



AC/15/2016

Administrative Circular

2016-06-10

TO ALL NATIONAL COMMITTEES

Meeting Space Bank

Dear Sir/Madam,

The SMB ahG 50 was set up to prepare a set of recommendations for the concept of a Meeting Space Bank intended to help the IEC technical committees in securing hosts for meetings in preparation of the technical work. These can be meetings of Working Groups, Project Teams, Maintenance Teams, CAGS, or AdHocs. Note that the Directives must be followed with respect to setting up meetings of Technical Committees, Sub-Committees or Project Committees so that a proper invitation is issued by the host National Committee and full information is entered into the IEC's Meeting Registration System. At its June 2104 meeting, the SMB discussed the report of ahG 50 (document SMB/5327/R) and asked the IEC Central Office for its implementation.

National Committees and national stakeholders who want to enter their space into the IEC Meeting Space Bank are indicating that they are willing to make meeting space available to IEC groups upon a request from the Secretary of a TC or SC. The meeting space is of course subject to availability and to a reasonable limit set by the owner to the number of meetings held at the facility in a given year.

The minimum requirements for a meeting facility include the following:

- Appropriate HVAC / Ventilation / Lighting
- Drinking water for participants
- PC projector and screen
- Wired or wireless connection to internet for all participants
- Electrical plugs for participant PC / mobile device power
- Seating with work surface for participants (No Auditorium layout)
- Microphone / Speaker System – Roving, fixed as appropriate to number of participants

National Committees willing to enter their space into the Meeting Space Bank are invited to download the Meeting Space Bank Excel file from the following URL <http://go.iec.ch/meetingspacebanktemplate>.

The Excel file containing the meeting space information should be returned back to Mrs Shewayenesh Nikodimos (sn@iec.ch) at IEC Central Office who will compile all the data received into a list of meeting places that will be made available to the TC/SC Officers for further use. **The deadline for returning the information is set to 29 July 2016.** Additions, deletions or changes to the meeting space list should be updated by the host contact through the IEC Central Office as changes are needed.

Yours faithfully,

F.W.P. Vreeswijk
General Secretary & CEO

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