



# OWHC Board of Directors

## Technical aspects for the organization of a Board of Directors

### GENERAL RESPONSIBILITIES

A host city of an OWHC Board of Directors' meeting offers accommodation, food, local transportation and local visits for a maximum of 3 nights and a maximum of 20 persons:

- Maximum 2 persons per city\* 8 cities on the board = 16 persons maximum
- OWHC Secretary General and Deputy Secretary General
- Possibility of hosting a maximum of 2 guests for special topics

The host city offers simultaneous translation during the formal meeting, in French, English and Spanish.

### TECHNICAL ASPECTS

#### Schedule

The Board members are invited for a total of 3 nights and 4 days. The first day is dedicated to arrivals and welcoming the Board members. On the first night there is usually a welcome dinner for Board members.

The second day is entirely dedicated to working sessions. It is at the discretion of the Host city to leave the Board members free to visit the city at night or invite them to a dinner or cultural event.

The morning of the third day is also dedicated to working sessions. The afternoon can be free, or a tour or cultural event can be offered. Some participants may decide to leave in the afternoon of the third day.

Departures can also take place on the fourth day. If a Board member decides to extend his stay for personal reasons, we will inform you in advance if the hotel reservation needs to be extended. The fees for extra nights are paid by the Board members.

#### Hotel

Please reserve in advance 20 single rooms and inform us of the cancellation fee. We will make sure that every Board member confirms his presence in advance as well as the number of representatives in each party. If a Board member asks for a bigger room, the Board member will pay the difference.

#### Place of the meeting

The meeting usually take place in the City Hall, but it is not mandatory. The host city chooses the location of the meeting.



#### Time dedicated to the working sessions

The meeting must be divided into 3 to 4 sessions, for a total of more or less 10 hours of working sessions. On the first full day of the meeting, the Board members meet in the morning and the afternoon. On the second day, the Board meets only in the morning. If the Board agenda is heavy, we will inform you in advance if more time is necessary for the working sessions.

We can send you examples of programs from past meetings.

#### Local transportation

Please provide transfer from and to the airport for each Board member (the arrival and departure times for all members will be provided to you in due time), unless the airport is far. In that case, please inform us in advance of the way for the Board members to get to your city.

#### Technicalities for the working sessions

The host city offers simultaneous translation in English, Spanish and French for the whole duration of the working sessions. If one of the languages is not necessary, we will inform you in due time.

It may be possible that we need a virtual connection as well as a few microphones in the meeting room, in case some Board members cannot be present in person, or a guest is invited for a specific item on the agenda (like for example a representative of the host city of the next World Congress to present the evolution of the preparations for the next congress). This will be confirmed to you in due time.

#### Invitation letter from the host city

2 months before the meeting, please provide us an invitation letter from the mayor of your city. This letter will be distributed to the Board members, along with the program of the meeting.

All documents can be provided to us in English, and we will take care of the translations into French and Spanish.

#### Contact person

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