

# **Information and Guidelines for the Management of TEL Meetings**

## **INTRODUCTION**

This document has been prepared to assist the hosts in organising a meeting of the APEC Telecommunications and Information Working Group. It is not the only source of advice and support that you can draw on in your planning. You are also encouraged to maintain regular contact with the TEL Chair's office, the Director (Program) APEC Secretariat, and with the organisers of the previous TEL meeting. All will be willing to help and advise you with your preparations.

## **1. REGISTRATION**

A website has become an indispensable resource for managing TEL meetings. The TEL meeting website should contain all the relevant information about the meeting; enable delegates to register online; and provide a central point for distribution of meeting papers prior, during and after the meeting.

A full set of guidelines on developing the TEL meeting website can be found at Annexe A.

Registration forms should be made available on the meeting website, and Points of Contact notified as soon as possible once you are able to provide details on dates, location, choice of hotels, rates, immigration and visa requirements, etc. Depending on the level of resources that can be committed by the host organisation, it may be preferable to engage an experienced conference organising firm to manage registration. Tasks such as receiving and recording registrations, negotiating and making hotel reservations, recording incoming and outgoing flight times, etc., dealing with trade display participants, conference venue, tour operators, etc. are sometimes best handled by a conference firm. However, it is critical that the TEL host is completely responsible for the final approval of all details, and that you work closely with the conference organiser at all times to provide advice. As organiser, you should also ensure that all information and records created by a conference organiser are clearly specified as being your property in your contract.

If you are going to do the work in-house, you must be aware that handling the detail work will require a lot of energy, time and resources. Your organisation, from the top down, must be committed to providing those resources for the meeting to be a success.

Keeping and distributing a good list of participants is of the greatest importance not only for you as the organiser, but also for the meeting documentation. Past organisers have received many requests for these lists at past TEL meetings. A list containing full name, title, postal address, telephone, fax and email addresses of all participants should be provided at the start of the meeting, and an updated list circulated before the meeting ends. The final list should be available on the meeting website. You must be careful to follow correct APEC nomenclature for all economies and all delegates when you compile and distribute this list.

All participants' particulars ie. **names, designations, address, telephone number, fax number, e-mail address, arrival date and flight number, departure date and flight number, hotel preference, dietary requirements, selections of which pre-TEL meetings to attend, selections of which steering group meetings they will attend**, MUST be recorded in a single database. Depending upon your economy's requirements, you may also need to include **passport number and visa information**. It is also important to request similar relevant details about accompanying persons (spouses/friends), time and date of arrival and departure, flight numbers, accommodation and payment details, including credit card number.

A single database will allow you to produce a number of separate custom reports for use by the different organising sub-committees such as **transportation; accommodation; documentation** (so that you know how many copies of documents to print); **catering** (so that you know how much food to order; and **meeting venue facilitation** (so that the venue managers know how many chairs to provide in each room). Microsoft Access may be used to do this job.

The preliminary list of delegates can be posted on the meeting website. Delegates can then use the Internet to check their name, spellings, registration details, etc. As already noted, this also allows them to know who else will be attending.

Each Head of Delegation must submit a list of each economy's Delegation well in advance of the meeting. In the information package you prepare, make it clear that obtaining this list from the Head of Delegation is an essential part of the registration procedure for every economy. If registrations can first be endorsed or approved by the Head of Delegation then the host will know whether or not the delegates claiming to be from an economy are genuine. This is to avoid the undesirable situation where a delegate arrives on site, but does not know which economy he/she belongs to (let alone whether she/he is welcome by the Head of Delegation). It is also important for security reasons. It is very likely that the meeting organiser will face this situation, so this procedure should be put in place to get any questionable situation clarified by the economy involved.

It is also important to request the status of each person's participation in the registration form (ie. as Chair, Deputy Chair, Head of Delegation, Deputy Head of Delegation, Convenor of a Steering Group or Task Group, or simply a delegate.)

Information about delegates' visa requirements should be provided on the meeting website as soon as possible. Be certain to alert your economy's Customs and Immigration Service that the APEC TEL meeting will be taking place, and work with them to try to avoid any potential problems.

General information about the host economy, including climate, transport, and sightseeing opportunities should also be available on the meeting website.

