

Meeting Administration Guide

Appendix A to AEEC Organization and Procedures Guide (OPG)

Revision A - September 2015

The purpose of this guide is to provide information to industry participants with respect to the criteria, rationale, and guidance for hosting AEEC Subcommittee and Working Group meetings, i.e., ARINC meetings. This guide is subject to review with the AEEC Leadership and will be updated as the need arises.

The following considerations are expanded in detail in this guide:

- 1. Meeting Costs and Benefits**
- 2. Convenience and Suitability for Purpose**
- 3. Role of Industry Host**
- 4. Chairman and Secretary Considerations**
- 5. Considerations for Deciding Meeting Location**
- 6. Meeting Administration - Announcing, Cancelling, Adjourning meetings**
- 7. Pre-Approved Locations**

1. Meeting Costs and Benefits

When an industry meeting is necessary, it is cost-effective to meet in the region where the majority of participants conduct business. Over the course of time it is appropriate to rotate the location of meetings to serve the largest population of meeting participants. For example, if the meeting is balanced between participants from the US and those outside the US, then alternating meetings between the most heavily represented regions is desirable. Some factors to consider:

- The home-base location of the expected participants
- Cost of time, including travel days required of the participants
- Cost of travel, including airfare, ground transportation, rental car, etc.
- Cost of lodging, including sleeping room, meals, etc.
- Cost of meeting space, for example, a host may offer free meeting space
- Consideration of larger city-wide conferences that may fill available hotels and inflate hotel room prices

In general, it is convenient for ARINC Industry Activities meetings to be held at large airport hub cities. Though many of these cities may have higher costs associated with hotels, the convenience of reduced travel time can often offset this cost. When using a hotel, a property located near the airport can often be a convenient option. When meeting in Europe, the availability of good subway and train service can make these locations very convenient. In cold weather months, it is convenient to meet in a warmer climate.

2. Convenience and Suitability for Purpose

The ARINC meeting location will include appropriate meeting space with comfortable seating for the number of participants expected. Ease of transportation should be considered for traveling to the meeting location and to the area hotels. Availability of necessary meeting equipment, such as internet access and audio/visual services is also a consideration. If the meeting space is less than suitable, it will not be considered, regardless of the location. Convenience should be considered in terms of:

- Travel to and from the meeting site
- Nearby facilities for meals
- Ability for participants to use computers and the internet during the meeting
- Other elements that foster a productive working environment

The major reason for holding such a meeting is to further develop the technical documents in work. Therefore, considerations outside this are not appropriate. Picking a site mainly for its interest or availability of entertainment, for example, is not appropriate.

3. Role of Industry Host

An Industry Host may volunteer to host an ARINC meeting at their facility. This is viewed to be a low-cost option. A host may also offer a public meeting site such as a hotel or public conference center. ARINC and the AEEC member airlines truly appreciate the help that they receive from a host organization. A host organization may volunteer to host a meeting, thereby reducing the travel burden and travel cost for their own organization. The following is a list of basic needs associated with the planning and hosting of an ARINC meeting.

3.1 Meeting Space at Host Facility

An Industry Host may volunteer their facilities for the purpose of hosting an ARINC meeting provided that it suits the needs of ARINC, the AEEC, and the majority of expected participants. The meeting space should have the means to accommodate all participants comfortably. Internet access and a power outlet for each computer should be provided. A projector and screen should be provided. If the host cannot provide a projector with good brightness and contrast, they should ask the ARINC staff to bring one. Any additional requirements (e.g., Subcommittee-specific needs) may be negotiated between the chairman and the Industry Host.

3.1.1 Location and Directions - The host should provide ARINC with location of meeting room and location of the entry gate at least 8 weeks prior to the meeting.

3.1.2 Security - The host organization should inform ARINC of any security requirements pertinent to entering the meeting facility. This should be provided at least 8 weeks prior to the meeting.

3.1.3 Sleeping Rooms - If the host is providing meeting space at their facility, a short list of nearby hotels should be provided in writing to ARINC at least 8 weeks prior to the meeting. Hotel negotiations may not be necessary. However, in high season when sleeping rooms are sold early, it may be desirable for the host to set up a block of sleeping rooms at a nearby hotel. Should this be the case, see Section 3.2.2 for additional details.

