

# DVB MEETING ORGANISATION GUIDELINES 2014

## INTRODUCTION

In general, DVB meetings are organised by the DVB Project Office and in order to improve the service a delegate can expect when attending a DVB meeting, the Project Office has produced the following guide. The guidelines cover such things as who can attend DVB meetings, the deadlines and what costs can be claimed when meetings are organised outside the Project Office.

## MEETINGS IN GENEVA

The Project Office will take responsibility for the organisation and for all meeting costs (i.e. conference room, equipment, lunch & coffee breaks, photocopies) for meetings held in Geneva. Delegates benefit from a specially negotiated fee in pre-booked hotels, but obviously the Project Office does not cover accommodation costs.

## MEETINGS OUTSIDE GENEVA

If a DVB group decides to hold a meeting outside Geneva, then the following rules apply:

1. The chairman of a working group is responsible of making sure that the guidelines are followed when a meeting is being organised outside Geneva.
2. There must be a close liaison with the Project Office in order to upload the invitation on the DVB website's meeting calendar, allowing participants to register.
3. Meeting details that should be sent to the DVB Project Office at least 2 weeks prior to the meeting are:
  - Meeting address
  - Map or a website link
  - Nearby hotel/s or make a hotel block booking
  - Start and end time
4. If the meeting costs are to be covered by the Project Office, the cost per delegate should not exceed **80€/day**, this includes; conference room, equipment, lunch & coffee breaks, photocopies. *In order to provide a refund, DVB requires a signed participant list which indicates the number of attendees. Refunds will be made according to this final number.* The participant list can be viewed on the DVB Meeting calendar.  
<https://www.dvb.org/groups/meetings>
5. DVB **does not refund** any evening meals.  
If the cost per delegate is less than 80€, DVB refund the overall invoice cost, not per diem.  
After a meeting a signed **participation list** should be sent to the DVB Project Office via fax, email or by post.
6. The invoice should include; **DVB address**, the meeting name, date, amount and the bank details. An invoice without the DVB address on it can not be refunded.
7. All invoices should reach the DVB Project Office by the **15th December 2014**.

DVB is using e-banking for payments. In order to reduce the banking fees, all below banking details should be on an invoice payable within Europe (and anywhere else when/where applicable) in order to process at minimum costs.

#### **BANK DETAILS**

Bank account number / IBAN:  
Account name:  
Address:  
City:  
Country:

Bank's name in full:  
Address:  
City:  
Country:  
SWIFT

(Currency & amount & activity to which relates the expense)

If the above information figures on the invoice correctly, payment will be made rapidly and WITHOUT costs (deduction) for the receiving party.

#### **INVOICE ADDRESS**

DVB Project Office  
C/o EBU, L'Ancienne-Route 17A  
1218 Grand Saconnex  
Switzerland

### **TELEPHONE CONFERENCES AND WEBEX FACILITIES**

The DVB Project has a contract with the provider Cisco WebEx, which provides Toll-Free numbers to most countries. Some group chairman has a dedicated Cisco access login for their group, this is the case when many telcos or webinars are being organised. If you wish to organise a telephone conference or a webinar please contact: [musseau@dvb.org](mailto:musseau@dvb.org)

#### **AUDIO GUIDELINES**

##### **How to get better quality sound in the audio conference?**

1. *Avoid using your phone in hands free mode (speaker mode) this can create echoes and fuzzy lines.*
2. *Use a good quality headset with a microphone:*
  - *To ensure a clear voice*
  - *To always have the microphone at the same distance from the mouth.*
  - *Place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.*
  - *To free your hands and allow you to easily manipulate mouse and keyboard*
3. *Mute your line wisely:*
  - *To keep a clear line when needed and avoid typing sounds and heavy background noises*
  - *To prevent leaving the rest of the attendees with your waiting music*

#### **First webex/telco?**

If it's your first Cisco webex/telco, you may use the following link for testing: <http://howdoi.webex.com>

## GENERAL RULES FOR DVB MEETINGS

Meetings are for **DVB members** only. However, the Chairman can exceptionally invite a non-member to attend one DVB meeting as an observer. The Project Office should be notified in advance. It is the Chairman's responsibility to ensure participants come only from DVB member organisations. For this purpose, a list of DVB members is available on [www.dvb.org](http://www.dvb.org). A list of participants should be, together with the agenda, attached to each meeting report.

### Deadlines

- **General Assembly**; dates should be confirmed at the beginning of each calendar year, the invitation distributed 4 weeks prior to each meeting.

- **Steering Board & Modules**; dates for the calendar year should be confirmed as early as possible, the invitation distributed 4 weeks prior to each meeting.

- **Ad-hoc Groups to Modules**; the meeting details should be sent to the DVB Project at least 1-2 week prior to each meeting and if less than 2 days, the DVB Project office cannot ensure that the information will be posted on the website.

**All meeting dates** (including those not organised with the Project Office's support) should be communicated to the Project Office in order to update the calendar.

**Invitations**: Steering Board, General Assembly and Module invitations will be distributed by the Project Office.

**Equipment**: At the EBU, each meeting room is equipped with water, paper, flip-chart and a projector. Other equipment can be provided on request. The EBU is also equipped with a wireless network. The access code can be found at EBU's reception or on the TV screens.

**Lunch** at the EBU is served at 13.00 h., (except if requested different) coffee is available around 11.00 h. and 15.00 h. Delegates must register in advance to receive lunch.

**No registration - no lunch.**

**Starting & finishing times at the EBU**: conference rooms are reserved from 9.00 h to 18.00 h. If the start-finish times of meetings differ from this norm, then this should be notified to the Project Office, especially late finishing times should be announced in advance due to security regulations. After 18:15h no-one can leave the building, without a badge. **Cancellations** should be announced at least one week prior to the meeting date. **If a meeting starts or ends with lunch, DVB will not pay the lunch costs.**

**A DVB meeting in or outside Geneva should be avoided to start with lunch or finish with lunch.** If the time schedule is difficult because of flights etc, a solution could be to start the meeting between 11:00-12:00 followed by lunch at 12:30 or later. **If a meeting starts or ends with lunch, DVB will not reimburse the lunch.**

Please contact Eva Markvoort for any further information:

[markvoort@dvb.org](mailto:markvoort@dvb.org)

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