

## **North American Energy Standards Board Proposed Meeting Coordination Guidelines**

(Last Reviewed & Modified 7/22/02)

### A. - General Considerations for All Meetings and Conference Calls

A.1 - Every effort should be made to schedule meetings and conference calls so as not to overlap with other meetings or conference calls.

A.2 - Chairs planning meetings and conference calls should check the calendar on the NAESB website and also contact the NAESB office to determine if another meeting or conference call is planned for the same time.

A.3 - The Chairs of the NAESB EC may convene a conference call of all committee and sub-committee chairs to coordinate the timing of upcoming meetings, as necessary.

A.4 - On the NAESB Calendar, scheduled times for conference calls should be Central Clock Time (Houston). Meeting times for face to face meetings should be Central Clock Time on the NAESB Calendar and should reference both Central Clock Time and local clock time on the agenda.

A.5 - When scheduling multiple meetings or calls on the same day, be sure to leave a buffer of time between the meetings.

A.6 – Meeting Calendars posted on the NAESB website should include, at a minimum, the current month plus two months into the future. In addition, to the extent that dates for additional meetings are known, a listing of those dates should be posted.

### B. - General Considerations for Face to Face Meetings:

B.1 - Attempt to avoid scheduling meetings on Monday mornings or Friday afternoons, so as to avoid the necessity of travel on non-work days.

B.2 – Attempt to avoid scheduling two meetings in two different cities during the same week, unless the meetings are unrelated

B.3 - Consider having teleconference, videoconference or webcast capability, unless attendance in person is important to the success of the meeting and considering the available technology at the host facility.

B.4 - The start and end times of the first and last day of multiple day meetings should be determined taking into consideration whether the majority of the participants will be able to travel to the meeting the same day or whether prior/post day travel will be required.

B.5 – In general, the location of meetings should reflect the needs of the participants, taking into account geographic fairness in the location of the city where the meeting will be held, cost of the participant's attendance at the proposed meeting location, access to the meeting city by air and train, and access to the meeting location within the city by economical public transportation and/or shuttles. The participants may alter these general guidelines to meet their specific needs or reflect the consensus of the participants.

### C. - Areas for Investigation and Potential Implementation

C.1 - Consider having the calendar on the NAESB website made interactive to allow Chairs to schedule meetings directly on the website.