3.1.4 Meeting Amenities - The Industry Host may provide coffee service for the participants.

However, this is not a requirement. It is solely up to the host to determine what amenities they wish to provide and how much they choose to spend.

3.1.5 Announcing a Meeting - ARINC Industry Activities will announce the meeting using a Subcommittee Meeting Announcement (SMA) posted to the ARINC Industry Activities website (www.aviation-ia.com).

3.2 Meeting Space at Local Hotel

If the host does not have adequate meeting facilities, the use of meeting space at a nearby hotel may be a good option. The host should be prepared to bear all costs associated with hosting the event. The host may want to get a price estimate before committing to host the meeting at a hotel.

3.2.1 Hotel Location - The hotel selection should be coordinated with ARINC. The hotel should be in a location that will ease travel for participants using convenient transportation. This may be airport shuttle or public transportation. The ideal location will have restaurants available nearby.

3.2.2 Sleeping Rooms - When the Industry Host elects to use meeting space at a hotel, the host should set up a block of sleeping rooms for the participants. Consult with ARINC to get an approximate number of participants. If rooms are blocked, a three-week cutoff date for reservation should be negotiated, with minimum of two-weeks acceptable. The host should not make any guarantees to the hotel with respect to blocked sleeping rooms.

The host should attempt to negotiate the best room rate possible for the participants. The host should recognize that if the negotiate rate is unacceptable to meeting the participants, the participants may choose to stay at a different hotel. Sometimes participants are required to stay at a specific hotel per their company travel policy. The hotel should be informed that participants will make their own reservation. It may be desirable to have a clause in the contract that allows participants to get the negotiated room rate on a space available basis after the sleeping room block cutoff date.

3.2.3 Meeting Space at Hotel - When the Industry Host elects to use a hotel meeting room, the host is responsible for ensuring that the above requirements are met. This may include room rental, room set-up and catering. The meeting space should have the means to accommodate all participants comfortably. Internet access and a power outlet for each computer should be provided. A projector and screen should be provided. If the host cannot provide a projector with good brightness and contrast, they should ask the ARINC staff to bring one.

The host is responsible for negotiating and signing the contract for all meeting related costs except for individuals' sleeping rooms and personal charges. ARINC will not be party to contracts negotiated by an Industry Host organization. This must be completed at least 8 weeks before the event.

NOTE: Many hotels will provide meeting space at no charge if the host is able to use all or most of the sleeping room block. If that is the situation, it is often better to negotiate a room block that is slightly on the low side of expected attendance. For example, if 20-25 participants are expected, a room block of 20 may get a complimentary meeting room that will accommodate 25+ people. This will help to avoid a penalty for not reaching the minimum number of participants required to get a complimentary meeting room.

3.2.4 Meeting Amenities - The Industry Host may provide coffee service for the participants. However, this is not a requirement. It is solely up to the host to determine what amenities they wish to provide and how much they choose to spend.

3.2.5 Host Signs the Hotel Contract - The Industry Host organization should discuss the hotel arrangements with the ARINC staff prior to signing a contract with the hotel. This will help aid in communication and will reduce logistics problems at the meeting. A copy of the hotel contract must be provided to ARINC at least 45 days before the meeting.

3.2.6 Announcing a Meeting - ARINC Industry Activities will announce the meeting using a Subcommittee Meeting Announcement (SMA) posted to the ARINC Industry Activities website (www.aviation-ia.com). A copy of the contract between the host and the hotel is needed by ARINC before preparing the meeting announcement. While it is recognized that any party may organize a group of industry representatives, only those meetings announced by ARINC may be called an “ARINC” or “AEEC” meeting. The name ARINC and the name of a specific industry committee organized by ARINC may not be used without written approval of ARINC Industry Activities. See Section 6.1 for additional details.

3.2.7 Host Appreciation and Recognition - ARINC and the AEEC member airlines truly appreciate the help that they receive from a host organization. ARINC attempts to recognize the host as much as possible both at the meeting and in the meeting report. However, hosts should refrain from making an ARINC or AEEC meeting a “marketing event” where promotion of their product interferes with the productivity of the meeting.

