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# **Community Programme Special Interest Group (SIG) Guide**

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## 1 Purpose and Scope

The purpose of this guide is to provide a clear, structured roadmap for individuals creating and/or managing a GÉANT Special Interest Group (SIG) and to serve as a key resource for anyone needing more information on SIGs.

This guide applies to Special Interest Groups (SIGs) that are part of the GÉANT Community Programme.

## 2 Objectives

- Ensure that SIGs align with GÉANT’s Community Programme mission and objectives.
- Provide step-by-step instructions on setting up, administering, and managing a SIG.
- Set standard protocols and procedures for SIG governance, funding, meeting organisation, etc.
- Ensure delivery of high-quality meetings carried out in a consistent manner across the community.

## 3 Definitions, Relevant Terms, and Abbreviations

<b>GCC</b>	GÉANT Community Committee
<b>GCP</b>	GÉANT Community Programme
<b>NREN</b>	National Research and Education Network
<b>PM</b>	Person Months
<b>SC</b>	Steering Committee
<b>SIG</b>	Special Interest Group
<b>WP3T4</b>	Work Package 3 Task 4 (Community Programme)
<b>GÉANT Community</b>	A dynamic, international ecosystem of research and education networks working together to empower knowledge, innovation, and collaboration through world-class digital infrastructure and services.

## 4 GÉANT Community Programme Overview

The GÉANT Community Programme (GCP) is an overarching, community driven framework aiming to foster collaboration and support community-driven initiatives in a broad range of areas, to build communities, share ideas, and solve common issues.

The GCP currently falls under WP3T4 of the GÉANT Project. Read more about the GCP’s mission, objectives and strategy here: <https://community.geant.org/community-programme-strategy/>.

### 4.1 Where Do SIGs Fit In?

A key instrument of the GCP is Special Interest Groups. They give the community the opportunity to collaborate across a diverse range of disciplines. SIGs provide an effective framework for forums to share information and best practices, and to discuss possible innovations and further development of services. SIGs are grouped in thematic areas, which continuously evolve from the needs of the GÉANT community. All the current thematic areas and the SIGs are grouped under them can be found here: <https://community.geant.org/thematic-areas/>.

	SIG Overview
Duration	Lasting community-based collaboration activities with no fixed term.
Activity & Outputs	Largely undertaken by volunteers part of the GÉANT community who work together and focus on community building, best practice dissemination, and knowledge exchange, rather than on tasks and deliverables.
Governance & Structure	Formal processes are in place for establishing, running, and dissolving a SIG, together with standard terms of reference that determine aspects such as the role of the chair and coordinator, meeting frequency, deliverables, length of mandate, and mailing list.

Table 4.1: SIG Overview

## 5 Setting Up a New SIG

### 5.1 Standard Terms of Reference

#### 1. Context and Principles

GÉANT Special Interest Groups (SIGs) are established under the auspices of GÉANT in order to create an open forum where experts from its community exchange information, knowledge, ideas, and best practices about specific technical or other areas of business relevant to the research and education networking community.

#### 2. Initiation

A GÉANT SIG can be initiated by any member of the GÉANT community based on the following conditions and steps:

- At least 3 NRENs or other organisations support the creation of the SIG and are willing to actively participate.
- An initial Steering Committee (SC) of 3 to 5 individuals nominated by the supporting organisations is established by simple agreement of the requesting NRENs or other organisations.
- The SC informs GÉANT about the creation of the SIG by submitting the detailed Charter document.
- If GÉANT agrees, the new SIG has been created.

Once the SIG has been created, GÉANT will provide continuous support subject to yearly monitoring.

*Please be aware that acceptance of a new SIG by GÉANT is subject to availability of funds and resources!*

#### 3. Operations, Composition, and Roles

- 3.1 A SIG is to keep the strengths and interests of the community, to continue sharing and investigating within the spirit of openness and collaboration.
- 3.2 A SIG should act as a catalyst, organising virtual and face-to-face meetings, small workshops or training co-located with other related group-meetings or relevant conferences.
- 3.3 Should the SIG produce any kind of results, these shall be made available in the public domain.
- 3.4 Participation in a GÉANT SIG is open to any clearly identified organisations or individuals, provided that the other SIG participants are sufficiently informed about their interest and intentions.
- 3.5 A SIG is collectively led by its SC (3 to 5 voluntary members) nominated by its participants for a two-year term of office that is interruptible and/or renewable.
- 3.6 The SC is responsible for the business of the SIG. The SC takes decisions primarily by consensus or by simple majority within the SC. If a decision cannot be made, GÉANT is responsible for the decision.

#### **4. Termination**

- 4.1 A SIG has no pre-defined mandate or expiration date, but its support, subject to yearly monitoring by GÉANT, can be terminated if one of the following situations occurs:
- The SC has fewer than 3 members for a 3-month period.
  - The SC collectively requests the termination of the SIG.
  - The yearly assessment results are unsatisfactory.
  - Any of the SIG participants, subject to detailed investigation by GÉANT, explicitly requests.
  - The termination of the SIG.
  - GÉANT decides to terminate the SIG.
- 4.2 Appeals by any of the SIG participants can be submitted to GÉANT; these shall be resolved within 3 months.
- 4.3 After detailed investigations of the aforementioned situations and potential appeals, the decision of GÉANT about the SIG support is final.

#### **5. Resources and support**

- 5.1 As long as the SIG is supported by GÉANT, GÉANT will provide the following services:
- a) Mailing list(s) and public web archive(s) under the geant.org domain.
  - b) Maintenance of wiki page(s).
  - c) Website – on request and as decided to be appropriate by GÉANT.
  - d) Online survey tool – on request.
  - e) Social media, news, and annual report coverage – on request and as decided by GÉANT to be appropriate.
- 5.2 In the case of termination of GÉANT SIG support, the transition of services a), b), and c) to other providers is ensured by GÉANT.
- 5.3 Official minute keeping, A/V recording or other archiving is subject to discussion with the coordinator assigned to support the SIG.
- 5.4 A SIG has no dedicated budget other than the expenses of GÉANT.
- 5.5 GÉANT may find internal or external funding sources (e.g. projects, commercial sponsors) to cover the expenses of SIG support, as appropriate.

## 5.2 Step-by-Step Checklist

Below is a step-by-step checklist of required actions to set up a new SIG.

