# VQEG host requirement

Here are some points that needs to be fulfilled in order to host a VQEG meeting

## Meeting room

The meeting room needs to accommodate about 50-60 people. Tables and power strips are needed, as most people bring their computers. Some extra chairs should be available, to be brought into the room if the number of participants temporarily increase above 50-60.

The meetings in the US have been the most well attended especially the ones in California, USA. For example, the meeting at Google in Mountain View (Nov 12 to 16, 2018) had 58 registered face-to-face participants, but there were actually no more than 50 in the room at any one time. If I compare with a recent meeting in Europe, e.g. Berlin, there were also 58 registered participants in the face-to-face meeting. These people were split into two groups, as there was a parallel session on three of the days.

## Network access

Network or Internet access are usually provided by the host and is usually WiFi. The participants are usually quite active on the WiFi, so a normal company guest network can break down or become very slow. The host may need to setup a separate WiFi for the meeting.

## Microphones, speakers and remote access

Microphones and a speaker system are extremely helpful. Most attendees speak English as a second language, and the boosted audio volume aids comprehension. Two wireless microphones are sufficient for discussions.

Remote access to the meeting has proven necessary and has increased in importance. The actual conferencing solution has varied depending on host. The microphones and speaker have usually been the tricky part as well as the network connection with the remote participant, which the host don’t have full control over. We understand that remote presentations and remote participation is difficult and may not work correctly for everyone.

## Breakout rooms

One or two break out rooms may be needed. The need for break out rooms will be planned well ahead of the meeting.

## Social event

There is usually a social event organized by the host, e.g. going to a restaurant with the whole meeting or those that wants to join. The tradition is that it is self-host, meaning that the participants pay for themselves. However, it is not against any rules that someone sponsors the dinner or part of the dinner. The social event is usually Wednesday evening.

## Coffee, tea and snacks

Coffee, tea and potentially snacks in the breaks is needed to have available but participants can pay for it if it cannot be provided for free.

## Lunch

Lunch could be in a restaurant in the company or nearby, but also here the participants can pay for themselves. The meeting schedule will be shifted to accommodate optimal time and duration of the lunch break, as per local customs.

## Travel information

A travel information document is usually provided by the host, giving information on travels with some recommendation of hotels and how to get to the venue from the airport(s).

Most of the information is provided through the VQEG webpage and VQEG have been using Google documents more and more but are not restricted to that. For example on information from past meetings see <https://www.its.bldrdoc.gov/vqeg/meetings-home.aspx>

## Registration

The Co-chairs will set up a registration page.

## Meeting Schedule

The meeting schedule will be done by the VQEG Co-chairs in collaboration with the board. The starting time, the ending time and the time for the breaks will be adjusted to suit the host and local customs.

## Invitation letters for their VISA

There may be participants wanting invitation letters for their VISAs and that is usually best provided by the host. The VQEG Co-chairs can also write such letter from VQEG if needed