in Council room
- Update statistical information on notice-boards if necessary
- Consult re any overtime required
- List of speakers/presenters/visitors prepared; and update presentations list on g:\exchg
- Pigeonholes for delegates to be available on ground floor
- Recycling bins for different types of recycling to be available on ground floor
- Restroom signs on display in lobby and each floor
- Prepare schedule for staff for cover at registration desk
- 1 minute card/ speak slowly card in place at the podium

During meetings

- Download recordings of meetings onto g:exchange each day
- Update prices daily and display on boards
- Record meeting start & finish times on tapes/CD – and convert tapes into MP3 files
- Advise at the start of each Session if there is a quorum
- Prepare voting chart in case needed
- Stats Co/FAC/PJ/PM/ PSCB recommendations – ensure these are in writing so ICC Chairman is aware

of decisions
that need to be taken

- Give information for votes document (e.g. payments) and advise of any changes during week of meetings
- Prepare updated schedule for distribution

Arrangements (staffing etc.)

- Names of temporary staff circulated to all staff; brief temporary staff early on first day of meeting e.g. problems from previous day, and coordinate as necessary, inc. lunch-breaks
- Check before 17.00 re likely end of meeting and if possible send 1 team of temporary staff home
- Check meeting rooms/seating arrangements at start of each meeting

Information desks

- Ensure documents counter is attended at all times
- Update schedule each day, for notice boards, reception desk and send to staff by email
- Coordinate cover for info desk at lunch-time
- Phones by Secretary’s desk in Council
- Signs in place as follows:
‘Information desk’; ‘Registration desk’,
‘Please note documents are for ICO delegates only’
- Brief info desk staff on following:
 - where sets of documents/ key documents are kept
 - Observers policy
 - be flexible about coffee breaks – at quiet times
 - to advise PE when external presenters arrive
- The following to be available at the Information Desk:
 - Additional table for display of documents
 - Computer, printer and small computer table
 - Staff telephone list available at ground and second floor
 - Box of stationery (scissors, paperclips, rubber bands, etc.)
 - pens and pads
 - Clear plastic display stands for notices
 - Clear plastic display stand with details of new documents produced during meetings
 - Latest schedule on display at desk in a clear Perspex stand/on noticeboard
 - Annual Reviews, ED-letters, ICA 2007
 - Accreditation procedures for press

Registration/ credentials/ badges

- Staff the info/registration desk from 45 minutes before start of meeting

- ❑ The following to be available:
 - ◇ List of observer countries/ organizations which are invited to attend meetings (see g:/exch/icommeetings/observers –list)
 - ◇ reminder forms for credentials (E,C,F,P)
 - ◇ model credentials to give as necessary
 - ◇ Pad with form for badges/ Spare badges
- ❑ Credentials updated daily on database and advance list of delegations given to ED & HO on morning of first day of meetings. Update delegates list daily and ensure copies at info desks
- ❑ Badges prepared and available at info desk in alphabetical order the day before the meetings start
- ❑ Advise of any missing credentials/ any problems each day
- ❑ List of delegations and draft credentials report given to Documents to proofread **by 12.00** on the day before the last day of the Council session, and to HO and HW by **09:00** on morning of last ICC session
- ❑ Votes document to be issued on the Friday before the meetings so it can be included in the sets
- ❑ A revised votes doc. to be issued only for final ICC session (unless major payment received) - HO to announce changes during week with Rev. issued on last day
- ❑ Prepare note of changes to votes documents, and attach to new votes documents given to ED etc
- ❑ Update list of documents issued each day (including languages and date issued) - for display at info desks in Perspex stand so delegates can see what new documents are available (copies to ED, HO, HW)
- ❑ Prepare a list of newly issued documents/ pending documents/ presentations (updated copy given **daily** to ED, HO, HW, Chairman, info desk and Chief Interpreter of all new documents)
- ❑ Coordinate distribution of new documents etc to delegates, Chief interpreter, Chairmen, ED, HO, HW and info desk during meetings (see documents policy: g:exchg/icommeetings/documents-distribution during meetings)

Presentations

Check presentation requirements in order, show presenters rooms/ equipment, ensure laser pointer and water available

- ❑ Remind presenters to stick to time limit
- ❑ Coordinate preparation of nameplates for presenters and put on display when needed
- ❑ Coordinate photocopying/ distributing copies of presentations for interpreters
- ❑ Put presentations on website after meetings
- ❑ Coordinate distribution of new presentations etc to Chief Interpreter, HO, HW (and to delegates in liaison with MG).
- ❑ Check presentations are printed x2 slides per page
- ❑ Brief the information desk staff about:
 - All new documents which are issued (ensure they have copies)
 - Restricted documents (to be kept behind counter)
- ❑ Check documents displayed at counter regularly to ensure documents from previous day no longer required are not displayed/ all documents neatly displayed
- ❑ Check all documents in the sets are also displayed on the website (including documents from previous meetings where these are listed on the agendas).
- ❑ In the case of any workshops, coordinate with KB sending an email with a link / cover msg to let Members know that technical presentations and copies of other presentations can be downloaded from the website (translate message).