The registration form should also specify what workshops, seminars or meetings will take place before or after the TEL meeting, in addition to the main TEL Steering Group and Plenary meetings. Delegates can indicate which meetings they wish to attend by ticking the appropriate check box. This information is crucial for

determining the extent of document production, room requirements and catering for each meeting

Social events, site visits and/or cultural tours should also be listed on the registration form, and delegates required to indicate whether they will attend these extra-curricula activities.

All TEL meeting organisers find that it is very difficult to get the registrations in early enough. Impose a firm deadline for registrations of two weeks prior to the commencement of the meeting. Send several notes to all Points of Contact urging them to pre-register their delegates, and to provide an official delegation list. Then stay flexible, because everyone will certainly not meet the deadline. You will need to provide facilities for on-site registration and changes to registration at the meeting venue. Your flexibility will be limited by the willingness of your hotel meeting venue to keep rooms available without firm reservations beyond a certain date. You should clearly establish those limits with hotel management early on. If you do not have much flexibility, make that very clear to every economy's Point of Contact.

Be aware that in past the number of registrants has increased dramatically as the meeting date approaches, usually in the last week. The organisers of the previous TEL meeting will be able to give you numbers for each meeting, workshop, and event as a guide when planning the provision of catering, document production, delegate satchels, transportation etc. DO NOT rely on your early registration numbers during your early planning for the TEL. It has been a common experience that most registrations are received in the final week prior to the meeting.

You will need to set up a registration desk at the meeting venue, which should be large enough to accommodate at least four staff, with space behind to store delegates' complimentary bags and nametags which should be handed out at arrival. The registration desk should be equipped with computers allowing access to the registration database. You will need to be able to make changes to registrations at the desk, and to make new registrations. Many delegates, particularly local participants, will just "walk up", rather than registering online before the start of the meeting. You must be prepared for this eventuality.

To avoid a bottleneck at the registration desk on the first day of the TEL, it may be possible to provide a registration desk at the airport, so that delegates can be met coming off their flight and given their meeting material immediately. Information about transport to and from the airport to the meeting venue can also be provided at this time. You will of course need permission from the airport management to do this, but if it is possible it provides an excellent way to welcome delegates to your economy.

## **2. SPONSORSHIP / TRADE EXHIBITS**

TEL has Guidelines for the sponsorship of meetings that have been endorsed by Senior Officials. It is vital that the Guidelines are followed at all times. A copy of the Guidelines is attached as Annexe B.

You should prepare and send out sponsorship kits to potential sponsors as soon as the meeting venue is arranged. The kit should detail opportunities for sponsorship, types and levels of sponsorship available, and the benefits sponsors will receive.

Aspects of the meeting which can be funded through sponsorship include coffee breaks; lunches, banquets; cultural and/or social events; provision of computer facilities for delegates; provision of Internet services; transport for delegates; delegate's bags; stationery (notepads; pens; computer disks; document folders), delegates' nametags; provision of audio-visual facilities.

You may wish to develop a series of sponsorship "packages", which provide differing levels of acknowledgment and exposure to sponsors in return for a specified amount. Some kinds of sponsor acknowledgment include placement of sponsor's promotional material in delegates' bags; banners in the meeting foyers; trade exhibits and booths in the meeting foyers; the opportunity to address delegates; logos on the meeting program, website and other meeting material. You are free to develop the sponsor benefits most appropriate to your situation, within the constraints of the TEL Sponsorship Guidelines at Annexe B.

Remember that "in-kind" sponsorship can be an effective means of gaining equipment and/or services for your meeting. Some companies such as Internet Service Providers, hardware and software manufacturers and retailers may be prepared to provide their services or equipment free of charge during the meeting, in return for acknowledgment as sponsor.

It is vital that you observe the requirements for correct use of the APEC logo when designing any meeting material that displays the logo. Only sponsors who are licensed to display the APEC logo may use it. Guidelines for use of the APEC logo can be found as Annexe D to this document.

Whatever you decide, developing and managing sponsorship requires a significant commitment of your staff time. The time is about equally split between seeking sponsors, matching them to events, and serving their quite reasonable requests for exposure on site.

If you do decide to have a trade display, remember that you will need to provide exhibitors with access to the venue for early set-up, etc.

### 3. MEETINGS

The program for the TEL meeting will be determined by the Chair's Office in consultation with TEL Points of Contact. You will need to provide facilities for the following meetings, to be held over at least five days.

