

METREX Briefing note

Meetings and Conferences

Introduction

METREX is the Network of European Metropolitan Regions and Areas. It was established in 1996, at the Glasgow Metropolitan Regions Conference, with the support of the European Commission. It now has Members from 45 of Europe's major metropolitan regions and areas. Details about the Network can be found at www.eurometrex.org

The twin purposes of the Network are the exchange of knowledge and experience on key spatial planning and development issues of metropolitan significance and the contribution of a metropolitan dimension to European affairs. Meeting and Conferences are structured to reflect these core interests.

Meetings and Conferences

METREX meets twice a year, in the spring and autumn, and holds a biennial Conference. Both Meetings and Conferences have followed a similar format with colleagues and delegates arriving mid week for a two day event followed by a meeting on the Saturday morning of the Managing Committee, at Meetings, or the General Assembly, at Conferences. This programme has proved practical in maximising the time available and minimising the time away from Member offices.

Meeting and Conference programmes

Meeting and Conference Programmes normally take the following form but this can be varied to suit circumstances.

Wednesday - Working groups

- Possible late afternoon working METREX project/initiative meetings, for example, for Interreg projects or Expert Groups
- Members and delegates arrive and meet at an evening Reception

Thursday - Host day

- Presentation of key issues in the host metropolitan area together with strategies, plans, major projects and programmes
- Orientation visit
- Open forum to discuss key issues and to exchange knowledge and experience
- At Conferences there may be break out inter active Workshops and these can require special language service arrangements

Friday - Europe and METREX day

- Presentation on a key issue or issues of European significance by invited speakers
- Open forum to discuss key issues and to exchange knowledge and experience
- Presentations and dissemination of outcomes and outputs from METREX initiatives and projects, for example, EU projects and the findings and conclusions of Expert Groups
- Open forum to discuss key issues and to exchange knowledge and experience
- At Conferences there may be break out inter active Workshops and these can require special language service arrangements
- METREX dinner

Saturday morning - METREX Managing Committee or METREX General Assembly

- Meeting of the METREX Managing Committee (MC), comprising all Members, at Meetings and of the METREX General Assembly, comprising all Members and interested delegates, at Conferences

Meeting and Conference themes

Although Meetings and Conferences can take a similar form the themes and participation will vary in their significance and attraction.

Meeting themes will normally reflect the key interests of the host Member. Hosts can use a Meeting to explore issues with METREX colleagues and draw on their wide-ranging knowledge and experience to inform their own decision-making. Participation will normally be local and METREX.

Conferences will normally adopt themes of European or global significance. Speakers will be drawn from organisations with current knowledge and experience to share. Participation can be from the wider European or global metropolitan community.

Themes will be chosen by the host Member in discussion with the METREX President and Secretary General.

Meeting and Conference participation

For planning purposes Meetings normally attract around 80 Member participants and Conferences some 120-150 delegates and Members. METREX promotes and publicises the event within the membership and makes the registration arrangements through the METREX web site.

Meeting and Conference registration and hotel booking

Registration for both Meetings and Conferences is through the METREX web site. Registrations are copied to the host Member.

The host Member selects a Meeting hotel, which may or may not be the Meeting venue, and negotiates a METREX Member rate. Members then make their own bookings and payments with the selected hotel.

The host Member and the METREX Secretariat will select a Conference hotel, which may or may not be the Conference venue, and negotiate a METREX Member rate. Members then make their own bookings and payments with the selected hotel.

Meeting and Conference venues

The venue for a Meeting or Conference may be in the premises of the host Member or at the selected hotel. Member premises can reflect local heritage and culture and involve less expense. Hotels can offer delegate convenience, minimise local travel transfers and provide support services but may involve greater expense.

Meetings and Conferences are normally free to METREX Members (two delegates at a Conference) apart from their travel and hotel accommodation costs (bed and breakfast).

Conferences can involve a delegate fee to cover the extra costs of speakers and support services such as interpretation booths, sound/projection systems and catering. A delegate fee is taken to apply to METREX Member delegations of more than two participants and non-METREX delegates. Conference fees will be agreed by the host and the METREX Secretariat and will be paid either in advance, by bank transfer, or at the Conference. In registering, delegates will be required to choose which way to pay and agree to do so.

Conference fees will be collected by METREX and the Network will pay the costs covered by the fees.