Required Action	Additional Information
1. Appoint Steering Committee (SC) & coordinator	More information on the roles of the Steering Committee & coordinator can be found in Section 6.1.
2. Collect any additional initiation information	Important information you will need to collect and include in the SIG charter is: <ul style="list-style-type: none"> <li>- Official SIG name (e.g. SIG-AI, SIG-Procurement)</li> <li>- 3–6 aims of the SIG</li> <li>- A minimum of 3 NRENs / other organisations supporting the SIG</li> <li>- 3–5 Steering Committee members</li> <li>- Appointed coordinator</li> </ul>
3. Complete and submit SIG charter  <i>Once completed, send to GCP Manager*.</i>	Link to SIG Charter template can be found <a href="#">here</a> .
4. Await SIG approval	The new SIG will need to be approved by the GCP manager in consultation with the GCC. In the case the SIG is not approved, the GCC will provide an explanation and recommendations for alternative channels to explore.
5. Create wiki page and mailing list	Once the SIG is approved, an official wiki page and mailing list address need to be created.  More information on the role of these respective tools can be found in Section 8.  For the creation of the wiki page and/or mailing list, you can reach out to <a href="mailto:help@geant.org">help@geant.org</a>
6. Ensure web page is created on GÉANT community website	Contact GCP Communications Specialist for the creation of the web page.
7. Ensure promotion of SIG	Contact GCP Communications Specialist* to ensure SIG will be promoted on GÉANT channels such as the CONNECT newsletter and LinkedIn.  Encourage promotion within Steering Committee’s network and other relevant channels.

\*All necessary contacts can be found in 10.2.

Table 5.1: Step-by-Step Checklist

After completing the above steps, you’re now ready to set up your first meeting! More information on organising a SIG meeting can be found in Section 9.

## 6 Governance

### 6.1 SIG Coordinator and Steering Committee Roles

	SIG Coordinator
Role description/objectives	This is a community-facing position, responsible for managing and supporting Special Interest Groups to ensure that they meet workplan objectives and key performance indicators.
Main responsibilities	<p>Coordinate/manage:</p> <ul style="list-style-type: none"> <li>• Steering Committee meetings and tasks.</li> <li>• In-person/online meeting planning, registration, attendance, and logistics.</li> <li>• Group wiki page creation and maintenance: meeting agendas, presentations, SC information, meeting minutes, announcements, SC details, charter, etc.</li> <li>• Sympa mailing list.</li> <li>• Marcomms content: meeting announcements, post-meeting reports, feature articles.</li> <li>• Link to GCC and GÉANT Community Programme Manager for Community Programme oversight and strategic alignment.</li> <li>• Joint initiatives with other SIGs and relevant internal/external stakeholders.</li> <li>• GN5 reporting inputs 2x year: Jan-Jun, Jul-Dec.</li> <li>• For non-GÉANT staff Coordinators, liaise with GÉANT Events and Project Specialist* for purchase orders, CRM access, and other admin support when needed.</li> </ul>
Resources	A maximum of 1 PM/year is currently allocated for a SIG coordinator to coordinate the SIG, organise and travel to in-person meetings. These costs are currently covered by the GÉANT project budget.
Appointed term	A maximum of 1 PM/year is currently allocated for a SIG coordinator to coordinate the SIG, organise, and travel to in-person meetings. These costs are currently covered by the GÉANT project budget.
Additional information	<p>Coordinators can take on various personas:</p> <ul style="list-style-type: none"> <li>• Be the lead for the content.</li> <li>• Be the lead for admin/logistics.</li> <li>• A combination of both.</li> </ul> <p>Some SIGs may require 2 coordinators (co-coordinators).</p> <p><a href="#">Coordinator terms of reference</a></p>

\*All necessary contacts can be found in Section 10.2.

Table 6.1: SIG Coordinator Role

SIG Steering Committee Member	
Role description/ objectives	<p>A SIG is collectively led by its Steering Committee (SC) of 3 to 5 voluntary members. A Chair is elected by the SC and is the main point of contact for the SC.</p> <p>The Chair / Steering Committee member should maintain a proactive overview on the area where the SIG focuses, to ensure that there is as a minimum a continuous exchange of ideas and information, and offer support when needed in creating ad-hoc specific collaborations between the SIG and the other groups in the similar area.</p>
Main responsibilities	<ul style="list-style-type: none"> <li>• Preparing the agenda of each meeting.</li> <li>• Coordinating the work and activities of the SIG.</li> <li>• Ensuring agreed deliverables are being produced.</li> <li>• Ensuring proactive liaisons between the SIG work and other groups in related areas.</li> <li>• Providing input as needed about the progress of the SIG for reporting and monitoring purposes.</li> </ul>
Resources	<p>Travel and accommodation costs incurred by SC members are covered by their own organisations. In cases where this is not an option, requests can be made to the GCP manager to cover costs.</p>
Appointed term	<p>A two-year term of office that is interruptible and/or renewable.</p>
Additional information	<p>The SC is responsible for the business of the SIG. The SC takes decisions primarily by consensus or by simple majority within the SC. If a decision cannot be made, GÉANT is responsible for the decision.</p> <p><a href="#">SIG Steering Committee Terms of Reference</a></p>

Table 6.2: SIG Steering Committee Member Role

## 6.2 Meetings Overview

### Governance Meetings

There are no requirements for the number of meetings needed to be had by the Steering Committee. It is up to each Steering Committee to decide this and meet when needed.

Make sure to clarify the following points regarding your communication plan between your SIG's Steering Committee:

1. Frequency of Meetings:

*Regular Meetings:* Specify the frequency of committee meetings (e.g., weekly, bi-weekly, monthly), and any additional meetings required during critical phases of the event planning process.

2. Agenda and Minutes:

*Preparation and Distribution:* An agenda is encouraged to be prepared and distributed before each meeting, and that minutes should be recorded and shared with all members after each meeting.

### 3. Communication Channels:

*Preferred Methods:* Outline the preferred methods of communication (e.g. email, video-conferencing) for ongoing coordination between meetings.

#### Monitoring Meetings

Two meetings per year will be arranged by the GCP manager with each SIG coordinator to collect information for reporting, discuss developments, issues, etc.

