SEE/RIPE NCC Regional Meeting
Guidelines for New Program Committee Members

The South-East Europe (SEE)/RIPE NCC Regional Meeting is where Internet experts from the South-East Europe gather to discuss core operational issues, share knowledge and expertise and to identify areas for regional cooperation.

The South East Europe Program Committee (SEE PC) is a group of volunteers, mostly from the South Eastern Europe region, and the local host for that meeting. Except for the local host representative, each member of the SEE PC participates as an individual and does not represent their employer. The PC leadership consists of a chair and co-chair, their responsibilities are explained at the end of this document.

Responsibilities and Work Expected from SEE PC Members:

- Recruit speakers
- Inform local communities about the meeting and invite them to attend/participate
- Rate the submitted proposals
- Attend PC calls and actively participate in discussions
- Act as shepherd for submissions where the PC is in doubt or changes are required
- Be responsive on the PC mailing list when questions/issues/ideas arise
- Volunteer for chairing/co-chairing sessions during the SEE meeting

Recruit Speakers

SEE PC members are expected to actively recruit potential speakers for the meeting. The expectation is that they will first recruit speakers from their own region/country and, if they travel, will also look for interesting speakers and topics in other parts of the world. The RIPE NCC usually does not cover travel expenses and this is something that needs to be communicated to any potential speakers.

Inform Local Communities About the Meeting and Invite Them to Attend/Participate

SEE PC members are usually well known in their regional Internet communities, so it is expected that they will inform these communities about the meeting and forward Calls for Proposals (CFPs) and other information to their circles.

Rate the Submitted Proposals

All speakers, without exception, must submit their talk proposals via the SEE submission system, which is located at: https://meetings.ripe.net/see5/pc/login.php. Again, everybody MUST (RFC 2119) submit. No submission – no presentation slot. We require speakers to upload a draft version of their PPT/PDF within the submission system so SEE PC members can understand the flow and structure of the talk. Submissions without at least a draft version of the presentation will not be considered. After the presentation is accepted, the proposer needs to upload a final version of their presentation by the deadline, otherwise they will also not receive a presentation slot!

After the CFP is published and the proposals start coming in, notifications will be sent to the SEE PC mailing list. Rating can be done at any time, but make sure to rate all talks before the scheduled PC conference call. Try to be descriptive and document your thoughts and ideas in the comment box in the rating system. The submissions with the highest ratings and best reviews are accepted first.

If you are a newcomer to the SEE PC, check with the RIPE NCC that you have a username and PC privileges on the submission system and that you are subscribed to the SEE PC mailing list with the correct email address.

Attend the PC Calls and Actively Participate in Discussions

SEE PC calls use the Webex conferencing system, which allows you to join from your computer or dial in with a phone. The chair usually issues a Doodle poll (or similar tool) and it is expected that PC members indicate their availability as soon as possible, so a time for the call can be established and communicated back to the PC. The RIPE NCC then sends a Webex meeting invite to the mailing list. All PC members are expected to actively participate in discussions on the meeting itself and in the submissions selection process. Don't be shy – you can speak freely and openly, but be polite and non-aggressive. The purpose of the PC calls is to select the best content for the SEE meeting and all comments, ideas and observations are welcome. The chair and co-chair usually prepare the agenda and lead the meeting. There are procedures to follow, so don't be impatient.

Act as Shepherd for Submissions where the PC is in Doubt or Changes are Required

Sometimes the SEE PC feels that the content of a proposed presentation is good, but the execution, abstract or slides should be changed to fit the purpose. In this case, the call for a shepherd is issued by the chair or co-chair and PC members who are experts in that topic or who know the proposer are expected to volunteer as submission shepherd. They will follow up with proposer to convey the PC's message and work with them on the required changes.

Be Responsive on the PC Mailing List when Questions/Issues/Ideas Arise

SEE PC members are expected to be active on the SEE PC mailing list, especially when calls for consensus are posted. Sometimes the discussion needs feedback and statements of support (or lack of), so the chair and co-chair can get a sense of the group's feeling and judge whether there is a consensus. Being passive and just reading the mailing list does not help!

Volunteer for Chairing/Co-chairing the Sessions During the SEE Meeting

Towards the end of the SEE PC's pre-meeting process, the final agenda is published. At this point, the chair or co-chair issues a call for volunteers for SEE meeting session chairs and their backups. Two volunteers are needed for each session – a precaution in case one of the volunteers is unable to be in the room at the assigned time.

