

Accredited Standards Committee*
InterNational Committee for Information Technology Standards (INCITS)

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Reply to: John Lohmeyer

Policy for T10 Plenary Meetings and Accompanying Meeting Weeks

This meeting policy for T10 contains clarifications and refinements to the general INCITS meeting policies stated in Reference Document 2 (Organization and Procedures of INCITS). No RD-2 requirements are altered or waived by this policy document.

Following adoption by T10 and unless disapproved by INCITS, the policies stated in this document shall be the standing meeting procedures for T10 until such time as they are replaced or removed by majority vote of T10. Prior to approval of this document, the approved T10 meeting procedures were in T10/00-221r2.

1. Meeting Schedule and Location

T10 plenary and associated meeting weeks are scheduled no more than six times per year, usually in January, March, May, July, September, and November. T10 meetings are scheduled so as not to conflict with the meetings of related Technical Committees such as T11 and T13. T10 should provide one week of non-meeting time between its meetings and the normal meeting weeks of T11 and T13. In January, the T10 meeting week should be scheduled as late in the month as possible while maintaining consideration for the other scheduling criteria above. Planning for the T10 meeting weeks should give due consideration to holidays and other events of significance to T10 members.

T10 plenary and associated meeting weeks should be located in the 48 contiguous United States with approximately equal representation for eastern, central, and western states in meeting location selection. Meeting sites should be selected within a one-hour drive of a major airport. The selection of meeting locations may be constrained by the availability of meeting hosts. The scheduling of a T10 plenary meeting and associated meeting week outside the 48 contiguous United States shall require a two-thirds affirmative vote of T10 (two-thirds rule as defined by INCITS).

Meeting locations with exceptionally high guestroom costs should be avoided. T10 currently expects guestroom costs to be less than \$225 per night including applicable taxes and parking. T10 periodically adjusts this number to reflect prevailing rates. T10 may grant an exception to this cost cap with a simple majority vote.

2. Meeting Planning and Hosting

Each T10 plenary and associated meeting week is hosted by a T10 member organization.

The T10 chair supervises the selection of meeting hosts and locations for T10 plenary and associated meeting weeks and submits such plans to the T10 plenary for approval. Preliminary selection of meeting hosts and locations should be completed not less than one year prior to planned meeting date.

Once a meeting host has notified T10 that basic arrangements have been contractually agreed for a scheduled T10 plenary and associated meeting week, altering the meeting arrangements in a manner not agreeable to the meeting host shall require a two-thirds affirmative vote of T10. Meeting hosts may request changes in scheduled meeting dates based on hotel availability or other planning related issues and receive majority approval from T10 to

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make the changes provided the schedule criteria in clause 1 are met. Changes that require deviations from the other criteria in clause 1 shall require a two-thirds affirmative vote for approval.

Meeting hosts are requested to provide meeting rooms with screens for each approved meeting. The rooms should include a head table and at least 30 inches of table space per expected attendee. Classroom setup is preferred for meetings of 20 people or more. Smaller meetings may use other setups. Additionally, power strips should be provided so that each person has one power receptacle available for usage with notebook computers. The meeting host is requested to provide two video projectors as backups; the primary source of video projectors should be provided by the meeting chairs or facilitators (see below). Due to excessive charges, the meeting host is **not** expected to rent video projectors from hotels.

The meeting schedule should be approved by T10 at its previous meeting. The Chair is encouraged to use consistent meeting scheduling to assist hosts in meeting planning. The host has no obligation to provide meeting space if the meeting is requested with less than 50 days notice. The host is not obligated to provide space for non-T10 organizations that have not met with T10 in all of the last three meeting weeks.

It is customary for meeting hosts to provide refreshments such as coffee, decaffeinated coffee, and tea in morning sessions and sodas in afternoon sessions. Additional refreshments such as pastries and cookies are entirely at the discretion of the host.

The host should request the hotel to identify the group as the T10 group.

3. Attendee Obligations and Meeting Fees

Because the host contract usually guarantees a minimum number of guestroom nights, people who attend T10 or related meetings are encouraged to stay in the group hotel at the group rate and to make their reservations prior to the announced cutoff date.

Since the group rate is usually negotiated to include an allowance for meeting room and refreshment costs, hosts are permitted to charge a meeting fee of no more than \$100 for the meeting week to those people who do not stay in the group hotel. In this case, hosts shall provide a receipt to those people charged a meeting fee.

Working group chairs or facilitators are expected to provide a video projector for their meeting or make other arrangements well before the meeting week.