#### SIG Meetings

As part of the SIG's output, 2 to 3 SIG meetings per year are usually arranged (as agreed by its Steering Committee and community). These can be online, hybrid or fully on-site and should have a formal agenda in place.

More information on arranging a SIG meeting can be found in Section 9.

## 7 Costs Overview and Allocation

Below is an overview of costs involved in running a SIG and its meetings, and an explanation of their allocation.

Type of Cost	Allocation
Coordinator's time	Always covered by GÉANT and charged to GÉANT's WP3T4. Up to a maximum of 1PM per year.
Coordinator's travel expenses	Always covered by GÉANT and charged to GÉANT's WP3T4 in accordance with the coordinator's own organisational travel policy.
SC member's travel expenses & time	Normally covered directly by the SC member's own organisation.
Venue/meeting room	All costs related to the venue/meeting room and any add-ons such as A/V equipment are expected to be covered by the host.
Catering	Normally covered by the host. If the host is unable to cover catering and other necessary expenses, this can be billed to the GÉANT project to cost code 135 after being agreed upon with the task budget holder.  If GÉANT needs to pay, this should be within the parameters of 40 Euros per person per day, to include tea / coffee / refreshment breaks and a simple lunch.
Evening meal	GÉANT does not cover evening meals. The local host can choose to: <ul style="list-style-type: none"> <li>• Arrange and pay for an evening meal.</li> <li>• Arrange an evening meal but ask participants to self-pay.</li> <li>• Arrange a sponsor for an evening meal.</li> </ul>

Table 7.1: Overview of Costs

## 7.1 Meeting Participation Support

Travel expenses for SIG coordinators are covered by the Community Programme budget (WP3T4, CC 135). Travel expenses are NOT covered for Steering Committee members or general meeting participants.

However, GÉANT can support up to 2 participants from a less-resourced NREN per SIG per year to travel to an in-person meeting, to encourage more diverse participation at SIG meetings. Their travel and accommodation for a maximum 2-night stay at the meeting location would be covered. To be eligible, the participant will need to complete the form linked below minimum two weeks in advance of the meeting. Requests will be approved on a case-by-case basis.

The request form for travel cost coverage for SIG in-person participation can be found [here](#).

## 7.2 Meeting Cost Support

The general rule of organising a SIG meeting is to have a host supporting the meeting who will cover all or some of the meeting costs. The basic requirement is for the host to at least cover the venue/meeting room rental. If unable to cover catering and other necessary expenses, this can be billed to the GÉANT project to cost code 135. An overview of the basic requirements a SIG meeting should have can be found in Section 9.1. Other costs involved, such as a social dinner, should be self-paid, but can also be covered at discretion by the host or can be sponsored by an attending organisation or GÉANT.

All NRENs are encouraged to host meetings, including those less resourced. To make this possible, GÉANT has a contingency budget and can consider supporting lunches, coffee breaks, venue rental or other necessary expenses at NRENs with resources restrains who would otherwise be unable to host the meeting. To pursue this opportunity, please get in touch with GÉANT's GCP manager and send the completed form linked below.

SIG additional budget request policy: <https://geant.box.com/s/5qoxsnypfhx56yb35tri1ifzyab89f5>

Please note: Expenses for any SIG events at GÉANT's annual conference TNC are not covered. Covering expenses is considered only in exceptional cases such as a less-resourced NREN hosting a meeting or a 10-year anniversary.

## 8 Online Tools and Channels

A SIG's online presence will be made through the following tools/channels:

1. Sympa Mailing List	
Overview	Instruction on Use
<p>Sympa mailing lists are used as a primary communication (and promotion) channel for SIGs.</p> <p><a href="#">Link</a></p>	<p>All SIGs must have a mailing list where interested community members may subscribe to stay up to date with any SIG initiatives, updates or meetings.</p> <p>It's recommended that SIG mailing lists are moderated for security reasons so that any outgoing messages can be reviewed first.</p> <p>Moderators/owners should be the SIG coordinator, GCP manager, and potentially SC chair or members.</p> <p>For the creation or questions about mailing lists, you can reach out to <a href="mailto:help@geant.org">help@geant.org</a>.</p> <p>It is recommended to have a QR code directing people to a SIG's mailing list sign-up page at the beginning of a SIG meeting or during breaks shown on the screen. In case there are attendees who are not part of it, they can easily join the mailing list and be informed.</p>

2. Confluence Wiki Page(s)	
Overview	Instruction on Use
<p>Wiki pages are used as a SIG's primary information platform and central repository for documents / presentations from meetings.</p> <p><a href="#">Link</a></p>	<p>All SIGs should have a wiki space on space on <a href="http://wiki.geant.org">wiki.geant.org</a>. Groups are encouraged to use a similar look and feel. SIG-NOC and SIG-TFN are great examples.</p> <p>It is recommended to include the following information on a SIG's wiki page:</p> <ul style="list-style-type: none"> <li>• Overview of what the SIG is.</li> <li>• Governance and structure (e.g. Steering Committee members and coordinator names and affiliation).</li> <li>• Mission and vision.</li> <li>• Activities and topics of interest.</li> <li>• Mailing list and charter links.</li> <li>• Past and upcoming events.</li> <li>• Event logistics details (dates, location, travel information).</li> </ul>

