

## **Hosting Requirements: Physical meeting of an ETIS working group**

Dear Madam, Dear Sir,

This short document describes what a host organisation of an ETIS working group meeting should prepare during the 2 days of meetings.

### Meeting space:

- Booking 1 meeting room in host offices (or external location) for 25-35 participants in total
  - 2nd meeting room is optional, could be useful for breakout groups work
- Ideally, the room (U-shape setup) should be equipped with a screen, audio, HDMI/USB-C cables necessary for people to plug in their laptops + extension cords
- Room should be equipped with air conditioning (important for spring/summer months)

### Breaks:

- Coffee breaks (2 each day) and lunch breaks to be organised & paid for by the host
- Dinner together, and/or any other organised activities, on the evening of the first day of the meeting, are to be paid by the host or another sponsor. Logistics are taken care of jointly between ETIS and the host

### Participation & Presentations:

- The host can invite up to 4 colleagues to participate in the working group meeting
- The host designates a colleague to prepare a welcome speech and is also invited to present in at least one of the other sessions in the programme

### Registration, Local Transport & Parking:

- Pre-registration is organised by the ETIS Central Office
- Participant registration / access card pickup on site – details to be arranged together
- Host informs ETIS of any details related to parking possibilities at the venue & local transport options to reach the venue

### Other/Optional:

- In case another organisation confirmed sponsorship of a dinner or another activity within this meeting, the host informs ETIS of ways the sponsor can deliver / setup promotional materials in the conference venue
- The host organises a visit to one of their research centres or partners, or a similar experience
- The host connects ETIS with other local players interesting to telcos (e.g., Start-ups);
- The host connects ETIS with hotels close to the venue/offices where participants could book a bedroom, preferably at a discounted rate;

I hope to hear back from you and hopefully we can organise a great meeting together.

For any questions, please contact me.

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