WG21 and X3J16 (C++) Joint Mailing and Meeting Information

1. Future Mailing and Meeting Schedule

TABLE 1. Future meeting locations and sponsors

Meeting				Mailing Deadlines	
Date	Location	Nat'l body	Corporate	Pre-meeting	Post-meeting
Mar 5-10 1995	Austin, TX	ANSI	Motorola, Michael Murphy	Jan 24, 1995 Bellcore, Eric Krohn	Mar 24
Jul 9-14 1995	Monterey., CA	ANSI	Sun Microsystems, Doug Landauer	May 30	July 28
Nov 5-10 1995	Tokyo, Japan	ITSCJ	Keio Univ. Nobuo Saito	Sep 26	Nov 24
Mar 10-15 1996	Scotts Valley, CA	ANSI	Borland Pete Becker	Jan 29, 1996	Mar 29
Jul 7-12 1996	Stockholm, Sweden	ITS	Ellemtel Mats Henricson	May 28	Jul 26
Nov 10-15 1996	Hawaii, USA	ANSI	Plum Hall Tom Plum	Oct 1	Nov 29
Mar 9-14, 1997					
Jul 13-18, 1997	United Kingdom	BSI	Programming Research		
Nov 9-14 1997					

2. Mailings

Pre- and post-meeting documents are made available in machine-readable form to all X3J16 and WG21 members. A list of internet sites is available from the X3J16 Vice Chairman[1] and is frequently broadcast over the committee's email reflector. Most documents, including the working drafts of the standard, are available in Postscript, Adobe Acrobat,

and HTML formats. A few documents are available only in printed form, and will not appear on the internet sites.

Paper copies of the documents can be optionally sent to any X3J16 or WG21 members in the US and abroad by ANSI, which charges those members an annual fee for this service. Contact the X3J16 Chairman for details. There is currently no process for getting copies of just the documents not available electronically.

The WG21 Convener will also distribute paper copies of the mailings to those WG21 members who want it and who do not use the ANSI mailing service. Contact the Convener for details.

2.1 Mailing Dates

2.1.1 Pre-Meeting Documents Deadline

The deadline for providing to the X3J16 Vice Chair all documents for the pre-meeting collection is six weeks minus one day prior to the meeting (i.e., the Tuesday, 41 days prior to Monday of the meeting week).

The mailing itself will be postmarked at least three weeks before the meeting date. By agreement, this will satisfy the X3J16 "two week rule" for giving members adequate time to consider issues before the meeting.

2.1.2 Post-Meeting Documents Deadlines

Post-meeting documents must be submitted by the second Friday following the Friday of the previous meeting. This satisfies the X3 requirement to distribute minutes within two weeks, and helps satisfy the ISO/IEC JTC1 requirement to provide meeting agenda and meeting announcement information two to three months in advance.

3. Meetings

WG21 and X3J16 members interested in sponsoring meetings should contact the WG21 Convener, the X3J16 chair, or the X3J16 vice chair.

3.1 Meeting Dates

Meetings are scheduled the week of the 11'th in the months of March, July, and November. WG21 meets alone Sunday evenings. Joint WG21 and X3J16 meetings run Monday through Friday.

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1. X3J15 Vice Chair: Josée Lajoie, `josee@vnet.ibm.com`.

3.2 Meeting Sponsors and Locations

WG21 meetings require ISO/IEC JTC1 national body sponsors such as ANSI (US), BSI (UK), DIN (Germany), etc. X3J16 meetings require committee member sponsors such as ATT, DEC, etc. Hence, joint meetings require two sponsors for each meeting. Table 1 shows both WG21 and X3J16 sponsors.

The selection of meeting sponsors and locations reflects:

- The need to meet outside the United States, and preferably North America, annually.
- The need to vary the geographic location of meetings so as to encourage widest participation.
- The attempt to arrange meetings respecting the order in which sponsors have volunteered.

3.3 Meeting Costs

Based on the 1993 meetings, the cost for hosting a meeting ranges from $6,000 to $10,000, with the higher cost including an (optional) reception or other entertainment. A significant portion of the cost is photocopying documents during the meeting. Recognizing that these costs could be prohibitive, we recommend that one or more sponsors joint to share the meeting cost. An example of this is the Portland meeting in March,1993, when Sequent Computers, Tektronix, and Mentor Graphics shared the costs.

3.4 Meeting Invitation Letter

In order for WG21 meetings to be official, a formal invitation from the sponsoring national member body is required. Using the example of X3J16 corporate members, the sponsoring company sends an invitation letter to the X3 Secretariat[1]. If the invitation letter demonstrates that adequate support is provided for the meeting, then the invitation letter is forwarded to ANSI for issuance to the SC22 Secretariat and the WG21 convener. Adequate support includes indication of how clerical, copying, and refreshment needs will be met, in addition to the information provided in the meeting information package.

Given the possibility of many delays, it is advisable to send copies of the invitation letter and its attachments to the SC22 Secretariat (William Rinehuls)[2] and the WG21 convener[3]. If meeting sponsors need assistance, the X3J16 International Representative[4] and the WG21 Convener may be consulted.

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1. X3 Secretariat: Kate McMillan, `kmcmillan@itic.nw.dc.us`.
2. SC22 Secretariat: William Rinehuls, `rinehuls@access.digex.net`.
3. WG21 Convener: Sam Harbison, `harbison@tartan.com`.
4. X3J16 Int'l rep: Tom Plum, `plum@plumhall.com`

3.5 Meeting Information Distribution

Meeting sponsors must distribute the meeting information package such that it is a available for discussion at the meeting prior to the one they are sponsoring. For example, the package describing the March, 1994 meeting must be available at the November, 1993 meeting.