Meeting and Conference finance

The host Member will normally finance,

- 1 The Wednesday evening Reception.
- 2 The Friday evening Dinner.
- 3 Lunches and refreshments on the Thursday, Friday and Saturday. Lunches can be light buffets.
- 4 A second team of four interpreters (DE|FR|IT|ES into EN). METREX provides the Network team of four interpreters. The two teams then work together on an agreed shift basis to share the interpretation workload.
- 5 Interpretation booths and sound/projection equipment. This may involve Plenary and Workshop sessions at Conferences.
- 6 Any venue costs, for example, at an hotel.
- 7 The orientation visit.
- 8 Member/delegate packs at Meetings and Conferences.

METREX will normally provide, from the registration database,

- 9 Member/delegate badges.

A Conference host and the METREX Secretariat will draw up an agreed Budget to balance prospective minimum Member/delegate fee income and maximum Conference expenditure.

Meeting and Conference outcomes and outputs

The METREX Secretariat will produce Agenda Notes and Minutes for Managing Committee meetings and General Assemblies. It will also produce CD's of Meeting and Conference Proceedings, including presentations and papers, and circulate these to Members and delegates. Proceedings will also be made available for downloading from the METREX web site as pdf's.

Meeting and Conference planning timetable

Experience has shown that pre-planning is required for some time in advance of a Meeting or Conference. There are usually lengthy exchanges to identify and confirm speakers. Members and prospective delegates need advance notice of METREX events to obtain the necessary approvals to attend and to make their travel arrangements. It is for these reasons that the following pre-planning timetable has been used.

- 1 Meeting or Conference location agreed, in principle, one year in advance at a Managing Committee meeting. This may require a letter from the METREX President or Secretary General to the host area.
- 2 Theme and outline Programme agreed, six months in advance, between the METREX President/Secretary General and the host.
- 3 Invitation and Programme circulated to Members and prospective delegates three months in advance.
- 4 Registration, through the METREX web site, and hotel booking open two months in advance. Experience has shown that many registrations and booking are made in the two weeks before a Meeting or Conference, which can make budgeting and the finalisation of arrangements difficult.

Meeting and Conference liaison

Host Members and METREX will nominate colleagues who can liaise together on the arrangements for Meeting and Conferences. The main resource of the Network is the goodwill and mutual support that colleagues bring to Meetings and Conferences. This Briefing Note is intended to provide clarification of the arrangements that have been found to work well in the past but they can be varied to meet local needs and circumstances.

Pro forma for budgetary calculations

Attached.

RR/METREX/Glasgow/February 2007.

METREX Meetings and Conference

Pro forma for budgetary calculation

Budgetary headings

Meeting

€ totals

Conference

€ totals

45 METREX Member metropolitan regions and areas

80 potential paraticipants

140 potential participants

1 Wednesday evening Reception

60 @ Reception rate per head

100 @ Reception rate per head

2 Friday evening Dinner (including hosts invited guests)

90 @ Dinner rate per head

150 @ Dinner rate per head

3 Lunches and refreshments on the Thursday, Friday and Saturday
Lunches can be light buffets.

80 @ lunch rate per head @ 3 days

140 @ lunch rate per head @ 3 days

4 Second team of four interpreters (DE|FR|IT|ES into EN)
METREX provides theNetwork team of four interpreters.
The two teams then work together on an agreed shift basis.

4 @ interpreters daily rate @ 2.5 days

4 @ interpreters daily rate @ 2.5 days

5 Interpretation booths and sound/projection equipment

This may involve Plenary and Workshop sessions at Conferences

4 language booths (DE|FR|IT|ES via EN)
Sound/projection equipment

4 language booths (DE|FR|IT|ES via EN)
Sound/projection equipment

6 Venue costs, for example, at an hotel

Plenary venue for 100 participants
(may incude invited guests/students)

Plenary venue for 160 participants
(may incude invited guests/students)

7 Orientation visit

1/2 coaches for half a day

1/3 coaches for half a day

8 Member/delegate packs at Meetings and Conferences

80 @ pack cost

140 @ pack cost

€ Expenditure totals

Paying delegate Conference rate

€ total above for 140 participants

€ Prospective delegate income total

80 potential paying delegates
(assuming 30 METREX Member areas
at 2 delegtes per Member or 60
METREX free participants) @ the above
Conference rate