- **Executive Committee meeting** – consisting of the Chair, Deputy Chair, Director (Program) APEC Secretariat, Chair's Assistant, Steering Group Convenors and Task Group Chairs. The Executive Committee is usually held on the Sunday or Monday prior to the TEL. It is always conducted before the Heads of Delegation meeting.
- **The Heads of Delegation meeting** – consisting of each Economy Head of Delegation, the Chair, Deputy Chair, Director (Program) APEC Secretariat, and Chair's Assistant. This meeting is usually conducted on the Monday or Tuesday prior to the TEL.
- **Workshops and seminars approved at the previous TEL meeting.** A full list of all of the required workshops can be obtained from the Chair's Office.
- **Four Steering Group meetings** – Business Facilitation (BFSG); Development Cooperation (DCSG); Human Resource Development (HRDSG); Liberalisation (LSG). A full day is required for each meeting. The current meeting pattern is that LSG and DCSG commence Wednesday after lunch and finish before lunch on Thursday. BFSG and HRDSG run all day Thursday. This means that the four groups are active Thursday morning, when their schedules overlap. Between 50 and 150 delegates can be expected to attend each of the Steering Group meetings.
- **Task Group meetings as required.** Check with the Chair's Office as to which Task Groups will be meeting. Depending on the Task Group, as many as 50 to 150 delegates could be expected to attend these meetings.
- **Two Plenary meetings.** The first Plenary always takes place on Wednesday morning. The final Plenary occurs on Friday morning or afternoon. It is the final meeting of the TEL, at which all other Groups must report, and all decisions must be ratified by the full TEL. Therefore, this meeting must always be scheduled last. Previous TEL meetings have attracted 300 – 350 delegates. The Plenary meeting room needs to be large enough to accommodate this number of delegates.

There may be other meeting requirements particular to your TEL meeting. Check with the Chair's office.

### 4. VENUE

#### (i) Room format

Rooms must be set up in the "open square" arrangement for all APEC meetings, including Plenary meetings and Steering Group/Task Group meetings. For the Plenary, the head table requires seating for the TEL Chair, Vice Chair, APEC Secretariat and Chair's Assistant, with relevant nameplates to indicate each position.

Members are seated in official order, commencing with Australia to the left of the head table. Chinese Taipei is seated between Singapore and Thailand. Official observers are seated in alphabetical order after members, followed by Guests. There also needs to be ample seating behind each economy's position at table, to accommodate other members of the delegations, guests, observers, etc. A list of TEL members, observers, and guests is attached at ANNEXE F. The official order must be strictly followed when setting up meeting rooms for Plenary, Steering Group, Executive Committee and Heads of Delegation meetings.

A rigid sign that can be used to signal a desire to speak must identify the position of each economy, Official Observer and Guest.

It is very important that the room be set up precisely according to the directions published by the APEC Secretariat. The latest version of that publication is available on the Secretariat website ([www.apecsec.org.sg](http://www.apecsec.org.sg))

**APEC protocol prevents the use or depiction of flags in publications, or in the meeting venue.** Remember also that at all times members are referred to as economies, never as countries.

#### **(ii) Room Requirements**

- **One large Plenary Room** which will accommodate all delegates. Past meetings have attracted between 300 and 350 delegates. The room must be large enough to accommodate the open-square meeting format required at all APEC meetings.
- **Four Steering Group meeting rooms** that will each accommodate between 50 and 120 delegates. One of these rooms needs to be available before the TEL begins, to house the Executive Committee Meeting, and the Heads of Delegation Meeting, which the Chair normally conducts the day before the formal opening of the TEL meeting itself. These rooms must also accommodate the open-square table format, with signs for each economy's delegations, one microphone per economy and two for the head table, for use by the Convenor and Deputy Convenor. Executive Committee and Heads of Delegation meetings require the same room set-up as Plenary and Steering Group meetings – ie. Open square, economy nameplates and sound system.
- Rooms for **Seminars and/or Workshops**. The number required will depend on the number of workshops planned for your particular TEL meeting. Check with the TEL Chair's office early in the planning process to confirm. Seminars and workshops will require "classroom" style seating arrangement – ie. Rows of seating facing the front of the room.
- All of the meeting rooms must have **good sound systems** to allow delegates speaking from the table to be heard both by others at the table and by those seated in the extra chairs behind the table. A microphone must be available at each economy's position at the table, as well as at the head table for the Chair, Vice Chair and Secretariat. A control board or some other arrangement will be needed

to turn these off and on, and a trained operator is essential to run the equipment.

