



OWHC Board of Directors

Information for member cities wishing to host a Board of Directors meeting

GENERAL RESPONSIBILITIES

Cities that agree to host a Board of Directors (BoD) commit to providing the following services:

- Room rental for meetings and technical equipment (microphones, virtual connection, screen and projector)
- Simultaneous translation in French-English-Spanish for working sessions (maximum of 3 sessions of half-day each).
- Audio recording of work sessions

BoD host cities are encouraged to also consider providing or facilitating:

- Local transport
- Lunch (light and quick)

The host city of an OWHC Board meeting welcomes a maximum of 20 people, i.e.:

- A maximum of 2 people per city x 8 cities represented on the Board = 16 people maximum
- A maximum of 2 people from the General Secretariat
- A maximum of 2 guests may be invited for special topics

International transport and accommodation are handled by the Board members themselves.

Invitations to visits, social events, cocktail parties or evening meals are optional. If the host city is unable to offer these, the General Secretariat will only ask for advice on organizing the evening meal(s) and making reservations.

TECHNICAL ASPECTS

Program

The first day is reserved for arriving and welcoming members.

The next two days are primarily set aside for Board sessions. The meetings are divided into three working sessions, which are expected to total approximately 10 hours. Depending on how the three sessions are scheduled over the two working days (discussed in advance between the host city and the General Secretariat, based on the arrival and departure times of international flights), it is up to the host city to decide whether to leave members free time upon arrival or before departure, or to invite them to meals or a cultural activity.

Some participants may depart on the third day (in the afternoon or evening). Otherwise, departures take place on the fourth day. If a board member decides to extend his or her stay for personal reasons, the host city is not obliged to provide return transport.



1 to 2 months before the meeting, the host city proposes a working and activities program, which is forwarded to Board members. We can provide you with examples of previous programs.

Hotel

The host city is invited to propose one or two central hotels for Board members, and to provide the General Secretariat with details of how to obtain a preferential rate, if applicable. Ideally, the proposed hotels should be located near the venue where the working sessions will take place.

Venue of the working sessions

Sessions are usually held at the City Hall, but this is not mandatory. The choice of venue is up to the host city. It is important to bear in mind that the size of the room must allow for the installation of translation booths (2 or 3), a projector and sound system for remote connection, and a "U"-shaped worktable accommodating a maximum of 20 people.

Local transportation

If the host city is able to arrange transport to and from the airport (or train/bus station) for BoD members (or at least mayors who are travelling), the General Secretariat will communicate each member's arrival and departure times as soon as possible. If your city does not have an international airport, please let us know in advance how participants can get to your city.

Interpretation, recording, and technical requirements

The host city offers simultaneous interpretation services in English, Spanish and French for the duration of the working sessions. It is essential that the host city hire a professional interpretation firm capable of handling a wide range of accents. We will advise you as soon as possible if it is not necessary to offer one of the three languages. Interpretation services are not mandatory outside of the working sessions.

Audio recording must also be provided (normally, the system used for interpretation can include recording).

Virtual communication facilities (internet connection, projector, large screen, computer camera) are sometimes required in the meeting room. This is the case when a person is invited for a specific point on the agenda (for example, a representative of the host city of the next World Congress invited to give an update on the progress of preparations). We will notify you as soon as possible if any action needs to be taken in this respect.

Invitation

Please provide us with a letter from the mayor of your city two months before the meeting, which we will forward to the board members, along with the program if possible.

All documents can be supplied in English: we will ensure that they are translated into French and Spanish.



Protocol Matters

We kindly ask that you coordinate all protocol matters with the General Secretariat to ensure mutual agreement (e.g., speeches, interviews, guest seating arrangements, head table, etc.).

For further information

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