

Audio Engineering Society Standards Committee

Administrative reference - Meeting facilities

General

The specifications for facilities needed for the AES Standards Committee (AESSC) meetings at AES conventions are as follows.

Example room layouts are shown in annex A.

1 Rooms

1.1 Two main meeting rooms are needed, each capable of seating 30 persons around a rectangular table arrangement. Additional chairs should be available at the walls.

1.2 THE ROOMS, IN THEIR OPERATIONAL STATE, MUST BE QUIET ENOUGH TO ALLOW UNAMPLIFIED CONVERSATION. This includes any noise from air conditioning, lighting or equipment such as projectors or computers.

1.3 A smaller writing-group room is needed, capable of seating 10 around a table.

1.4 A facilities room containing the printer, stapler, paper supplies, and sorting trays ("pigeon holes") will be needed. This room and its equipment must be next to the standards rooms and may contain the writing room.

1.5 The rooms with all facilities will be needed beginning two days before the convention for the purpose of network testing.

1.6 Security must be provided for the rooms at all times with access at any time for the Standards Manager(s).

2 Audio-visual equipment

2.1 A whiteboard, or flipchart, with suitable supplies (pens, erasers and paper) is required for both meeting rooms.

2.3 A video projector, bright enough to be legible with room lights on, for connection to computers using a VGA cable, but having a quiet ventilation fan, is needed for each meeting room.

3 Printers and copiers

3.1 A Postscript-compliant printer for connection to the network (HP Laserjet 4100N is preferred) should be provided. The printer choice must be told to us two weeks prior to the convention so we can be sure to bring the correct drivers for various types of computer (Win98, Win XP, Macintosh OSX, etc.).

3.2 A paperless policy since 2007 means that a copy machine, once essential, is no longer required.

4 Telephones and lines

4.1 One ANALOG telephone VOICE line is needed at the secretary's position in the writing room and shall be equipped with a telephone.

5 Networks

5.1 Ethernet access is needed for computers in the facilities rooms and in each of the main meeting rooms. The ethernet network is required to provide connections to the Internet and access to the printer.

5.2 The network connection could be directly to a circuit in the convention center if one is available. Alternately, it could be via ISDN or DSL to an Internet provider. We will need to discuss the details as soon as possible before the convention.

5.3 IP addresses, including gateway and DNS addresses, shall be distributed automatically using DHCP automatic assignment.

5.4 Wireless networking (WiFi) should be used wherever practical; this provides a degree of convenience and also reduces the need for physical cabling. The wireless network shall conform to IEEE 802.11b or IEEE 802.11g. Even where wireless networking is used, a number of cabled 10BaseT connections will continue to be required in the writing room and in the meeting rooms.

The Facilities Room requires a minimum of 10 cables in three locations (7 if wireless networking is also available)

Each Meeting Room requires a minimum of 10 cables distributed around the table (7 if wireless networking is also available)

WHERE SWITCHES OR HUBS ARE TO BE USED IN THE MEETING ROOMS, THEY MUST NOT HAVE AUDIBLE FANS.

See room layout drawings for details.

6 Mains power

6.1 Power may be provided as 110 VAC, 60 Hz or 230 VAC 50 Hz, as conventional for the country where the Convention takes place. Where power conversion is required, delegates will take care of their own needs and the Standards Secretariat will take care of any conversion needed for recording, etc.

6.2 Power strips are needed at all meeting tables to service up to 16 notebook computers. Power strips are also needed at the writing room table (up to 8 notebook computers) and also in the general facilities area (up to 8 notebook computers).

7 Recording equipment

The AESSC secretariat will bring the recording equipment for setup before the meetings. Recordings are made directly to flash RAM in MP3 format.

