



The making of an Input Conference

This document was revised, corrected and produced in Spring 2006 by Michel-F. Gélinas and Gaetan Lapointe. The Board wishes to thank Société Radio-Canada and its Centre de traitement de textes in Montreal for their precious offer and collaboration.

Minimum Requirements

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I. Relations with the Input International Board

1. Conference Coordinator

For the purpose of facilitating communications with the International Board, the organising committee will name a spokesperson for the group. This spokesperson is usually the designated Conference Coordinator.

The Spokesperson for the organising committee will become an Associate member of the Input Board as the Board deems necessary, and until the presentation of the Final Report. The International Board commits itself to inform the organising committee as quickly as possible of any of its decisions which could have an impact on the conference organisation.

2. Contact at Input

For any questions related to organisation of the Conference, the Coordinator will refer to the President of Input as well as to the Chair/designate responsible **for the Site Committee and/or other members of the committee.**

3. Dates and deadlines

The International Board and the organising committee will jointly choose the dates of the conference and will set the main deadlines of the planning schedule. The annual conference usually takes place during the second or third week of May. Although the International Board remains flexible on this matter, once the dates are decided, there should be no modifications. A site approval visit normally takes place a year and a half ahead of the conference, coinciding with the October meeting of the Input Board.

4. Accreditation

Given the professional character of this conference and its focus, the organising committee and the International Board will set admission criteria for the purpose of serving the best interest of the conference. The organising committee will be responsible for the application of these admissions criteria.

5. Reports to the Board

A complete and detailed progress report of the organisation will be submitted to the International Board by the organising committee at each statutory meeting of the Board beginning **two years before** the conference and through to the delivery of the Final Report at the first Board meeting after the conference.

6. Logo of Input

The use of the Input name and logo must be done with the approval of the Board, conforming to the stated mission, purpose and policies of Input.

II. Conference Activities

7. Typical schedule of the Input conference

Saturday:	
09:00 - 17:00	Input Board meeting
Sunday	
09:00 - 13:00	Board meeting
17:00 - 19:00	Opening session orientation
19:00	Opening reception and Welcome
Monday	
09:00 - 13:00	Screening with discussion
10:00 - 22:00	On-demand screenings
13:00 - 14:00	Lunch & Producer's hour
14:00 - 18:00	Screenings with discussion
18:00 - 19:00	Producer's hour
19:00 - 22:00	Evening session(s) (optional)
Tuesday	
09:00 - 13:00	Screening with discussion
10:00 - 22:00	On-demand screenings
13:00 - 14:00	Lunch & Producer's hour
14:00 - 18:00	Screenings with discussion
18:00 - 19:00	Producer's hour
19:00 - 22:00	Evening session(s) (optional)
Wednesday	
09:00 - 13:00	Screening with discussion
10:00 - 22:00	On-demand screenings
13:00 - 14:00	Lunch & Producer's hour
14:00 - 17:00	Input Board meeting
19:00	Input mid-week party
Thursday	
09:00 - 13:00	Screening with discussion
10:00 - 22:00	On-demand screenings
13:00 - 14:00	Lunch & Producer's hour
14:00 - 18:00	Screenings with discussion
18:00 - 19:00	Producer's hour
19:00 - 22:00	Evening session(s) (optional)
Friday	
09:00 - 13:00	Screening with discussion
10:00 - 22:00	On-demand screenings
13:00 - 14:00	Lunch & Producer's hour
14:00 - 18:00	Screenings with discussion
18:00 - 19:30	Evaluation session
19:30	<i>One for the road</i> Reception
Saturday	
09:00 - 13:00	On-demand screenings
09:00 - 13:00	Input Board meeting

8. Screenings and discussions

The organising committee undertakes to respect the programme sessions and schedule established by the International shopstewards as well as any directives or rules established by the International Board. **Any modifications to the screening schedule after the final selection must be submitted to the International Programme Coordinator for approval.**

9. Opening session

The Opening session is an opportunity for formal thanks to the sponsors, and remarks from officials. However, it is most importantly a session for newcomers. Board members, National Coordinators and Shopstewards are all present to help explain to first time participants how to make the best possible use of the Conference.

10. Evaluation session

During the Evaluation session, the participants are invited to give their impressions of the week and to make suggestions for improving the quality and organisation of the Conference. The Evaluation session is also the occasion to deliver the summary results of a survey conducted during the week.

11. Producer's hour

The Producer's hour is an opportunity for the participants to meet the producers, directors or representatives of the programmes presented during the conference. The organisers will provide a room and set-up where participants will be able to exchange ideas and continue discussions with the programme makers at mid-day and at the end of the afternoon.

12. Peripheral events

Peripheral events, initiated by the organising committee, such as evening sessions and/or workshops, must be approved by the Board. These complimentary events should not take place during the scheduled screenings and discussions.

13. Trainer's conference (Preput)

The International Board will set up a committee for Preput, the mini-conference which immediately precedes Input, aimed at Broadcast training professionals. This Preput committee will work in close collaboration with the conference organising committee to prepare Preput's content. The organising committee will also take care of the logistics for Preput. However, the organising committee has no financial responsibility for this event.

14. Social functions

All social functions are optional.

A reception at the opening night is now a well established tradition at Input. It is the only social function normally hosted by the Organising Committee and its sponsors.