	<ul style="list-style-type: none"> <li>• Event programme and schedule.</li> <li>• Event materials (presentations, relevant documents).</li> </ul> <p><a href="#">Template for SIG wiki pages</a></p> <p>For the creation or questions about wiki pages, you can reach out to <a href="mailto:help@geant.org">help@geant.org</a>.</p>
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3. Indico	
Overview	Instruction on Use
<p>Indico is GÉANT's event management system. This is where all events must be created and where registration forms can be managed.</p> <p><a href="#">Link</a></p>	<p>Instructions on creating an event in Indico can be found <a href="#">here</a>. A training video can be found <a href="#">here</a>.</p> <p>If you need to create an event in <a href="https://events.geant.org">events.geant.org</a> but do not have the option to, you first need to be added to the staff or community group list in Indico. Please send a message to <a href="mailto:help@geant.org">help@geant.org</a> to be added. You can register for events without doing this.</p> <p>Basic Indico requirements for setting up a SIG event:</p> <ul style="list-style-type: none"> <li>• Usually recommended to select the event type “Meeting” when creating a SIG event.</li> <li>• Have 2 registration forms for hybrid events: on-site and online participants. Customize registration form content if necessary.</li> <li>• Turn “Share with CRM” button on.</li> <li>• Add location in location section (it will appear in title).</li> <li>• Send Zoom link through email to registered participants and don't add on Indico event page as a security measure.</li> <li>• In the registration form general setting, it's preferable to include a calendar invite attachment by turning the “Attach iCalendar file” on.</li> <li>• Include any additional key questions in the registration form, such as participants' dietary requirements or if they are planning to attend a social dinner or activity.</li> <li>• Track registered vs. attended individuals. <ul style="list-style-type: none"> <li>○ For on-site attendees: Check in attendees who showed up to the meeting through the Indico “Check-in” function (link to instructions) or send the GCP manager a final attendance list for your meeting.</li> <li>○ For online attendees: Please check in the online attendees as well or send us a list of who joined the Zoom call. Instructions on how to download the attendee list for an online meeting on Zoom can be found <a href="#">here</a>.</li> </ul> </li> </ul> <p>For anyone struggling to create an event in Indico, a template has been created for SIG meetings which contains all the basic correct settings. To use it, you can search for “template” in the Indico search bar and clone the template.</p>

#### 4. Slack

Overview	Instruction on Use
Slack is a communication and promotion channel widely used by GÉANT community members.	<p>Slack channels may be used for:</p> <ul style="list-style-type: none"> <li>- Creation of Steering Committee group for informal conversations information sharing and decision-making.</li> <li>- Promotion or meetings or initiatives in relevant Slack groups (e.g. #general group in “GÉANT Project” channel, #announce group on “NREN” channel).</li> </ul>

#### 5. Zoom

Overview	Instruction on Use
Zoom is widely used by the community for video-conferencing.	<p>It’s recommended to use Zoom as an online meeting platform for online or hybrid SIG meetings.</p> <p>Zoom has the option to download a participants list to keep track of who attended SIG meetings virtually. Instructions on how to download the attendee list for an online meeting on Zoom can be found <a href="#">here</a>.</p> <p>Additional information on security considerations can be found in Section 9.9.</p>

#### 6. Zenodo

Overview	Instruction on Use
<p>Zenodo is another document storage platform used by the GÉANT community.</p> <p><a href="#">Link</a></p>	<p>It is not required to make use of Zenodo. However, SIGs are free to use the platform to add meeting presentations or any relevant documents if they do not wish to upload these to their wiki page.</p>

## 7. GÉANT Marcomms Channels

Overview	Instruction on Use
<p>“Connect” online magazine &amp; newsletter</p> <p>PMO (project management office) newsletter</p> <p>GÉANT social media: LinkedIn, Facebook, Instagram and Mastodon pages</p> <p>Community Programme page on GÉANT website</p>	<p>GÉANT Marcomms channels may be used for:</p> <ul style="list-style-type: none"> <li>- Promotion of upcoming meetings or initiatives</li> <li>- Post-event follow-up reports</li> </ul> <p>All SIGs are required to create a post-event follow-up report with overview of their meeting. It should include participant numbers, topics covered, key takeaways of discussions and photos if possible. The respective report will be published as an article in the “CONNECT” online magazine and consequently its newsletter. It will also be included in the GÉANT PMO weekly newsletter.</p> <p>Reach out to Grace (<a href="mailto:grace.cooper@geant.org">grace.cooper@geant.org</a>) so you can be supported with drafting a news item to promote the event across GÉANT channels and in the weekly PMO newsletter.</p> <p>Additional information can be found in the following template.  <a href="#">Template for SIG follow-up report</a></p> <p>All SIGs are featured on the GÉANT Community Programme website page <a href="#">here</a>. Make sure to check that the information on the website is up to date.</p>

## 8. Survey Tools

Overview	Instruction on Use
<p>Mentimeter (or an alternatives i.e. SurveyMonkey, Microsoft Forms)</p>	<p>It is highly recommended to have a post-event survey to analyse how a SIG meeting went and what can be improved.</p> <p>It is encouraged to have participants complete it live through Mentimeter to maximise the response rate.</p> <p>Questions you are kindly requested to include in the survey:</p> <ul style="list-style-type: none"> <li>• Average score of meeting.</li> <li>• Is the survey responder an on-site or online participant?</li> <li>• Mode of transportation for on-site participants, how they travelled to the meeting location and from where.</li> <li>• How they found out about the event – CONNECT article, GÉANT newsletter, GÉANT social media, Mailing list, slack channel, etc.</li> <li>• Additional recommended questions can be found <a href="#">here</a>.</li> </ul> <p>Make sure to share your survey results with the GCP manager or Events Specialist.</p>

## 9. CRM – Creatio (for GÉANT staff use only)

Overview	Instruction on Use
Creatio is GÉANT’s CRM tool which holds various analytics about the Community Programme and its events.	A GÉANT staff member can access the CRM events page dashboard and see information about each SIG’s events, such as event participant numbers, participants’ countries and organisations, number of events per year, etc.  For more information, please contact the GCP manager.

Table 8.1: Online Tools and Channels

Any questions regarding the following tools or channels can be directed to Nadelina Sandu (nadelina.sandu@geant.org).

## 9 SIG Meetings

### 9.1 Dos and Don'ts

SIG Meetings Dos and Don'ts	
Dos	Don'ts
<ul style="list-style-type: none"> <li>• Plan and communicate early.</li> <li>• Create wiki page with agenda and details.</li> <li>• Use SIG meeting Indico template.</li> <li>• For hybrid events, enable in-person and virtual participation.</li> <li>• Ensure all participants are added to mailing list.</li> <li>• Use NREN hosts to keep costs down and increase participation.</li> <li>• Strive for dynamic in-person meetings – interactive sessions, breakouts, etc.</li> <li>• Consider co-location with other SIG meetings, conferences.</li> <li>• Consider sustainability (travel, catering).</li> <li>• Conduct post-meeting survey and request potential agenda items and volunteers for hosting the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Include Zoom link on Indico event page – always email it out to registered participants.</li> <li>• Track registrations through informal communication channels. Make sure all attendees are registered in Indico, including speakers and any last-minute joiners.</li> <li>• Create agenda without call for proposals to mailing list.</li> <li>• Double book your event – always check the Indico events page first.</li> <li>• Expect dinners to be covered by hosting NREN – participants typically need to self-pay. Only coffee breaks and lunches can be claimed by hosting NRENs.</li> <li>• Forget to submit post-meeting report to Marcomms.</li> </ul>

