

SMPTE UK Tradition running meetings

## Running regular meetings

This heading is from the point at which the member and others are solicited to register to the day(s) immediately after the meeting.

For monthly meetings this is likely to start about 8 weeks before the meeting.

- Confirming the Speaker , venue refreshments sponsorship
- Informing and Contacting members & Others - routine and exceptional
- Handing registrations
- Greeting on the day
- The conduct of the meeting , chairman's briefing
- Handling questions/ Discussion
- Thanking the participants
- Any follow up for the audience

*Up to now the arrangements of meetings has been a small teams providing the programme and then a number of individuals each organising "their" meeting.*

*For this stage the last say 2 months before and to the end of the week of the meeting – invests a large number of people some doing the same job for all meetings – others just employed on this meeting.*

*The section hand book in the committee roles chapter gives some indication as to what the roles require and what option there are – but this outlines how the UK section undertake this based on the chapter on running Regular meetings .*

*Many actions take place to a calendar time line not to the state of completeness of the meeting arrangements (see previous Traditions) – so doing things in a very timely manners is required.*

**In this document the word Producer - i.e. who organises the meeting - is used as mostly those who organise a meeting will run it.**

- Confirming the Speaker , venue refreshments sponsorship

The Producer contacts the Speaker and venue say 8 weeks before the meeting to check that all is well and that the description on the websites is correct. (Note the website is the source of master information) if any item is not he informs the Chairman of Meetings committee and the relevant publicity person as appropriate. (It never does any harm to cc the other in)

- Informing and Contacting members & Others - routine and exceptional

*The website will have had the master set of detail about the event since the launch of the programme at IBC – and will be updated at points between then and the run up to the meeting- thus there should be NO change required!!*

*The emailer will have already taken information & précised it and preloaded it into an Email or created an email on the flies. Full details of what the email does are contained in Section hand book Chapter???. And a UK Tradition on meetings emails*

*Normal practice is that a meeting get described by a single line synopsis about 6 weeks away from the week of the meeting – and then has two Full mentions with a single paragraph synopsis.*

*The Section has two mailing lists members and others - they get different email – the member one will have meetings published a bit before they are mentioned on the Others email – the more Popular or obscure the meeting topic the earlier that it will be mentioned on the members email but not others (Others also has exhortations to Join SMPTE while the Member has some SMPTE housekeeping notes like elections or how to renew your subscription)*

*It is not normal practice for the draft of an email to be seen by a producer – as they just happen by clock work!*

The Producer or other member of the board should invite key people who may not have seen the meeting notice and if it is joint with a kindred society etc. will liaise with them on publicity – offering SMPTE Section help as appropriate

It the producer or register person sees that there are not numbers an abnormal emails may be sent out – this will normally be to a subset of member - for instance if there were few attendees for a meeting at Cambridge a special emailing to all Eastern members wood be done. There may be likewise for a topic which student should attend etc...

There needs to be coordination between the Emailer (who is responsible for the output) and the Producer or Registering who can provide triggers hopefully in good time.

- Handing registrations

The UK section uses Eventbrite – and the producer should have read only access to the sister for their meeting.

The registering is the person who usually also prints out the name labels.

Both the Producer and (mainly) the register keeps an eye on the numbers and the balance of Member / non Members / Students and who ideally has registered and issue instructions to invite more of less people . It has been found that meetings can go oversubscribed very quickly so we need mean of handling wait lists etc.

- Greeting on the day

The producer should arrange that the venue is available from about 17h30 or 18h00 for a Nominal 19h00 start.

The producer or who is running the meeting should arrive at about 17:40 to meet venue staff (some go off duty at 18h00) and to be there in time to meet the speakers at say 17:50 so that they can test their slides and staging matters in general –

It is important to confirm how questions are to be taken – we prefer mostly at the end or a few (or one) at staged points in the presentation - The aim is the questions / discussion should be on the whole story

And who “chairs” the questions- Sometimes the venue (or speakers) would introduced and coordinate the presentations and the Q&A /Discussion

Helpers – the meeting chairman, members greeting and the name labels, banners etc. should arrive around 6pm... Any “thanks to our sponsors” notices should be put up in good time.

Member should be expected to arrive from about 18h15 – for a meeting without a tour we bill the start time to be 18:20 but it is good to be read by 18h10.

Other meeting have different timings but in general SMPTE presence at least half an hour before members start to arrive is essential.

The Producer or chairman of meetings should have ensure that there are board members there to greet the member as they arrive and may delegate this to past board members and other key member of the section .

Although the responsibility for overall safety lies with the Venue itself - be aware of H&S issues as from the audience coming off the street until they are safely back there. !

- The conduct of the meeting , chairman’s briefing

Our style is professional but not overly formal- with good organisation and a degree of slickness.

The formal proceeding must start at 19h00 – so at about 18h50 the Producer and the chairman of the meeting and or an officer start to get the informal meeting / networking to start winding up and moving to the lecture space – Obviously if there are few people there and the space is adjacent then this can be done with two minutes to spare - but for say New Broadcasting House where there may be 90 people and two floors to traverse - people should be moving at 18h45. (And also doors should open at 18:00 to give enough networking time)

The chairman of the meeting should introduce themselves, apologise if the section chairman is not there, welcome members and others, do any H&S announcements, mentions the work of the section (Script from officer) and outline the next meetings – including ones some way away. Any thanks for the ample refreshments etc. and their importance to us. To ensure that we have good informal discussion/ networking before the speaker.

Then introduce the topic and why it is important, speaker/ and seem outline of the time line - end up with “we hope formal proceeding will be over at about 20h40 as we have to be out of the building by 21h00.

This wants to be as slick as possible.... as we have stopped member from networking and they want to hear the speakers!

- Handling questions/ Discussion

If the speaker has not wound up by about 20h15 the chairman should intervene to get to a Q&A discussion. (Obviously if there has been some Q&A during the speech – this could be later )

The questions can be taken via the chairman or by the speakers solo as has been worked out. – It often works best if there is some flexibility in how it is done.

It is a good idea to have a question or two planted either with the chairman or with known characters in the audience just in case no one speaks.

The chairman can also give context and provide an overview to aid the flow of conversations.

Audience members should be encouraged to say who they are and their affiliation - but this is not essential (unlike say IBC or IET meeting)

but the chairman can identify the questioners e.g. “Next question from ... Dave Bancroft” ....

This helps those who are new to recognise eminent members of the industries and for the eminent to recognise those who are new to our industries or the topic. This is important!

At about 20h40 by before 20h50 The Chairman formally closes the meeting by mentioning some key points , thanking the speakers and venue / refreshments and then the next meeting in the locality or in subject area .... And suggest that any food is eaten and wishes all a safe journey home.

Again a slickness to this as people do need to get back home!

- Thanking the participants

The day after the event – the speakers/ venue and any other should be thanked – speaker emails should be copied to the section chairman – who may also comment.

It may be worth why seeing if we can have the slide pack or a recording for internal use to write up the meeting.

If a member of admin staff has been very helpful with the meeting arrangements – let the Hons sec treasurer know and he will send a Box of choc or some flowers - this is laws well received and gives us an even better reception next time!

- Follow up to the audience

If there are any points where the speaker has referred to important things - .e.g. "good report on UHD is on SMPTE website" it may be appropriate to email the audience with the details.

The emailer and or membership team will also contact non-member who have attended and may be members who did not turn up - so please return the unused labels or tell them who was NOT there!

*Reporting in covered in the next chapter of the Sections hand book and a UK Tradition*