The meeting information package should accompany the national member body meeting invitation letter. The invitation letter must be sent approximately 5 to 6 months in advance of the sponsored meeting. This allows the letter to progress through the national member body (standards organization, e.g., ANSI) where it is eventually sent to the WG21 Convener in time to announce the meeting 3 to 4 months in advance as required by ISO/IEC JTC1 rules.

3.6 Meeting Support Requirements

3.6.1 Meeting Information Package

Meeting sponsors must prepare a meeting information package which:

- identifies the nearest major airport and its distance to the meeting facility
- identifies the lodging facility or facilities and their distance to the meeting facility
- identifies available ground transportation for getting from the airport to the lodging and meeting facility—this could include comments on price and relative convenience of train, taxi, subway, and bus transport.
- provides the address, telephone numbers and facsimile numbers for use in locating the hotel and meeting locations and to make reservations as necessary.

Information on local attractions is optional but appreciated.

If the sponsor desires, it is acceptable to host the meeting in corporate, academic or standards institution facilities rather than a hotel. Transportation arrangements for the day and evening meetings would be required. Using non-hotel facilities has the advantage that sponsors need not be locked into binding arrangements with hotels and attendees may feel free to stay in the hotel of their choice. On the other hand, having the entire committee at the same location fosters off-hours communication.

3.6.2 Lodging Arrangements

Attendees of North American meetings are used to paying less than $100 per room per night and seem to have a preference for limiting it to $80 per room per night. The conference hotel in Lund charged about $170 per room per night so about half the attendees stayed elsewhere. A designated conference hotel or list of hotels is acceptable.

3.6.3 WG21 Only Meeting Room

WG21 meetings are on Sunday evening prior to the week of joint WG21 and X3J16 meetings. They usually begin at 7:00pm and last no more than two hours. A room accommodating about 20 people is required.

3.6.4 Plenary Meeting Room

WG21 and X3J16 meet Monday through Friday in joint session, 0830–1730, and often technical sessions are scheduled the evening, 1900–2200. A single room with an overhead viewgraph projector is needed, and microphones for the speaker at the projector, the joint meeting chair, and for each 6–8 committee members. Many members bring portable computers, so outlets around the table are helpful. Within North America, attendance has been 70–90 people. Attendance at European meetings has been 40–60.

3.6.5 Break-out Rooms

Subcommittees meet in parallel sessions Monday afternoon through Thursday. 3–4 rooms for subcommittees should be available; two groups can meet in the plenary session room.

3.6.6 Computer Support

A machine room is necessary throughout the week to prepare documents—2–3 PCs with word processing software, connected to a laser printer. Macintosh printing capabilities are a plus. This permits documents to be prepared during the meeting. One or more workstations with internet connections would be nice, but essential is

3.6.7 Copier Support

Copier service is necessary throughout the week. One-day turnaround is preferred on documents that are collected at lunch and the evening break. This service is normally paid for by the host.

3.6.8 Refreshment Services

Lunch service is not necessary, but advice on where to eat is welcome. Refreshment breaks at 1000 and 1500 are fairly standard and appreciated: coffee and tea (soft drinks are optional) and sweet rolls in the morning, and cookies in the afternoon.

3.6.9 Evening Reception

Some meeting sponsors host an evening reception on Monday or Tuesday evening. This is purely optional. To contain costs, other companies might be involved in the planning and funding of a reception.

3.6.10 Entertainment

Activities can be planned beyond a reception or instead of a reception. It is helpful if they are on nights when WG21 and X3J16 do not have evening sessions. Individuals who wish to participate can pay their own way. (Recently, most evenings have been filled with technical sessions.)

4. Acknowledgments

TABLE 2. Previous Meeting and Mailing Sponsors

Meeting				Mailing	
Date	**Location**	**National Body**	**Corporate**	**Pre-meet.**	**Post-meet.**
Dec '89	Washington, DC	(ANSI)	HP		
Mar '90	Somerset, NJ	(ANSI)	ATT	HP	ATT
Jul '90	Seattle, WA	(ANSI)	Microsoft	Glockenspiel	Microsoft
Nov '90	Palo Alto, CA	(ANSI)	HP	IBM	HP
Mar '91	Nashua, NH	ANSI	DEC	Texas Instruments	DEC
Jun '91	Lund, Sweden	ITS	Lund Inst.	OSF	IBM
Nov '91	Dallas, TX	ANSI	Texas Instruments	Bellcore	Apple
Mar '92	London, UK	BSI	Symantec	Sun Microsystems	Symantec
Jul '92	Toronto, Canada	Standards Council of Canada	IBM	ATT	Bellcore
Nov '92	Boston, MA	ANSI	OSF	NIST	CDC
Mar '93	Portland, OR	ANSI	Sequent, Tektronix, Mentor Graphics	Bellcore	Intel
Jul '93	Munich, GER	DIN	Siemens Nixdorf	Data General	Cray Research
Nov '93	San Jose, CA	ANSI	Taligent	Rational	CenterLine Software
Mar '94	San Diego, CA	ANSI	ATT/NCR	Bellcore	Cray Research
Jul '94	Waterloo, CAN	SCC	Watcom	LLNL	USL
Nov '94	Valley Forge, PA	ANSI	Unisys	Silicon Graphics; Sun Microsys's	Intel Corp.