Table 9.1: SIG Meeting Dos and Don'ts

### 9.2 Identifying Date, Time, Format, and Place of Event

	Consider	Further Instructions
Date	<ul style="list-style-type: none"> <li>• Other events which are happening on the same date or have a similar programme/topic.</li> <li>• Company calendar, public holidays and target audience's availability.</li> </ul>	<ul style="list-style-type: none"> <li>• Check Indico to see what other events are happening to avoid clashing with already-planned events.</li> <li>• Add your event to Indico as soon as you have the dates confirmed so others are aware of your event and can avoid clashes. It is possible to add your event as a "save the date" and update with details later.</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Programme length &amp; duration of event.</li> <li>• Expected arrival of participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss with your Steering Committee the desired content for the event and estimated length of programme.</li> </ul>

	Consider	Further Instructions
	<ul style="list-style-type: none"> <li>• Social plans.</li> <li>• Participants' time zones.</li> </ul>	<ul style="list-style-type: none"> <li>• Take into consideration the potential travel arrangements of participants.</li> <li>• Take into consideration the time zones of online participants if it's a hybrid or virtual event.</li> <li>• Take into consideration social activities or dinners planned <i>e.g. if you have a dinner/social activity ending late on the 1st day of the event, avoid starting very early on the 2nd day</i></li> </ul>
Format	<ul style="list-style-type: none"> <li>• Programme length.</li> <li>• Expected number of attendees.</li> </ul>	<p>Popular formats for SIG meetings include:</p> <ul style="list-style-type: none"> <li>• 1 full day (from 9am to 5pm) with a dinner the evening before.</li> <li>• 2 half days (1st half day starting in the afternoon and ending in the evening, 2nd half day starting the next morning)</li> </ul>
Country	<ul style="list-style-type: none"> <li>• Host availability.</li> <li>• Financial implications (event budget, cost to travel, etc.).</li> <li>• Proximity to target audience.</li> </ul>	<ul style="list-style-type: none"> <li>• It's important to prioritise the availability and willingness of hosts/NRENs to actively support the event team and organisation of the event. They will be able to provide resources, local knowledge, and collaborative effort to address any challenges organising the event in an unknown international country may entail.</li> <li>• You should choose a country that offers a cost structure that fits within your event budget constraints (i.e. for lower costs aim for countries in Eastern or Central Europe).</li> <li>• Location of the event should be as cost-accessible and easily reachable for participants as possible.</li> <li>• If target audience is predominantly from a specific country/area, it's favourable to host the event at the closest proximity possible in order to attract as much of the target audience and maximise attendance levels.</li> </ul>
Place	<ul style="list-style-type: none"> <li>• Target audience's geographic distribution.</li> <li>• Other events happening.</li> </ul>	<ul style="list-style-type: none"> <li>• If the event takes places internationally, it's preferable for it to take place in the capital city so participants can take a direct flight or train. Venue should be in a centrally located area, accessible by public transport and with accommodation nearby.</li> <li>• If possible, it's preferable to co-locate events (e.g. with another SIG meeting) due to sustainability purposes.</li> </ul>

Table 9.2: Situating an Event

## 9.3 Event Planning To-Dos and Standard Timing Protocols

### Task Plan for Hybrid Meetings

The following task plan serves as a variable guideline. Some SIG meetings may require additional or less tasks than indicated below. Adapt the following task plan to your event's size, format and needs. For fully online SIG meetings, skip steps which may be irrelevant.

*The rows in grey represent participant communication action items.*

Phase	Timeline	Task	Additional Information
Pre-event	4–5 months before	Confirm location and host.	<p>Consult the SC and the local host. You may also poll the SC or mailing list where several dates are possible, to ensure maximum attendance.</p> <p>Check for any conflicting meetings on or around the chosen date (via <a href="https://events.geant.org/">https://events.geant.org/</a>).</p> <p>Look for possibilities for co-locating meeting with other related meetings.</p>
	4–5 months before	Confirm dates and meeting format.	
	3–4 months before	Confirm payment arrangements with host.	<p>Host is expected to at least cover the cost of the meeting room. Preferable for them to also cover catering for lunch and coffee breaks. Potentially a social activity. Dinner can be sponsored by the host, by another NREN, or self-paid by participants.</p> <p>More information on what the host is expected to cover can be found in Section 9.5.</p>
	3–4 months before	Create Indico event.	Instructions on creating an event in Indico can be found <a href="#">here</a> .
	Throughout planning phase	Set up meeting(s) with Steering Committee.	
	3–4 months before	Announce meeting to target audience: send out save the date.	i.e. to mailing list, slack channels, or any other relevant channel.
	3–4 months before	Send out a call for proposals.	<p>This can be done through sending out an email to mailing lists, Slack channels or any other relevant channels.</p> <p>The Steering Committee or coordinator can also reach out personally to desired speakers.</p> <p>Consider proposals collected from previous meetings.</p>
	3 months before	Create event wiki page.	

	2–3 months before	Confirm logistics with host/venue.	<p>Check:</p> <ul style="list-style-type: none"> <li>- Who will cover the catering (lunch and coffee breaks).</li> <li>- Schedule (lunch &amp; coffee break times).</li> <li>- Dinner &amp; social activity.</li> <li>- Meeting room capacity &amp; meeting room layout.</li> <li>- Possibility for remote participation.</li> <li>- Recommended hotels.</li> <li>- Check technical details (presentation laptop, AV equipment, Wi-Fi/eduroam).</li> <li>- Opening meeting with welcome &amp; presentation.</li> <li>- Agenda preferences (if anyone from host NREN can present).</li> <li>- Beverages/water on tables.</li> </ul>
	2–3 months before	Identify and confirm speakers and presentations.	Ask speakers to provide a title for their session, along with a short description.
	Throughout planning phase	Draft agenda.	
		Set theme for meeting.	<p>Choose a compelling theme to complement your event objectives. Think about:</p> <ul style="list-style-type: none"> <li>• What are you hoping to convey through this event?</li> <li>• What name would attract the most attention and be most memorable?</li> </ul> <p>As short a name as possible will be easiest to communicate.</p>
	2 months before	Open registrations and announce to relevant channels.	

