

**EMEA RCCC
GLOBECOM 2018
December 8-9 2018
Abu Dhabi, UAE**

The RCCC will begin on Saturday, (Room TBD}), from 9am – 5pm. I will want to set up the room early so please let me know if I can do the night before or what time in the morning I can get there.

We should plan for 27 chapter chairs and 10 officers/staff to be present at the event plus up to 5 guests.

The actual meeting will begin Saturday at 9:00am – 5:00pm .in the hotel. The meeting will break for a catered lunch 12:00 – 1:30. (please plan for about 35 people). Please have a break set up at 3:00pm with coffee, water, soda and some cookies.

The RCCC will continue the following day (Sunday) from 9:00 a.m. to 12:00 pm in the hotel. Since breakfast is included with hotel there will be no breakfast before the meeting. Please have coffee/water and drinks set up in room so people can take throughout the morning meeting. We will have lunch from 12 p.m. – 1:30 p.m.

Luncheons (2) would be handled as a group: usually served between 12:00 and 1:30 p.m. If we can have a separate room for the lunch right next to the meeting room like they have for the BoG meetings. If you have to have the food in the actual meeting room please have a separate area in the meeting room where everyone can sit at tables and eat together (rather than sitting at their seats at the meeting).

Morning and afternoon “breaks” will be set up in the meeting rooms; we will have one morning break (approximately 10:30 a.m. and 3:00pm on Saturday). We will need a morning break on Sunday at 10:30am. Breaks can be set up for 30 people

Breaks:

Morning break: coffee, tea, and decaf refreshed; put out bottled water as well Afternoon breaks: cookies; coffee, decaf, tea, soft drinks, and bottled water

Our preferred seating arrangement for the RCCC is to have seats/ tables set up in classroom style or modified chevron, with enough sitting space to spread out their papers, computers, etc. We will need a table up front with 3 seats.

We require an LCD projector with projection screen. We need a flip chart. We absolutely need one microphone at the head table, one at a podium, one cordless lapel microphone (for presentations), and several “power strips” to plug in individual computers at their seats. It is advisable to also have one or two cordless microphones in the room – to be passed around to those who want to make comments from their seats. We will need Internet access in the meeting room. We will also need a podium at the front of the room.