8 Volunteers

8.1 One or more volunteers may be assigned to support the standards meetings, subject to discussion.

9 Refreshments

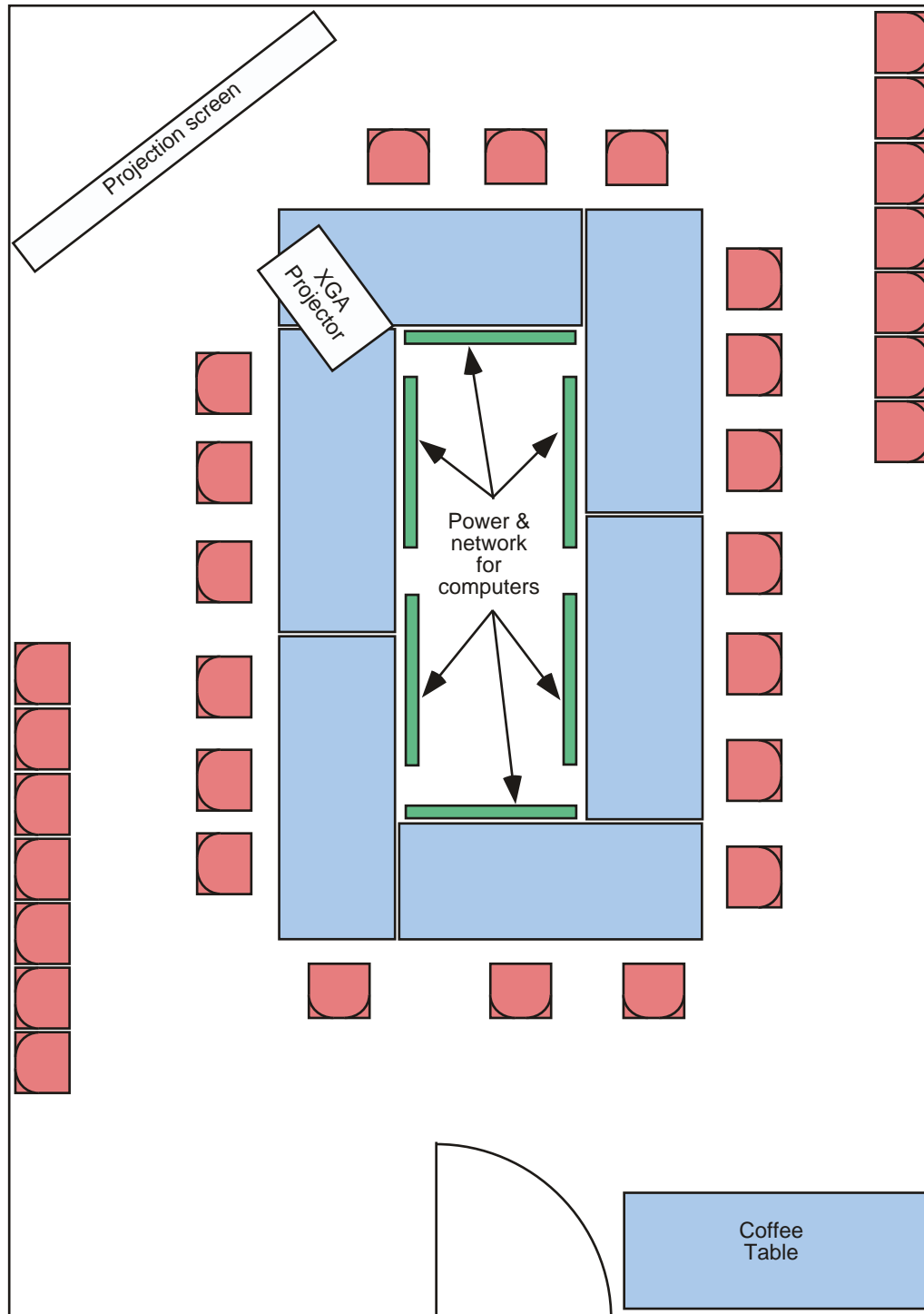
During the six days of meetings coffee, tea, soda should be provided one-half hour before the first meeting each morning; and coffee, tea, and soda served at 15:00 each day except the last. Details to be confirmed with the Standards Manager.

10 Announcements, programs and signage

10.1 Clear and prominent signs should direct the participants to the meeting rooms from the morning of the first day of meetings (normally one day before the main Conventions opens) and throughout the convention.