	2 months before	Have a CONNECT article published announcing meeting and open registration.	Make sure the article is also featured on GÉANT project newsletter.
	2–3 months before	Find dinner place & social activity if necessary.	
	2–3 months before	Sort out the finance and procurement process for dinner if necessary.	e.g. creating a purchase order.
	1–2 months before	Send confirmation email to registered participants with additional details about the meeting.	
	1–2 months before	Update agenda with confirmed speakers and presentations.	For each session, make sure to include the title provided by the speaker, a short description, as well as the name and organisation of the speaker.
	1 month before	Finalise agenda.	
	3–4 weeks before	Send last registration reminder to mailing list or other relevant channels.	
	2–3 weeks before	Update wiki page with all information about the meeting.	Logistics information (venue address, how to get there, accommodation recommendations, dinner or social activity details) and meeting agenda.
	2–3 weeks before	Make sure all presenters are registered for the meeting.	
	1–1.5 weeks before	Request presentation from presenters.	
	1–1.5 weeks before	Close registrations.	
	1–1.5 weeks before	Prepare remote meeting link (i.e. Zoom).	
	1–1.5 weeks before	Send final information email(s) to participants.	2 separate emails for a hybrid event – one to on-site participants (with details about venue and getting there) and another to online participants (with video-conferencing link).

	1 week before	Check in with host/venue to confirm logistics and send any final information.	<p>Send:</p> <ul style="list-style-type: none"> <li>- final participant list with dietary requirements.</li> <li>- final agenda.</li> <li>- online meeting link for potential testing.</li> <li>- potentially a shared file with all speaker presentations.</li> </ul> <p>Confirm logistics:</p> <ul style="list-style-type: none"> <li>- how to get there.</li> <li>- set-up time.</li> <li>- registration desk.</li> <li>- main point of contact.</li> <li>- availability for logistics support (tech/IT support, catering staff, etc.)</li> </ul>
	1 week before	Check in with dinner place and social activity if necessary.	Confirm logistics once again & send final participant list with dietary requirements.
	1 week before	Prepare-end of-meeting survey.	
	3–4 days before	Remind speakers to send presentations.	
	1–2 days before	Upload speaker presentations to shared file or upload on external USB drive.	
During event	Day before or morning of dinner day	Go to dinner place beforehand and check if everything is set.	
	Event day(s)	Be present at least 30 min. before meeting start to check room set-up, online meeting room connection, water, slides, etc.	
		Upload speaker presentations to wiki page.	

		Check attendance and check-in attendees in Indico.	
		Take photos.	Make sure a group photo is taken.
		Run end-of-meeting-survey.	Sample questions can be found <a href="#">here</a> .
		Take notes of meeting highlights for CONNECT article.	
		Keep an eye out on Zoom questions/comments.	
Post-event	Right after event	Record and store final participants (and dinner) attendee list.	
	A few days after event	Send thank you email to participants (including survey and relevant materials or resources if necessary).	
	Max 1–2 weeks after	Have CONNECT article published with photos.	
	Max 1–2 weeks after	Make presentation materials easily accessible to participants.	Ensure all speaker presentations are uploaded on event wiki page or Zenodo.
	Max 1–2 weeks after	Evaluate meeting with Steering Committee.	
	Max 1–2 weeks after	Collect and evaluate survey feedback.	
		Start planning for next meeting.	

Table 9.3: Task Plan for Hybrid Meetings

#### To-dos right before event

- Contact venue/host and confirm meeting room and technical details.
- Make sure any pending payments are made.
- Ensure all printed materials are ready.
- Ensure all speaker presentations are collected and stored.
- Ensure participants are well informed about the date, place, and other logistical details.
- Confirm logistics with the host/venue.
- Provide dietary requirements to catering/dinner or lunch places.

#### To-dos after event

- Evaluate how the meeting went with an optional team debrief.
- Store participant lists for documentation and record keeping.
- Collect and evaluate feedback from survey.
- Send post-event email to participants including thank you, survey, and any relevant resources or materials (i.e. speaker presentations).
- Ensure appropriate media coverage of meeting (i.e. have CONNECT article published with meeting overview).
- Store relevant materials and speaker presentations on the wiki or Zenodo.

## 9.4 Meeting Promotion and Marcomms Considerations

Promotion of SIG meetings may be done through the following channels:

- SIG mailing list
- Relevant slack channels
- GÉANT CONNECT article
- GÉANT PMO newsletter
- GÉANT LinkedIn
- Personal networks

Read more about the respective platforms in Section 8.

You can also find a best practice for communications [here](#).

You are encouraged to take photos throughout the event if possible, such as a group photo or close-ups of speakers. Participants agree to have their picture taken by agreeing to the GÉANT Terms & Conditions when registering on Indico. In any case, make sure you have their approval before making any pictures public.

## 9.5 Expectations of the Host

<b>Mandatory to be covered by the host</b>	<ul style="list-style-type: none"> <li>• Venue/meeting room rental and any add-ons such as A/V equipment and Wi-Fi.</li> <li>• Video-conferencing facilities for remote participants.</li> </ul>
<b>Preferred from host</b>	<ul style="list-style-type: none"> <li>• Catering for coffee breaks and beverages throughout the meeting.</li> <li>• Catering for lunch before and after the meeting.</li> <li>• Materials such as flipcharts, sticky notes and pens.</li> <li>• Eduroam connection.</li> <li>• Organise social dinner and potentially social activity.</li> <li>• Provide a presentation laptop with Internet for speaker presentations.</li> <li>• Provide information before event on how to reach the venue and recommended hotels.</li> <li>• Welcome at the beginning of the meeting from a host representative.</li> </ul>
<b>Nice to have from host</b>	<ul style="list-style-type: none"> <li>• Pay and organise for social dinner and potentially social activity.</li> <li>• Advise/arrange hotel group booking discount.</li> <li>• Have microphones available.</li> <li>• Some words of welcome by the head of the NREN or their deputy.</li> <li>• At least one presentation from the host NREN.</li> </ul>

Table 9.4: Expectations of the Host

Additional information about costs coverage and allocation can be found in Section 7.

An NREN event hosting directory is currently work in progress. It aims to aid in the planning of future meetings and events. It can be found [here](#).