The Wednesday party is another Input tradition. However, this event is not free of charge. Tickets for the Wednesday party are sold at the beginning of the week.

The *One for the Road* reception is hosted and paid by the organiser and the sponsors of the following year's conference. It is held on Friday night.

III. Conference site facilities and services

15. Conference location

The International Board and the organising committee will jointly choose the conference location. The organising committee will have responsibility to set up this location according to the needs expressed by the International Board.

Screenings with discussion

The adequate set up is three (or four) large rooms close to each other in a connected area. These rooms should be similar in size, able to accommodate 150 - 300 people each. Rooms must have good acoustics, even under Input conditions - meaning constantly opening and closing doors, and people often moving about. Video monitors should be set up in common areas outside the room, permitting participants to sample and keep track of what is going on concurrently in the big rooms.

On-demand screenings

For the purpose of the on-demand screenings, 8-10 rooms or stations should be available in convenient locations. Ideally, each should accommodate 10-15 people.

In addition to the above mentioned rooms used for the core of the conference, several other rooms are also required:

- one large room or amphitheatre (400 - 500 people) for the Opening and the Evaluation sessions as well as for the Evening Conferences (although the largest of the screening rooms may serve a dual purpose);
- secretariat, for use by the Host organisation;
- Board room - for the meetings of the International Board throughout the week;
- Shopstewards room, a meeting place and work space for the shopstewards complete with multiple screening stations (ca. 6);
- video library;
- media room;
- lounge area, a large gathering place for delegates;
- an area where participants can have access to the Internet.

16. Technical facilities

The organising committee will provide technical facilities to allow for screenings under the best possible conditions. It is understood that the programmes have to be screened on TV monitors. The use of large screens is not recommended. As far as possible, three standard players and monitors should be used for the screenings in order to avoid a degradation quality in the conversion.

Considering the professional character of the conference, the idea conditions are no less than the highest standards available in sound and video.

17. Languages of the conference (simultaneous translation)

Technically English is the working language of Input. In practice, simultaneous translation is a requirement and is now an important part of the conference. Consequently, the International Board considers facilities for one-way translation from French and Spanish into English, as a minimum requirement during programme discussions.

The written documents have to be in English. However, the organiser may also decide to provide the delegates with a translation of these documents in another language.

18. Staff

The organising committee will be responsible for hiring and remunerating the necessary staff for the conference organisation.

The requirements generally are:

- full time organising staff of at least two people for the year prior to conference. More than two people will be required to put the conference together, especially in the two months ahead of it, but the organiser should commit to two full time people for one year. People responsible for technical, design, public information, media etc. must be available all year as needed basis;
- full time technical supervisor one week before and throughout the conference;
- full time person to coordinate on-demand screenings.
- website staff
- one person assigned to each screening room - in addition to the technical people for each screening session.

19. Documentation

The organising committee will provide the participants with all useful documents for the conference.

- The Delegate book (including Programmes Entry Forms)
- General Information
- List of Participants (including addresses, phone and fax numbers and eMail addresses)

20. Archives

Any use of the Input cassettes must have the prior approval of the Board. The Host organisation undertakes to provide the Pompeu Fabra University in Barcelona with a copy of all programmes presented in regular screenings during the conference and a copy of all supporting written documentation.

The Host organisation can keep a copy of all programmes presented during the conference as a complete video record of that Input, and to facilitate the organisation of subsequent Input related mini-conferences.

The Host organisation will provide 5 full sets of copies of programmes for mini-inputs and Hubs to the designated responsible parties by the Input's Board.

21. Communication

The organising committee will be responsible for the mail-outs to register for these conference, the call to solicit programmes, as well as any other useful communications for the conference. The International Board, with the support of former organisers will provide the organising committee with a computerised mailing list. An IBM compatible computer system is required. The organising committee will make every effort to assure that the conference will be appropriately covered by the local, national and foreign media. In this matter, the organising committee will be strongly supported by the International Board.

22. Website

The organising committee will create and get into action an Input website of its conference, linked to the main Input website, make use of the former conferences' sites and complete all functions and information so that communications are facilitated before, during and after the conference. The committee will provide its information to the organising committee for the following year's conference.

The hosting organisers buy the domain name of website - [www.input 20???.org](http://www.input20???.org) - for a minimum of 5 years.

The hosting organisation pass onto the next:

- a) .jpg file of the photos of the current board members, shopstewards and national coordinators.
- b) The electronic eMail list for the Input participants.

23. Final report and survey

The organising committee will produce a complete report on the conference activities within a two month period following the closing of the conference. As far as possible, the organising committee will carry out a survey with the participants during the conference. The Final Report should include an International press clippings book.

IV. Accommodation Logistics

24. Hotels

The organising committee will recommend a certain number of hotels of different categories close to the conference site, and will attempt to obtain the best possible rates for the conference participants.

25. Meals and catering

Ideally, a coffee and snack bar, and a restaurant should be available at the conference site at reasonable prices. Most of the participants have only a one-hour lunch break.

V. Financing

26. Financing and budget

The organising committee accepts full responsibility for the financing of the project and will exercise sole control on the budget. In its search for sponsorship, the organising committee will consult with the spirit and objectives of the conference. It must be understood that the organising committee has no responsibility for participant travel or accommodation expenses.

27. Travel grants

The International Board and the organising committee will work together in funding efforts aimed at ensuring the participation of producers from Asia, Africa and South America as full scholarships.