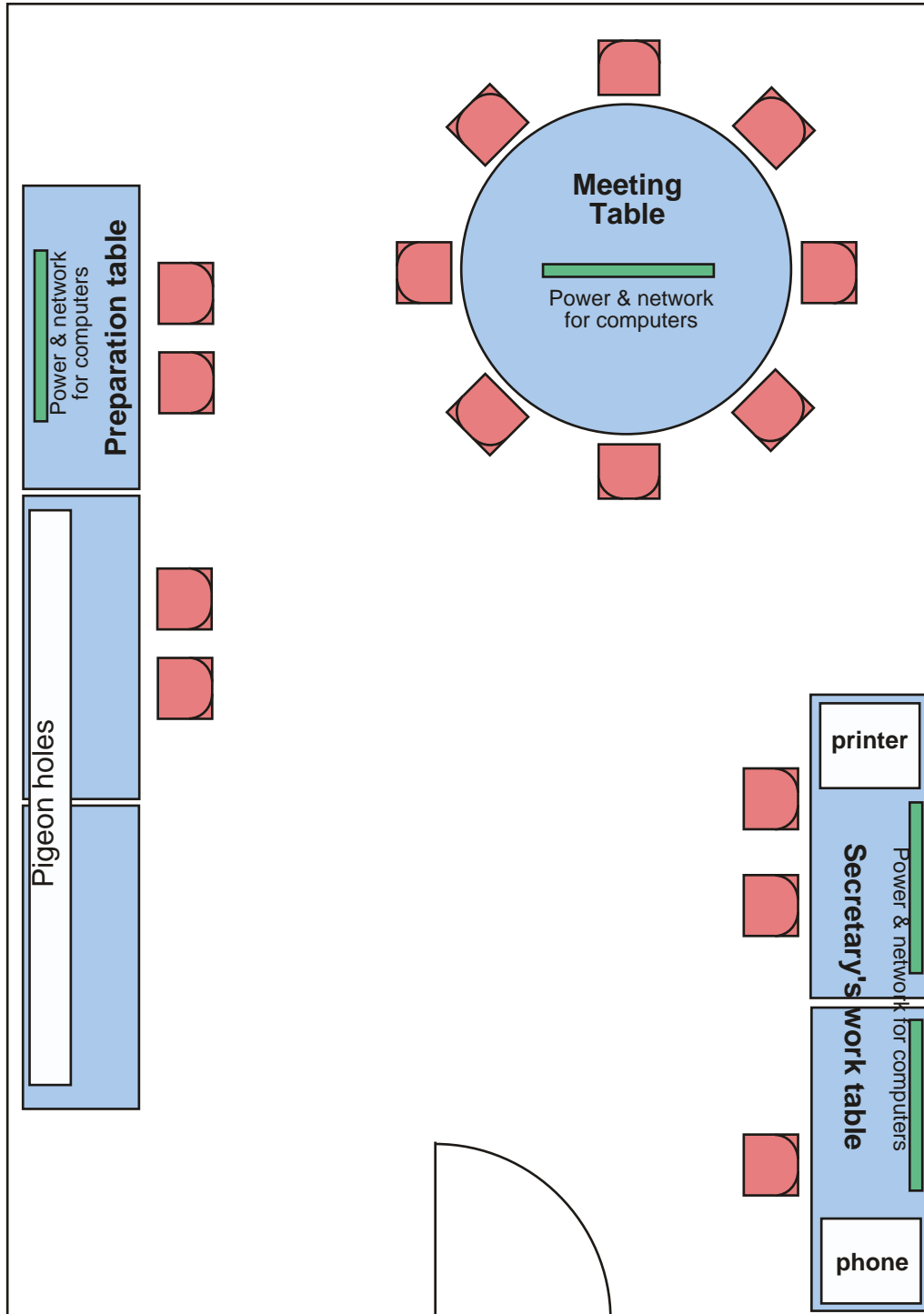
10.2 All meetings must, for legal and protocol reasons, be announced in all convention schedules that are published before and during the convention, but the actual times of individual meetings are to appear only on the AES Web site.

Annex A - Room layouts



A.1 - Typical meeting room layout

Not to scale: numbers of tables and chairs may be varied to fit requirements specified elsewhere
[updated 2007-09-03]



A.2 - Typical writing room layout

Not to scale: numbers of tables and chairs may be varied to fit requirements specified elsewhere
 [updated 2008-09-13]