4. Chairman and Secretary Considerations

4.1 Need for Chairman - Meeting dates and location will be selected to enable the meeting Chairman to participate. If there is more than one suitable location, the Chairman may express preference for a specific location to ease travel. The Chairman’s ability to fully participate in the meeting should be verified before committing to a specific meeting location.

4.2 Meeting Secretary - One of the established roles of the ARINC staff is to provide the Secretariat role at the meeting and to participate as a contributor. However, in some cases the Secretary may be unavailable for the meeting. For example, there may be conflicts with other industry meetings.

4.3 Number of Consecutive Meetings - No ARINC staff representative is expected to conduct ARINC meetings more than two weeks in a row. Following those two weeks, it is expected that the staff representative will be in the office for the following week as a minimum.

4.4 Number of Simultaneous Meetings - In general, no more than two ARINC meetings may be called on the same day. Efforts to prepare for simultaneous meetings places unnecessary burden on the ARINC staff.

5. Considerations for Deciding Meeting Location

ARINC Industry Activities is responsible for selecting the meeting location and announcing the meeting. Subcommittee input is appreciated and will be given due consideration.

It is the responsibility of ARINC to make certain that the meeting will have the highest potential for success in accomplishing its intended objective. This includes encouraging the right participation and creating a productive working environment.

When the discussion of “when and where” to have the next meeting is initiated, the ARINC staff will guide this discussion. This initial discussion should take place between the chairman and core participants, perhaps during web conferences.

The plan for any subsequent future meeting should be sufficiently mature that those plans can be presented and discussed at the close of the meeting. The discussion will consider the latest meeting schedule and overall workload.

5.1 Examples

Some examples of situations that may arise in the discussion of future meetings and how these situations can be handled are:

- Scheduling - No AEEC Subcommittee meetings may be held during the week of the AEEC General Session or the AEEC Mid-Term Session.
- Location - Should the group want to meet in an unsuitable location per these guidelines, or if the location looks like a “boondoggle”, the meeting will be held someplace else.
- Availability - If one participant (other than the Chairman) can’t be there on that set of dates or in that location, ask if the work can get done with or without his/her attendance.
- Should the group want to meet again too soon (or too far out), the approved APIM is expected to be used as the guide.
- Should the meeting schedule contradict with the approved APIM, the remedy is propose a new schedule in an updated version of the APIM.

The ARINC staff is not authorized to formally announce a meeting until after all considerations are reviewed thoroughly and the SMA is signed by the AEEC Executive Secretary.

5.2 Selecting Meeting Dates

Meetings are typically scheduled for either two or three days. One-day meetings may be appropriate in certain cases, for example to discuss a specific topic of interest. A one-day meeting may be scheduled consecutively with another meeting that involves the same participants. Likewise, a four-day meeting may be considered when multiple topics are under the same group’s control. Participants should discuss the need to book their return flights on the afternoon of the last meeting day, which effectively reduces the meeting duration by a half a day. This should be agreed upon by the group ahead of time. Should any group express the desire for a five-day meeting, such a request should be provided in writing and coordinated with the AEEC Executive Secretary.

5.3 Meeting Days

In most cases meetings will start on either Tuesday or Wednesday of the week, recognizing Monday is a travel day. Though the recommended practice is to start meetings on a Tuesday, in some cases, this may not be possible. In the case where two meetings are to be planned consecutively in the same week at the same location, they should be planned so that a two-day meeting starts on Tuesday and the other two-day meeting starts on Thursday. In rare cases where two meetings consume a total of five days, meetings may begin on a Monday.

Every effort will be made to minimize weekend travel. There will be no meetings held on Saturday or Sunday.

Consecutive meetings of the same group should be spaced 13 weeks or more on the calendar.

5.4 Meeting Week

There are limitations as to which week in the calendar year a meeting may occur.

5.4.1 Conflicts with Holidays - Meetings will respect national holidays. If a holiday falls on a Saturday or Sunday, no meetings should be scheduled to start on the Monday following the holiday. Likewise no meeting should be scheduled to end on the Friday preceding the holiday. If a holiday falls on a Monday, a meeting may be scheduled to start on Wednesday of that week.