- If possible, the rooms should be wired to allow the **computer and projection equipment** to have Internet access, and to project Internet pages or PowerPoint presentations on a screen. If this is not possible to arrange, Points of Contact and individual seminar speakers should be advised well in advance of the meeting so that they can plan other ways of doing their presentations.
- Meeting room **lighting** controls should be easily accessible and include dimmers as well as on-off switches. Staff should be available to operate or advise on the operation of the lighting controls. There should also be moveable microphones for speakers to use away from the table when making presentations.
- **A Computer or Communications Room** to allow TEL delegates to prepare and edit documents, access their email and use the Internet, equipped with at least eight computers, all having Internet access, and at least two networked printers.
- **A Chair's Office** should be available for the Chair and Vice-Chair to conduct discussions and small meetings, and to provide room for the Chair's assistant to write and edit the Chair's Report without interruptions. This room should have meeting facilities for approximately eight people and at least one desk with a fully equipped computer ie. Internet access and a printer. An IDD line for phone and fax is useful, but not essential. A local call telephone is adequate. Secretarial assistance for the Chair's assistant is appreciated but not essential. Tea and coffee facilities should be available at all times in the Chair's office.
- **Facilities for the Steering Group Convenors** and Deputy Convenors to write the Steering Group Reports. At a minimum, this could consist of reserved computers in the Computer/Communications Room or could be a separate space near the Chair's office where additional computers are provided for Convenors. An additional computer should be reserved for priority access for the APEC Secretariat Director (Program).
- Past experience has shown that three computers and one printer are required for the Convenors on the Thursday night of the meeting between 16h30 and approximately 03h00 Friday morning. Secretarial assistance for the Convenors is appreciated but not essential.
- **Facilities for coffee/tea break** close to the meeting rooms.
- **Facilities for sponsors and exhibitors** to exhibit in the meeting room foyers.
- **A Secretariat or Documentation Work Room** large enough to hold several photocopiers, tables for receiving, assembling and stapling documents, two or three computers and staff to operate the machines. This room should be available up to two days prior to the start of the workshop and meeting program, to enable early processing and printing of documents.

### (iii) Secretariat Work Room Facilities

- The **Secretariat or Documentation Room** is the functional heart of the Meeting. For printing, you need at least four high capacity photocopy machines with sorting and stapling capability. Ideally these should also be able to insert a different colour cover page. Past organisers highly recommend using five different colour papers for the covers of Plenary documents, and for each of the four Steering Groups. Not only is this colour coding convenient to the delegates, but also to those printing them. Past meetings report that they used nearly 900 reams of paper (450,000 sheets!) so be sure to have lots of paper on hand. It is also highly desirable to have a technician available or on call to repair the photocopiers.

If you decide to use an external printing service to produce the meeting documents (see Document Management, below), you will still at least one high-speed photocopier on site for production of urgently required documents.

- Demands on Secretariat staff will be high. One past organiser reports that on the first and second day of the meeting, staff in the documentation room worked almost 24 hours. It is highly recommended that the staff be organised in two or three shifts of five persons each. One overall Leader must be appointed to control assignment of an individual document number for every paper received for printing. Those numbers are assigned using a standardised APEC system, which will be provided and explained to you. Each document number must be recorded in a database by the Leader, who should also control its production and distribution. He/she must also know how many of each document to print. A Deputy Leader must also be appointed, who can assume full responsibility for documents in the second (and third?) shift.
- If documents can be obtained and printed well before the meeting, it will greatly simplify the task for the Documentation Room. It should be possible to print all of the documents posted on the TEL Website in advance of the meeting. You should set and publicise a deadline for submission of documents two or three weeks before the meeting, so that they can be printed and prepared for immediate distribution to delegates as they arrive. **However, be prepared for at least 50 % of the meeting documents to be delivered to the document room on the first day of the TEL.** Past organisers advise that they found it useful to have set up the documentation room for this purpose two or more days before the start of the meeting.
- The Documentation room will need to have two or three computers installed, with skilled staff available to operate them. These will be used to prepare daily notices, cover sheets for documents, and to print and edit documents produced on-site before photocopying, etc.
- Other useful equipment includes heavy-duty staplers and two-hole punches, as well as two or more telephones for Secretariat use.
- It is essential to limit access to the Documentation room. Access should be restricted to your secretariat staff. You can try to do this by keeping a table across

the door, but it is best accomplished by locating the room on a floor very separate from the rest of the meeting rooms. Documents can be accepted for printing at an entirely separate location. Whatever your arrangement, someone should be assigned to accept documents either outside the room, or even better in a separate location. This person (either Team Leader or a trusted assistant) should officially receive, record and number documents for photocopying and distribution.