Documents (MG)

- ❑ Coordinate distribution of cover emails with agendas to Members, PSCB, Core Group and observers/check updated observer invitation if necessary
- ❑ send presentations/latest documents to interpreters before meetings
- ❑ Check latest hotel rates included in Guide to meetings
- ❑ Distribute updated schedule each day – suggest inside meeting rooms at start of meeting like a regular document
- ❑ Documents issued during the week of meetings to be sent electronically to delegates on same day

Printroom

- ❑ Prepare files with documents for Chairmen, HO, HW
- ❑ Send documents (including copies of any presentations for workshops etc to interpreters week before meeting
- ❑ Folders prepared with documents – observers folder WITHOUT restricted documents, and include observer note (g:exchg/icommeetings/observers – note)
- ❑ Prepare document sets for briefing meeting with Chair & Spokesmen for first day of meetings

- ❑ New documents issued during meeting given - with holes punched - to the Chairmen (and hard copies to interpreters, ED, HO and HW) (liaise with MG)
- ❑ Prepare information packs for temporary staff (*contents list on g:exchg\information for meetings*)
- ❑ Update press folder and check contents with HW – ensure distribution is marked as **“Hold”**. Give updated sets to ED, HO and HW on morning of press briefing.
- ❑ Reception (entrance) - ensure copies of schedule are on display from 1st day of meetings and top up as necessary
- ❑ Put A Review, ICA 2007, ED letter and schedule on display at info desks and keep topped up during meetings

Interpreters

- ❑ Interpreters paysheet signed and given to accounts
- ❑ Confirm with Chief Interp at start and end of each day when interpreters are required

Library

- ❑ Ensure a member of staff is in Library at all times during meetings (after 17.00 if necessary) – note on display in library re closing time (e.g. 8 p.m latest)
- ❑ Take photos of workshops / Council session for publication on website
- ❑ Complimentary magazines ordered and marked ‘please return after use) and given to SAJ for display in magazine stand

Computers/ technical requirements:

- ❑ Council chamber - 1 laptop for presentations
- ❑ 2 wireless microphones for the Seminar
- ❑ Committee room - 1 projector in case required
- ❑ Registration/documents counter: 1 laptop and 1 laser printer
- ❑ Library- computers should have software usually required by our delegates: Office, Acrobat reader, Internet explorer. A printer to be available in the Library.
- ❑ Check computers in Library are working week before the meetings
- ❑ Computers in Library left switched on for evening/early morning use with instructions of how to access computers (including password if necessary) and WI-FI left next to computers

❑ Continental adaptors to be available

- ❑ Check Wi-fi is working and check computers for presentations are working week before the meeting

Press

- ❑ Arrange press conference at end of meeting
Circulate press attendance list to ED etc
- ❑ Ensure press packs for press conference held behind documents counter and **only** distributed when ED/HO give go-ahead
- ❑ ‘Press conference’ sign on display and water, pens, pads etc. available

Checklist for staff assisting at ICO meetings

Temporary staff

Before the meeting

- Check coffee is ready in the delegates lounge, biscuits are topped up, and water fountains/ dispensers are working
- Check water bottles and glasses and fill if necessary in meeting rooms and interpreters' booths - Chairpersons, presenters and ICO staff should all have water
- Check pads, pens, paper serviettes, nameplates in place, tidy headphones etc.
- Check signs saying 'no mobile phones' are in place

During the meetings

- Assist with distribution of documents in the meeting rooms (**always go to the ED and the podium first** before distributing documents to the rest of the room)
- Keep meeting rooms and delegates lounge tidy at all times (including magazine racks)

After meetings finish

- Arrange meeting rooms and clean up if last meeting of day is finished
- At end of the day, close the coffee bar, wash and dry cups, bottles, glasses etc.

Documents counter staff

- Never leave the desk unattended
- Keep information/registration desk and documents counter tidy at all times (especially display of documents)
- **ICO staff only** to give badges to delegates (not temporary staff)
- When giving badges out, ask delegates to wear them at all times for **security purposes**
- Ensure documents such as Annual Review, schedules in display racks at desk are topped up
- Ring the bell three times for start of Meeting (at request of Chairman or Secretary) and inform José Sette (602) and Helen Wright (624)
- When delegates register, stress they should keep the same set of documents for the week, and advise that new documents will be circulated separately.
- Ensure only documents issued on the day are on display (less relevant documents can be put on the carpeted area beside the documents counter).
- Observers to receive folders without restricted documents
- Advise observers that Members have priority for seating in Council Chamber – seating for observers available at back of room.
- Distribute new/ other documents
- When delegates arrive with letters of Credentials (Council meetings), pass these to Pascale Deschamp immediately (627)
- Take telephone messages for delegates – these should be clearly written and state the date and time
- Distribute reminder forms about credentials to Delegates who have not yet provided these
- Only distribute documents to press when authorization has been given (keep in separate rack)
- Inform Mirella Glass (601)/ Documents section each time meetings finish (morning and afternoon)
- Keep a note of any suggestions/comments improvements that can be taken into account for future meetings and give to PE/HW