

ICES/FAO WORKING GROUP ON FISHING TECHNOLOGY AND FISH BEHAVIOUR (WGFTFB)

GUIDELINES FOR ANNUAL MEETING HOST ORGANISATION

- Presentation of Offer to Host- at a preceding WGFTFB annual meeting. Prepare and provide a presentation of the venue location, facilities, and places of interest to visit, with proposed dates that take into consideration national holidays.

SUMMARY OF COSTS

The HOST may wish to seek suitable sponsoring companies/organisations to help meet obligatory costs and/or optional costs.

IDEAS FOR POTENTIAL SPONSORS

- Fishing gear suppliers (e.g., netting, supplies, trawls)
- Ocean instrumentation companies (e.g., trawl sensors, cameras)
- Large domestic fishing companies
- Government

COVERED COSTS BY HOST

- Meeting venue, facilities, and IT (as described below)
- Transportation to/from venue and conference hotel, if required
- Name badges
- Field trip
- Coffee break
- Staff time for organizing
- Printing, signage (e.g., meeting banners)

OPTIONAL COVERED COSTS BY HOST

- Lunches
- Banquet
- Gift bags
- Poster session snacks
- Welcome reception

VENUE FACILITIES & HOTEL

PROVIDED BY HOST

- Meeting Venue- a suitable meeting venue (e.g., hotel conference facility, university setting) offering suitable accommodation to facilitate meeting progress and participants' comfort.
- Plenary Meeting Room- one large meeting room with seating and tables set up in either U shape or theatre style (to be determined in consultation with WGFTFB chairs) as best fits

the chosen venue, for approximately 60-100¹ members plus however many participants the HOST may wish to invite from the region.

- Plenary Meeting Room Equipment- adequate audio conference system (conferencing speakerphone that turns any environment into a conference room equipped with microphones), two (2) laptops (Windows OS), and two (2) multimedia projectors for presentation during the session. Equipment necessary for online streaming of the meeting at the discretion of the chairs and HOST. A photocopier and printer to be provided.
- Breakout Meeting Rooms- two to three (2-3)² smaller rooms set up in boardroom or roundtable style for break-out working groups of (15-30) people, to be used over a two (2) to three (3) day period. Break-out rooms to be equipped with one (1) laptop (Windows OS) and one (1) multimedia projector for presentations during the session.
- Poster Session- facilities for displaying posters and viewing at a poster session. This could be a separate room or space within the main meeting room is feasible, allowing for approximately [20] posters.
- Internet Connection- fast and reliable internet connections to be provided in all meeting rooms (for all participants), of adequate strength to ensure smooth uninterrupted meeting progress, including for hybrid meeting format or live streaming (if that format is selected).
- Hotel Accommodation- identify suitable hotel(s) in close proximity to the meeting venue, organise group booking/blocking, and negotiate special rate where possible.

**WEBSITE CONTENT
PROVIDED BY HOST**

- Travel advice- regarding recommended travel routes, modes of transport, nearest airports, instructions for visa applications, and train/bus stations (etc.).
- Local information- information about the location and places of interest.
- Accommodation information- information about the conference hotel and alternative accommodation options.

FUNCTIONAL RESPONSIBILITIES

SUGGESTED SUMMARY OF STAFF TO BE PROVIDED BY THE HOST

One person could serve multiple positions.

Position	Quantity	Terms of Reference
Counterpart Liaison Officer	1	Officer to collaborate with the WGFTFB

¹ Number to be confirmed following registration deadline
² All working groups to be accommodated, if necessary plenary room can be used for one working group

		chairs and solicit/obtain funding
Support staff for registration and care during meeting	1-2	Secretaries, administrative assistants (could be students)
Computer Technician	1-2	Computer systems and internet expert to support the good functioning of equipment used, including for hybrid meeting (if selected) and internet connections (WIFI)
Communications and Outreach Officer (at the discretion of HOST)	1	Support and coordinate with the media
Transport Officer (at the discretion of HOST)	1	Responsible contact for the transfer of the delegates and observers from hotel and to meeting venue

HOST may invite local dignitaries to open the event.

Examples include:

- Welcome on behalf of the city (e.g., mayor).
- Welcome on behalf of the provincial/state government.
- Welcome on behalf of the host organization (e.g., senior director, president, CEO)

SUPPLIES AND SERVICES

PROVIDED BY HOST

- Visa Support- provide letters of invitation to support where required.
- Drinking Water- on the tables of participants and observers.
- Coffee breaks- twice daily refreshments (morning and afternoon) at the meeting venue for 60-100³ participants, for all days of the meeting.
- Lunch Facilities- ideally within the meeting venue or in reasonable walking distance for all participants, for all days of the meeting. HOSTS have the option to provide lunch at no cost to participants, or simply provide facilities where participants pay for themselves.
- Reception event- dinner or cocktail reception on the Sunday before (or first evening of) the meeting. This can be simply providing or selecting a location and space to meet where participants can buy a drink. Transport to be provided where necessary.
- Transport- organize (and cover costs for) local transportation services between hotel and meeting venue as required.
- Field Trip- a short three (3) to four (4) hour study/sightseeing tour for registered meeting participants and accompanying persons (typically in the afternoon of the second or third day of the meeting), including transportation. Spouses to be included.

³ Number to be confirmed following registration deadline

- Banquet/Dinner- a midweek banquet/dinner social event. Host may wish to cover the costs or select, organise booking and facilitate access to selected venue. If required, return transport should be provided between meeting venue and dinner venue.
- Participants Gift Bag (optional)- a delegate's kit (notepad and pens etc) and other gift items.
- Meeting Banners- two meeting banners with the title of the meeting, the venue, date and official symbols of the ICES and WGFTFB, and the HOST.
- Group Pictures- organize and take group pictures (ideally in front of the meeting banners) and provide high resolution images to the chairs. Take pictures of speakers/ presenters for the WGFTFB website as is possible.
- Office supplies- material and paper, etc. as needed.
- WIFI Access- complimentary access for delegates, observers, WGFTFB staff, and other participants in the meetings.
- Name Plates- identification (e.g., plates or "name tents") on the tables with the names, in English, of each participant with country in parenthesis for those identified by HOST and chairs.
- Name Badges- for each participant.
- Participant list- provide a final list of participants who attended the meeting to the chairs for the meeting report.