- Delegates will be attracted to the Documentation Room in the hope of having personal photocopies made, documents printed, etc. You should figure out in advance how to handle such requests – if a separate room can be provided, it will simplify life for the main printing centre staff.

## 5. DOCUMENT MANAGEMENT

### (i) Document Request Form

All past organisers agree that document management presented their greatest challenge. Establishing and maintaining a good system for receiving, identifying, monitoring, recording, copying and distributing papers is absolutely essential. The use of the TEL web site to provide early distribution of documents means that many papers will become available for copying early, but your planning assumption should still be that at least 50% of documents will arrive on the first day of the TEL meeting. To assist the document reproduction process, ensure that every request for photocopying and distribution of paper is made by filling in a standard form. The form should indicate the title of the paper, name of author, name of person who has authorised the document (ie. Chair; Head of Delegation; Steering Group Convenor etc), contributing economy; the meeting (eg. Steering Group) to which it is being submitted; and the number and name of the agenda item the document addresses. The document should not be duplicated unless a completed form comes with it.

### (ii) Document Cover Sheet

The information on the form should be used to provide a front cover sheet for the document, which clearly indicates the meeting that the document will be considered in, agenda item the document refers to, title of the document, name of author, contact email address for the author. **A sample cover page is attached at Annexe E.** You will note a letter in the top left hand corner of the document – this is the code established for this particular meeting at that TEL meeting. A code and numbering system for meetings and documents will greatly assist both organisers and delegates in registering and identifying documents during and after the meeting. Each workshop and meeting should therefore have a letter code – P for Plenary, L for Liberalisation Steering Group, D for Development Cooperation Steering Group and so on. This code will appear in the top left-hand corner of the document cover sheet. In the top right hand corner of the cover sheet is the document, which should identify the particular TEL (ie. TEL26), the actual meeting (ie. Lsg/Dcsg/Plen/ etc) and the document number, which should be assigned as the document is received and registered.

### (ii) Document Volume

The number of registrations you have received will determine the number of documents you will require for any one meeting. As mentioned above, in regard to seating, you can expect around 300 – 350 delegates to attend, all of which will want copies of all of the Plenary documents. About half this number may require Steering Group papers, with a lesser amount (50 – 100) requiring the workshop or seminar papers. As you will continue to receive documents for copying throughout the week, and as late as Thursday evening for distribution at the Friday Plenary, it is essential to commence document reproduction and distribution as early as possible, as soon as documents are received. Do not wait for registration numbers to be finalised before commencing to print documents, as, based on past experience, registrations will continue to be received in the first two or three days of the meeting.

### **(iii) Delegate Numbering System**

A **delegate numbering system** is also essential for efficient document management. Each delegate must be assigned a unique number corresponding to his/her pigeon hole number, which also appears on his/her nametag. This will make it simple for both delegates and organisers to match the person to his/her pigeonhole. The list of delegates must also show pigeonhole numbers. This can be done easily if the organiser is using a database tool, such as Microsoft Access.

### **(iv) Document Reproduction Service**

It cannot be stressed too highly that document management is the most complex task that you will face as organisers of the TEL. It is the largest risk you will have to manage, as the failure to produce documents in a timely manner, allowing sufficient time for delegates to collect and read them prior to their meeting, will severely compromise the success of your TEL. For this reason, you should **consider hiring a document reproduction service** to undertake the printing, hole punching, collating and stapling of the documents. Past organisers have found this to be the most efficient means of copying the large volume of documents that are required within a very short timeframe. **It is strongly recommended that you consider this option.** If you decide against it, you will need a large number of staff (around twenty, who can be organised in twenty-four hour shifts during the meeting), and at least four high-speed photocopiers with collating and stapling capacity, as outlined above.

### **(v) Document Format**

Whichever option you choose be sure to reproduce the documents on A4 paper only, and deliver them pre-punched (with two holes, not three), collated and stapled to delegates' pigeonholes.

It is useful to provide delegates with a folder or binder with which to organise their papers. This is an item that could be sponsored.