Due to the international nature of the year-end holiday season, no meetings will be scheduled during the last half of December or during the first week of January.

5.4.2 Conflicts with Major Meetings - No AEEC Subcommittee meetings will be held during the week of the AEEC General Session or the AEEC Mid-Term Session. Other conflicts may be equally significant.

6. Meeting Administration - Announcing, Cancelling, Adjourning meetings

This portion of the meeting administration guide is written to assist Subcommittee Chairman and the ARINC staff. It extends to cover exceptional circumstances that may lead to a cancellation or an early adjournment of a meeting. The intention of this guide to clarify what constitutes an ARINC meeting versus other types of meetings where various industry parties are present. Implied is the following: The names "ARINC", "AEEC", etc., may be used in conjunction with those meetings that meet the spirit and letter of this guide.

6.1 Announcing a Meeting

An ARINC meeting may be announced provided that the following conditions are met:

1. There is an approved APIM for the activity with a scope statement that generally supports the need for the meeting.
2. There is a recognized leader of the meeting.
3. There is a suitable host and location for the meeting.
4. The meeting is open to interested parties.
5. There are at least 30 days available between the date of the meeting announcement and the date of the meeting.
6. The meeting announcement is coordinated within ARINC Industry Activities and circulated on appropriate letterhead with the required signatures.
7. The meeting is publically announced (e.g., internet posting)

6.2 Cancelling a Meeting

Once an ARINC meeting is announced it may be cancelled only in exceptional circumstances when all of the following conditions are met:

1. An Act of God or extraordinary event or circumstance that would make travel to that particular destination dangerous or impossible for the majority of participants.

2. Consultation of the leadership team (Subcommittee Chairman and ARINC Secretariat have similar understanding of the exceptional circumstances).
3. Approval by the designated ARINC representative, i.e., AEEC Executive Secretary.
4. Notification from ARINC Industry Activities of the cancellation.

6.3 Adjourning a Meeting

Once an ARINC meeting is announced, the agenda is published, and the meeting is convened, the meeting will adjourn early only in exceptional circumstances under the following conditions:

1. An Act of God or extraordinary event or circumstance that forces the meeting to adjourn early.
2. Sufficient completion of the discussion of published agenda items as determined by the leadership.
3. Consensus among the meeting attendees to adjourn the meeting.

7. Pre-Approved Locations

A number of locations are widely considered “common sense” locations for ARINC meetings. Therefore, these locations are considered pre-approved and require no special coordination outside the leadership and host organizations. These locations are listed below.

North America

Annapolis
Atlanta
Cedar Rapids
Chicago
Dallas
Denver
Grand Rapids
Houston
Los Angeles
Louisville
Memphis
Miami
Montreal
Orlando
Phoenix
Portland
Tampa
Toronto
Tulsa
San Francisco
Seattle
Vancouver
Washington

UK and Europe

Amsterdam
Barcelona
Berlin
Bordeaux
Brussels

Cheltenham
Geneva
Hamburg
Helsinki
Frankfurt
Lisbon
London
Madrid
Munich
Oslo
Paris
Prague
Stockholm
Toulouse
Vienna
Zurich

Asia, South America and Other Regions
(TBD upon Request)

Please note, there is no restriction on holding meetings in locations not included on this list provided they are necessary and justifiable, based on the overall criteria provided in this guideline.

Before those locations are approved, the proponent of the meeting location, preferably the host, must provide an invitation or offer in writing to ARINC, addressed to the AEEC Executive Secretary. The offer should substantiate the need for the meeting and describe what the host will offer as part of the meeting. Such requests will be coordinated with the AEEC Executive Committee as necessary. For example, this may take place during a regularly scheduled meeting with the AEEC StratCom. Meeting arrangements may go forward after the proper coordination takes place.

8. Changes to this Guide

This guide is written to change with the times. ARINC invites comments. They should be directed to the AEEC Executive Secretary, Paul Prisaznuk (pjp@sae-itc.org).