## 9.6 Event Logistics Considerations

### Logistics Requirements Checklist

When being in contact with a host/venue, make sure to clarify the following points:

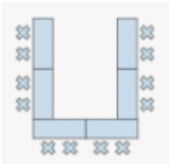

- Who will cover the catering (lunch and coffee breaks).
- Who will arrange the inner & social activity.
- Schedule (lunch & coffee break times).
- Meeting room capacity & meeting room layout.
- Possibility for remote participation.
- Instructions on how to get to meeting location.
- Requirements for entering building or check-in at registration desk.
- Recommended hotels.
- Technical details (presentation laptop, AV equipment, V/C facilities, Wi-Fi/eduroam, microphones, power sockets for attendees, etc.).
- Testing of online meeting room before event.


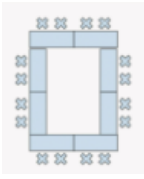
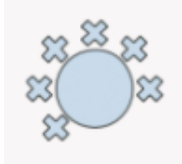
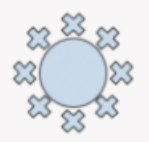
- Availability for tech/IT support during meeting and point of contact.
- Opening meeting with a welcome.
- Agenda preferences (if anyone from host NREN can present).
- Beverages/water on tables.
- Availability of materials such as flipcharts, sticky notes and pens.

### 9.6.1 Meeting Room Layouts

There are several types of seating layouts which can be used. Each layout is suitable for different event types and needs based on level of interaction, audience size, agenda, etc. Below is a breakdown of the most common seating layouts and ideal use cases for each one.

The most commonly used layouts for SIG meetings are U-shape, classroom and workshop style.

<p><b>U-Shape</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Interactive discussions</li> <li>- Training sessions</li> <li>- Workshops</li> <li>- Meetings where interaction between presenter and participants is needed</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Allows all participants to view each other.</li> <li>- Encourages interaction among participants.</li> <li>- Allows for easy presenter engagement with participants.</li> <li>- Takes up a lot of room space.</li> </ul>	<p><b>Theatre</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Events with large audience</li> <li>- Presentations or keynotes</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Maximises audience capacity.</li> <li>- All participant attention is on the speaker and presentation.</li> <li>- Focused on delivering information rather than interaction.</li> <li>- Doesn't allow participants to all view each other.</li> </ul>
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<p><b>Classroom</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Training and educational sessions</li> <li>- Workshops or conferences requiring note-taking or use of materials</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Provides space for laptops and materials.</li> <li>- Focused, professional environment for learning.</li> <li>- Doesn't allow participants to all view each other.</li> </ul>	<p><b>Boardroom</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Small, formal meetings</li> <li>- Brainstorming sessions</li> <li>- Leadership discussions</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Promotes equal participation.</li> <li>- Allows all participants to view each other.</li> <li>- Ideal for in-depth discussions or decision-making.</li> </ul>
<p><b>Round Tables (Cabaret Style)</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Collaborative workshops</li> <li>- Networking events</li> <li>- Training sessions inc group discussions</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Facilitates team collaboration.</li> <li>- Ensures unobstructed views of the stage or presenter.</li> </ul>	<p><b>Round Tables (Banqueting Style)</b></p>  <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Collaborative workshops</li> <li>- Networking events</li> <li>- Training sessions inc group discussions</li> <li>- Formal dinners or ceremonies</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Facilitates team collaboration.</li> <li>- Optimises seating capacity.</li> <li>- Creates a relaxed, social environment for meals and mingling.</li> <li>- May obstruct view towards stage or presenter.</li> </ul>

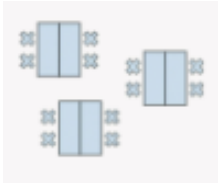
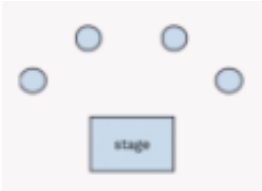
Workshop	Standing
	
<p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Workshops or interactive sessions requiring group work</li> <li>- Hands-on activities, collaborative problem-solving, or skill-building exercises</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Works well when participants need to break into smaller groups for discussions or activities.</li> <li>- Allows participants to actively engage with materials and each other.</li> <li>- Allows facilitator or presenter to interact with participant groups.</li> </ul>	<p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Networking events/receptions</li> <li>- Casual gatherings/coffee breaks</li> <li>- Short presentations</li> <li>- Interactive displays (stations, booths)</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Encourages mingling and conversation among attendees.</li> <li>- Promotes movement and interaction.</li> <li>- Creates an energetic and dynamic atmosphere.</li> </ul>

Table 9.5: Meeting Room Layouts

## 9.6.2 Food and Beverage

### Event Catering Considerations

For SIG events, catering for coffee breaks and lunch is usually arranged by the host. Warm beverages (tea & coffee) are also recommended to be provided in the morning before the start of the event if possible, as well as throughout the event. Water is a requirement to have throughout the day, preferably on tables.

Event Length	Coffee Breaks	Lunch
Full-day	1 coffee break before lunch (between 10 and 11am) and 1 coffee break after lunch (between 2 and 4pm)	Required to be arranged (between 12 and 2pm)
Half-day (am)	1 coffee break (between 10 and 11am)	Optional, but typically arranged after the event ends (between 12 and 2pm)
Half-day (pm)	1 coffee break (between 2 and 4pm)	Optional, but typically arranged before the start of the event (between 12 and 1 pm)

Table 9.6: Meeting Breaks

Dinner is an optional arrangement. It can be formally arranged by the host and occasionally sponsored. The standard, however, is for the dinner to be self-paid.

Take the following into consideration, whether for a group dinner or coffee breaks and lunch during the event.

### Menu Selection

- Select a menu that fits the event type (i.e. formal, casual) and local cuisine.
- It must include a mix of dietary options (vegetarian, vegan, gluten-free, etc.).
- Consider participant demographics (e.g. cultural preferences, age groups).
- Coffee breaks should typically be accompanied by finger food/treats.
- Lunches should include some appetisers/finger food and warm main meal if possible.
- Dinners should typically include 3 courses (appetiser, main, dessert).

### Dietary Requirements

- Include a mandatory section in the registration form asking for participants' dietary restrictions or allergies. You may also reach out individually to the participant to ask or confirm this.
- It's better to find out if an indicated dietary requirement is indeed a requirement or just a preference.
- Any chosen caterer or restaurant must be able to cater to participants' dietary requirements.

