



**TO ALL NATIONAL COMMITTEES  
TO THE CHAIRMEN AND SECRETARIES OF TECHNICAL COMMITTEES AND  
SUBCOMMITTEES**

Dear Sir/Madam,

**Use of IT during IEC General Meetings**

Over the last few years increasing use has been made of electronic documentation during General Meetings, with documents being made available on a server.

Many delegates bring laptop computers with them to the General Meeting and use these to work with electronic versions of the documents to be discussed and prepared during the meeting.

However, in order to make full use of the facilities provided by the Host Committee and in consideration of the IT support provided, it is essential that the laptop be configured appropriately, notably that it is in a position to connect to the server. Physically connection will normally be made by using the Ethernet protocol, using either Ethernet cable, or increasingly, wireless connexions and the laptop should be equipped to make such connexions. Full details of the connexion type available will be published by the Host Committee in the documentation provided.

It is, however, just as important to ensure that the user of the laptop is in a position to make logical connexions to the network provided. In particular, the laptop user should be allowed to make changes to the network parameters. This means that the laptop user must be given "administrator" privileges or be given appropriate information, so that personnel on site at the General Meeting can make the necessary changes to the network parameters.

There are also software products which can be pre-installed to make the necessary changes. One product which has been evaluated by Central Office is Netswitcher, which can be downloaded at <http://www.netswitcher.com>.

NOTE This product is cited purely for information and this should not be considered as an endorsement of this product compared with any other, nor does the Central Office provide any guarantees as to its functionality.

There is no reason for connexion to other networks to compromise security of a laptop, provided that elementary precautions concerning sharing of resources and up-to-date antivirus software are taken.

Yours faithfully,

**A. AMIT**  
**General Secretary**