### **(vi) Document Tables.**

It will still be necessary to leave some late-produced documents on a large document table which must be provided at the back of all meeting rooms. Distribution via tables

will be particularly required if the meeting is awaiting a paper for discussion. An example would be the final day of Plenary meetings where Steering Group reports must be distributed at the last minute.

You will also need to have some staff available to quickly distribute documents either to the pigeonholes or to the meeting rooms. If documents are being distributed to the meeting rooms, copies should be distributed to the Heads of Delegation sitting around the table. Other delegates can retrieve their copies from the document table.

## 6. SOCIAL EVENTS

It is not necessary to provide a large number of social events during the TEL. Generally, some form of reception to welcome and farewell delegates are provided, but these are not essential. Potential sponsors will probably be most interested in supporting social events, but if you cannot attract sponsorship funding for these events, it is better to concentrate your budget and staff resources on successful delivery of the actual meeting. If you do plan evening social events, bear in mind that on Thursday night the Steering Group and Task Group Convenors and Chairs, and the Chair and Chair's Assistant are busy finalising their reports to Plenary on Friday, and would probably prefer to have that night free of social events. Other delegates will probably appreciate a free night to sightsee or shop.

It has become the custom during TEL for Wednesday nights to be set aside for "Newbie Night". This is an informal social occasion that provides a good opportunity for delegates who are new to the TEL ("Newbies") to meet regular participants. The usual practice is that the host provides the venue for Newbie night (often a bar in the hotel where the meeting is located), but delegates purchase their own refreshments.

## 7. LOGISTICS

The following section consists of a number of logistical issues or concerns that have arisen at previous APEC TEL Working Group meetings.

- Seating arrangements during a dinner: To satisfy protocol requirements, it may be necessary to plan seating arrangement for those who would be on the Head Tables. The Head of Delegations **MUST** be identified and informed of special seating arrangements well in advance of the event.
- Presentations should not be scheduled during meals. Based on past experience people just want to enjoy their meals and talk to fellow delegates. They may not react politely to scheduled presentations or speeches.
- Table labels: Economy name labels must be made available in four or five sets (one for Plenary meetings and four for Steering Group meetings). It is wise to have these name labels carefully checked by the APEC Secretariat Director (Program), or the Chair's Assistant to ensure they follow APEC protocol, and to have the labels arranged in correct alphabetical sequence. Guidance is also available from the APEC Secretariat publication of guidelines for arranging APEC meetings. **Do not keep a place at the meetings for those Guests and Observers**

**who are not attending.** Check with the Chair's Office prior to the start of the meeting as to which Guests and Observers have confirmed their attendance.

## Annexe A

### Guidelines for building a TEL Meeting Website

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**Purpose** These are a few guidelines to highlight some of the problems a host economy may have when building a website for a TEL meeting.

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**Website functions** A TEL meeting website has four main functions. It needs to provide delegates with:

- details about the meeting
- details about how to register for the meeting
- contact details about those organising and attending the TEL, and
- access before the meeting to as many documents as possible.

After the meeting, people may also want to go to the site:

- for a list of the delegates that had attended the TEL
  - for access to the complete list of documents; and
  - to see some of the photos taken during the TEL.
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**Keep it simple** Large graphics, javascript, Macromedia's Flash, and other functions make web pages look impressive, but they slow download times. Especially for those using older computers and low bandwidth modems.

If the site does need to have a lot of graphics and other functions, include a 'text-only' option.

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**First level navigation** Try to keep the first level navigation simple, with about six main categories.

A common way to structure the information within recent sites has been:

**About [host city]**  
**Delegates Info**  
**Program**  
**Documents**  
**Contacts**  
**Site Map**

The 'site map' from the previous TEL's website should provide a good basic overview of how to structure a new site.

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**Second level navigation** **About [host city]**  
Include general information that might be useful to visitors, such as a brief description of the city. Visitors will also want to know things like what the temperatures will be? Whether tips are expected in restaurants? What is the airport tax? When banks open? Which credit cards are most useful? ...

Links to good local information sites -- the local newspaper, tourist bureaus... -- will also be useful.

#### **Delegates info**

Include all the practical information a delegate needs to attend the meeting.

What does the delegate need to know about accommodation? About the meeting venue? Visa requirements? Registration?

*Note - For recent meetings, the TEL website included an option for registering delegates electronically, but host economies do not have to register delegates that way.*

### **Program**

Include important information about the workshop/meeting times and venues.