### Service Style

<p><b>Buffet</b></p> <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Ideal for casual events or one with a large audience, and coffee breaks and lunches during event.</li> </ul>	<p><b>Grab-and-Go/Standing</b></p> <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- Useful for receptions, coffee breaks and lunches during event.</li> </ul>
<p><b>Seated A la Carte</b></p> <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- More formal events.</li> <li>- Ideal for event dinners.</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Typically only bigger restaurants will accept A la carte ordering for big groups.</li> <li>- Advantageous because participants can choose what they please on the spot.</li> <li>- Disadvantageous because final price can be variable.</li> </ul>	<p><b>Seated Pre-set menu</b></p> <p><i>Best for:</i></p> <ul style="list-style-type: none"> <li>- More formal events.</li> <li>- Ideal for event dinners.</li> </ul> <p><i>Points to consider:</i></p> <ul style="list-style-type: none"> <li>- Meal organiser chooses 2-3 pre-set menus participants can choose from. Typically restaurants require this for bigger groups.</li> <li>- Advantageous, as price can be estimated.</li> <li>- Disadvantageous because participants may not prefer the available options based on dietary requirements.</li> </ul>

Table 9.7: Service Style Options

## 9.7 Technical Requirements

A hybrid SIG meeting should typically have the following technical requirements available:

- Projector and screen.
- Presentation laptop.
- Power sockets for attendees to keep laptops charges.
- Microphone(s).
- Video-conferencing facilities to connect to remote attendees.
- Free Wi-Fi or eduroam connection.
- Tech support.

## 9.8 Agenda/Schedule Formation

The meeting agenda is typically formed by the SIG's Steering Committee and occasionally the SIG coordinators(s). Speakers can be sought through the following methods:

1. Call for proposals to mailing list or other relevant channels.
2. Individual reach out to desired speakers.
3. Asking for input from NREN host.

For the overall schedule, take the following time allocations into consideration:

1. Welcomes: 5 to 15 minutes.
2. Coffee break: 15 to 30 minutes.
3. Lunch: 1 hour.
4. Post-event wrap-up & end-of-meeting survey: 15 minutes.

For a full-day meeting, allow for two coffee breaks – one before lunch and the other after lunch.

## 9.9 Security Considerations for Online Meetings

To ensure a smooth and secure online event experience, it is essential to take the following precautions:

1. Configure video-conferencing settings properly.
  - a. Choose a reliable video-conferencing platform that offers robust security features. Most common platforms used for SIG meetings are Zoom or eduMEET.
  - b. Enable waiting rooms or lobbies where possible, allowing the host to admit only authorised participants.
  - c. Set up password protection for the meeting and share the password only with registered participants.
  - d. Disable features such as screen sharing, file transfer, or chat for participants unless needed for the event.
  - e. Limit who can share their screen or use other host-level functions to prevent disruptions.
2. Restrict meeting access to registered participants.
  - a. Do not share the meeting link publicly (e.g., on social media, Indico, or newsletters).
  - b. Send the online meeting room link only to individuals who have officially registered for the event.

3. Monitor and manage attendees during the event.
  - a. Assign a co-host or moderator to help monitor attendees and manage the session.
  - b. Remove any unauthorized users immediately if they gain access.
  - c. Lock the meeting once all expected participants have joined to prevent new, unapproved entries.

By following these practices, you can reduce the risk of unwanted intrusions (e.g. “Zoombombing”) and ensure that the event remains secure, professional, and focused.

## 9.10 Code of Conduct

GÉANT is dedicated to providing a positive and collaborative experience for all members of the GÉANT Community and aims for participants to feel safe, supported and valued for their contributions. The Code of Conduct applies to every meeting, conference, and interaction that we have with others.

It is recommended to include information about the Code of Conduct at the beginning of each SIG meeting to raise awareness and create a safe environment.

[Link to GÉANT Community Code of Conduct](#)

### 9.10.1 Process for Reporting a Breach of Code

- For a virtual/online event, contact the person who is listed as the “Host” in the meeting invitation via the private chat function.
- For an in-person meeting or event, contact anyone listed as “Event Staff” in the meeting or event invitation directly at the soonest possible opportunity e.g. coffee/lunch break.
- Where you are unsure of the contact person, or if they are involved in the behaviour or issue you are reporting, please contact Partner Relations.

The contact person and any other relevant persons will undertake any necessary investigation and may arrange for any or all of the following steps:

- Ask the individual or individuals to stop the harassing behaviour.
- Arrange for the individual or individuals to be ejected from the meeting or event or refused entry.
- Contact the event or hotel security, or the local police.
- Arrange for anyone who feels threatened by someone else’s behaviour to be accompanied during the course of the event or meeting.
- Other reasonable actions as are deemed appropriate for the circumstances.

## 10 Other

### 10.1 GCP Workshop

A GÉANT Community Programme (GCP) workshop is arranged annually. Attendees who are asked to attend are typically SIG representatives such as the coordinators, one or more SIG Steering Committee member, and any other relevant stakeholders.

The workshop aims to provide SIG representatives the opportunity for the following:

- To get to know the community better.
- To share experiences and lessons learned with co-coordinators or co-Steering Committee members.
- To provide input on the future GCP strategy.
- To get a refresher/training on conducting community events.
- To maximise the outcome of Community Programme activities.

### 10.2 Relevant GÉANT Contacts

Name	Position	Email	Additional Information
Dawn Ng	Sr. Community Programme Manager	dawn.ng@geant.org	Can be contacted regarding any new initiatives or questions about the Community Programme and its respective SIGs.
Annabel Grant	Sr. Stakeholder Engagement Manager	annabel.grant@geant.org	WP3 budget holder.
Nadelina Sandu	Events & Project Specialist	nadelina.sandu@geant.org	Can be contacted regarding events resources or questions about Community Programme events.
Grace Cooper	Communications Specialist	grace.cooper@geant.org	Can be contacted regarding anything related Marketing, Communications or promotion for new SIGs or SIG meetings.

Table 10.1: Relevant GÉANT Contacts

## 10.3 Document Revision Tracking

Date	Summary of Changes/Revision	Authors

Table 10.2: Document Revision Tracking