



DMTF Face-to-Face Meeting Guidelines

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Abstract

This document provides guidelines for hosting a DMTF Face-to-Face meeting. They are intended to identify the common policies and the minimum requirements for selecting a host site.

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Table of Contents

Abstract.....	1
Table of Contents.....	3
1 DMTF Face-to-Face Meetings.....	4
2 Planning a Face-to-Face Meeting.....	4
3 Host Requirements.....	4
4 Meeting Place Requirements.....	4
5 Meeting Deliverables.....	5
Appendix A – Change History.....	5

1 DMTF Face-to-Face Meetings

The DMTF occasionally requires face-to-face meetings in order to move forward on organizational business or technical tasks. This document contains the common policies for selecting a site for a face-to-face meeting. The guidelines included here are intended to provide the minimum requirements for the host site. Additional requirements may be added for a meeting during the planning phase by consensus of the participants.

2 Planning a Face-to-Face Meeting

DMTF plan face-to-face meetings should be planned at a minimum of one month in advance. Items to complete during the planning phase include:

- Selecting the date and number of days for the face-to-face.
- Determining whether another working group is needed for all or part of the meeting.
- Determining the number of members who will be physically attending.
- Creating a straw man agenda for the face-to-face to help participants to justify the travel that includes the meeting goals and expected outcomes. The agenda **MUST** be published at least one week before the meeting takes place. The agenda may be adjusted at the meeting. No final actions can be taken on items that were not on the published agenda.
- Adding the face-to-face meeting to the working group or committee calendar.

3 Host Requirements

There are several requirements that a site should satisfy in order to be eligible for hosting a DMTF face-to-face meeting.

- Non-disclosure agreements must not have to be signed in order for a DMTF meeting participant to get access to the meeting site.
- Access to lunch and beverages should be provided, or there should be access to a lunch location that is within a reasonable walking distance outside of the facility unless participants agree beforehand that driving to a lunch location is acceptable.

4 Meeting Place Requirements

Meeting place requirements for the host site include:

- The primary meeting place must be large enough to hold the number of participants attending
- The primary meeting place should have Internet access for all participants. Wireless access is preferable, if the hosting company policy allows it. If host company policy does not allow Internet access, it should be stated during the planning phase so that participants may choose an alternate site if one is available.
- A quality (polycom or similar) speaker phone, conveniently located in the meeting room.
- Conference bridge
- LCD projector
- One or more breakout rooms, if indicated as needed on the agenda.
- Cell phone coverage should be available. If the host site has reception problems, they should be noted during the planning phase.

5 Meeting Deliverables

Face to face meetings must have tangible outcomes. This includes:

- Meeting minutes that include the names of the attendees and their companies
- Action items and owners
- Resolutions voted on during the meeting, along with a recording of the votes.

Appendix A – Change History

Version 1.0	September 3 rd , 2004	T. Guay, J Lynch Initial draft for TC review
V1.0a	October 7 th , 2004	Feedback incorporated from the 21 September TC ballot
V1.0b	October 21 st , 2004	Feedback from the October 19 TC ballot
V1.0c	December 8, 2004	Feedback from W. Bumpus
V1.0d	December 17, 2004	Feedback from the DMTF board review on 12/16/2004
V1.0e	January 11, 2005	Feedback from January 11 TC ballot