When chairing a meeting session:

- Make sure that you and your chairing partner are in the room at least 15 minutes before the session begins.
- Talk to each other and divide the duties – for example, one of you can do the timing and signaling, the other can introduce speakers and do the Q&A (or in whatever way you agree).
- Check with the presenter and RIPE NCC staff that the latest versions of the presentations have been uploaded to the system and that they work.
- Before the session starts, make sure that the presenters are in the room and ready to present. Ask how to pronounce their names if in doubt.
- Meet the AV person and ask about the microphone situation (for you and your co-chair, and options for presenters).
- Introduce yourself and your co-chair, explain that you will be chairing the session, and outline a few basic rules if you feel that people don't understand the process.
- Introduce the speakers and invite them to the stage.
- From time to time, it's recommended that you stand up (if you are not sitting on the stage) and observe the reactions and behaviour of the audience from the side. This way, you'll get a feeling if the audience is interested in a topic or bored – if they are reading emails or playing games or listening very closely to what the speaker has to say. Understanding your community is an important part of the chair's role.
- Keep a timer/stopwatch out for timing purposes. If the speaking slot is 30 minutes, this includes the Q&A at the end. Make sure that everyone, including the speaker, understands that you are

timing the whole session. The speaker will need to adjust their timing if they want to take questions.
- There are laminated plates with 10min, 5min, 2min and STOP for you to signal remaining time to the speaker. Use them.
- When the presentation is over, the Q&A starts. Ask if there are any questions from the audience and remind people to state their name and affiliation. Observe the community and see their reactions. There may be multiple microphones in the audience, so watch the queues to see whose turn it is. This gets easier with practice. Don't let the Q&A go over time, this is not fair to the next presenter.
- If you have your own opinion, take your chair "hat" off by clearly stating that this is your personal opinion.

SEE PC Chair and Co-chair Responsibilities and Work Description:

The chair and co-chair of the SEE PC are voluntary positions. These volunteers have all of the regular PC work to do, plus some additional activities.

Basic Guidelines of the SEE PC Chair (Chair and Co-chair)

- The Chair should guide the discussion without imposing their personal opinions or comments.
- The Chair should declare a consensus on various decisions when this has been reached.
- The Chair can voice their own opinion, but with their chair "hat" off. This needs to be clearly stated.
- The role of the chair is to observe and understand the community: how it reacts, what topics are of interest to it, what makes it uncomfortable – and respond to this.

Work Description of a Chair and Co-chair

- After a successful SEE meeting, the chair needs to assemble the SEE PC for the next meeting. This is usually done by sending an email to the current PC and asking who would like to volunteer again. Those who respond are included in the formation of the next SEE PC. Suggestions for new PC members are also taken into account and verified with existing members.
- When the new SEE PC has been established, the chair calls for new volunteers to fill the chair and co-chair roles. If there are no volunteers, it is expected that the existing chair and co-chair will carry on with this work. Of course, they can step down at any time if they don't want to continue in this role.
- When the chair and co-chair positions are established, they will need to propose a work plan with a timeline for issuing the CFP, PC calls, and other deadlines. This plan needs to be sent to SEE PC mailing list for review, comments and consensus. When consensus has been reached, the chair will inform the RIPE NCC who will place this information on the website and prepare the submission system for launch. CFP text needs to be drafted and sent to the SEE PC mailing list for review, comments and consensus. When consensus has been reached, the chair can contact the RIPE NCC who will publish this.
- According to the now-established work plan, the chair needs to issue a poll (Doodle or similar tool) for each SEE PC conference call after the submission deadline(s). The poll needs to be issued at least one month prior to the suggested call dates and should be closed within one or two weeks (based on participation) and a time set for the call. Share this with the SEE PC mailing list (and the RIPE NCC if necessary).
- The chair and co-chair will build a proposed agenda for each SEE PC conference call and submit this to the SEE PC mailing list prior to the call. PC members are encouraged to comment and add topics, and the chair will gather this and modify the agenda accordingly.

- During the call, the chair is usually leading the discussion and trying to stick to the agenda. The co-chair's role is usually timekeeping and, when selecting talk proposals from submission system, noting which were accepted and putting these in a draft agenda XLS template in real time. This allows the group to see how many speaking slots are still available.
- When selecting speakers, the chair leads the discussion with PC members and declares a consensus on acceptance, shepherding or denial of a submission. The co-chair seconds these decisions if they agree.
- Chair and co-chair work on a draft agenda after each conference call, putting the accepted talks into the chart and communicating the result to the SEE PC mailing list and the RIPE NCC if necessary. After the last SEE PC call, the agenda needs to be finalised, using the same process as before.
- While at the meeting, the chair and co-chair are each other's backup, responsible for chairing sessions and other activities that SEE PC members help with.
- As with the advice on chairing sessions (above) the SEE PC chair and co-chair need to observe the reactions of the community. If you are not sitting on the stage, stand up to observe the audience from the side. This way you will get a feeling of whether the audience is interested in the topic or. Understanding your community is an important part of the role of chair.
- The chair gives an opening speech at the Opening Plenary, together with the RIPE NCC and the local host representative. The chair will need to do the same for the closing session.