Meeting Attendance and Hosting

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Objectives and Considerations

• Objectives
  – Determine the attendance requirement policy for T11, T11.2, and T11.3
  – Increase/maintain membership participation

• Change to EB policy
  – Each TC can decide to remove the requirement for remote participation
  – Each TG can make a recommendation for consideration by their parent TC
  – Actions require a majority vote
  – TC reports back to the INCITS Secretariat (Lbarra@itic.org)
    – Date of vote and details of meeting participation

• Options
  – Require remote access
    – Existing policy (i.e. the COVID rules)
  – No remote access
    – Pre-COVID policy
  – No “requirement” for remote access
    – A “best effort” policy
    – Provide remote access for special circumstances (ex. Guest speakers, alternate members, Expert Groups)
Meeting Attendance

Recommendation

• Remote access options
  – “Required” (i.e. required to conduct business)
  – “Best effort” (i.e. not required to conduct business)

• Plenary implications (membership requirements)
  – In-person only
    – I.e. in-person attendance is required to maintain membership
    – Attending members guaranteed to maintain membership status
    – Implies remote access is “not required” to conduct business
  – Hybrid (i.e. some % in-person / some % virtual)
    – Ex. In-person meeting attendance required for two-thirds (4 out of 6 a year) or half (3 out of 6 a year) of the meetings
    – Implies remote access is “required” to conduct business

• Expert Groups
  – Provide remote access for Expert Groups
  – Includes guest speakers and alternate members

• Recommendation: Proceed with remote access is “required”, but with enticements
  – Use meeting fees to entice in-person attendance
  – Vote in December
    – TGs recommend and TC votes on recommendations
Fibre Channel business meetings
T11, T11.2, and T11.3 plenaries

• Current operation
  – Membership pays for cost of meetings at host hotels
    – Costs of hosting meetings: meeting room fees, F&B costs, AVI, other hotel fees, etc
  – Costs are bundled with room rates
    – Members attending in-person bare the cost of the meetings
  – Hosting company covers
    – Reception costs (option)
    – Excess expenses

• Problems
  – Hotels no longer support bundling meeting fees with room rates
  – Hotel rates are increasing (macro inflation, post COVID demand, hotel staffing, etc)
  – Bundling requirement limits meeting sites and hotel options

• Options
  – Continue bundling requirement
    – i.e. only utilize locations/hotels that will bundle
  – Hosting company covers meeting costs
    – ex. August and October meetings
  – Create a “meeting fee” to cover the meeting costs
    – New function requiring meeting fee administration
  – Others?
Fibre Channel business meetings

Meeting fee recommendation

• Recommendation
  – Separate room rates from meeting fees
    – Spreads cost of meetings to all attendees (in-person and remote)
    – Reduces hosting company exposure to “excess expenses”

• Challenges
  – Collecting meeting fees
    – T11 – The TC must establish a treasurer (among other things)
    – FCIA – Has a treasurer, but needs to establish a system for collection of meeting fees
  – Fees structure example
    – $250 – In-person attendance at the host hotel
    – $750 – Remote attendance or in-person not at the host hotel
    – $1000 – Late registration attendance (in-person or remote)
Hosting observations

Options

• Hosts are hard to come by
  – Smaller membership, fewer companies able/willing to host
  – Task of hosting is “administratively” loaded 😊

• Costs are unpredictable
  – In-person attendance is unpredictable
    – Could change based on change to attendance policy
  – Hosting company typically liable for short fall on room nights
    – Average is around 50-room nights
    – One or two members’ plans disrupted can lead to shortfall

• Options for consideration
  – FCIA collects meeting fees and assists hosting company
  – FCIA becomes “perennial” host
  – “Host” company covers cost of reception
  – Hosts use HPN Global exclusively
Next Steps
December meeting

• Detailed proposals
  – Howard Johnson and Mike Blair

• Other actions
  – Remote access recommendation
    – Vote at December meeting
  – Meeting fee and hosting recommendations
    – Discuss at December meeting
Thank You

Howard Johnson
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Thank you