### **Documents**

Recent TELs have listed meeting documents on the meeting website.

However, it may be easier -- and less effort -- to have the main TELWG website in Korea hold the meeting's documents. A simple link to the Korean site will then be enough.

### **Contacts**

Delegates attending the TEL may need to contact a range of people.

There will need to be contact information for those in the secretariat, for the TEL Chair and staff, and for those chairing steering groups or convening workshops.

### **Site map**

A site map provides an overview of the website on one page. It enables a visitor to the website to go to all the main pages on the site with one click.

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<b>Individual pages</b>	<p>Try keeping pages short where possible. If there is too much information on one page, it can be difficult to scroll through, and download.</p> <p>Where possible it is also useful for each page to have its own navigation features, with links at the top of the page quickly taking the reader to text lower down.</p> <p>It is also a good practice to make the navigation style consistent on each page.</p>
<b>Search Engine</b>	<p>Always a good idea, if one can be added easily enough</p>
<b>Domain name</b>	<p>You will need to register a domain name. It is best to keep the name as simple as possible and to register it as early as possible. Registering the name for a year will be all that is needed.</p>
<b>Going live</b>	<p>Plan to have the website ready to go live about three months before the meeting.</p>
<b>List server</b>	<p>It might also be useful to create a list server with the email addresses of those that have registered to attend the meeting. It provides an easy way to send messages about the upcoming meeting and any changes to the website.</p>

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## **ANNEXE B APEC TEL SPONSORSHIP GUIDELINES**

(approved April 2001)

The APEC Telecommunications and Information Working Group (APEC TEL) has become, in a sense, a victim of its own success. The large numbers of participants and delegates we attract can prove a financial and organisational burden for the host economy of each meeting. Sponsorship is becoming more and more of a necessity. However, given that there are overarching APEC protocols, sponsorship needs to be approached carefully. The intention of this paper is to give some parameters for host economies when seeking sponsorship.

Sponsorship is a mutually beneficial association between at least two organisations, where one provides a financial contribution in return for a beneficial association with the other.

The APEC Telecommunications and Information Working Group can offer potential sponsors public association with one of the region's largest and most productive grouping of information communications technology policy makers, regulators, researchers and professionals.

Many major international firms have made their sponsorship guidelines publicly available on the web, making the process of sponsorship seeking a little easier. Host economies should work closely with their potential sponsors to inform them of the APEC protocol contained in the "Guidebook on APEC Publications, web-sites and Meeting Documents", available from the APEC Secretariat web page ([www.apecsec.org.sg](http://www.apecsec.org.sg)).

### **Background of TEL Meeting**

The TEL meets twice a year, usually in March and September, and each TEL is preceded by a series of workshops on a specific topic applicable to the work of the TEL. Recent workshops have been held on issues such as Interconnection, Authentication, MRA, Internet development, HRD, WTO agreement and electronic commerce.

The TEL welcomes business and private sector participation in delegations from each economy, or through PECC, an official Observer of APEC, and it has an active work program that provides opportunities for business involvement. As such, each TEL meeting proves to be a useful time for industry and government representatives to 'network'.

### **Sponsorship "No Go Zones"**

1. As a working group of a major government-to-government forum, the TEL must remain independent. Sponsors of events associated with the TEL, or of the TEL

meeting itself, must realise that their contribution can in no way influence the agenda or outcomes of the meeting/workshop/seminar.

2. No sponsor of a meeting should in anyway exert influence on the hosts with regard to 'access' to key power brokers of the TEL, such as the Chair, Heads of other delegations, or the Minister, should he or she be present.
3. All official papers cannot bear a logo of a sponsoring company. However, copies of presentations may carry a logo.

### **Sponsorship Opportunities**

The following opportunities for sponsors could be offered:

- Opportunities for sponsors to carry out audience research during and/or after the event.
- Opportunities for sponsorship and in-kind support. These opportunities include: Catering one of the many food breaks, satchels, folders, paper supply, equipment hire, venue hire, airfare and accommodation for invited speakers, major dinners, entertainment, filed trips, official photograph, transport, public relations, meeting management, beverage supply and local information supply, as well as exclusivity in the following categories: telephony (long distance and local), mobile services (other than handset suppliers), and internet products.
- Speaking opportunities in relevant seminars or workshops.
- Display opportunities.

Each host economy is responsible for crafting sponsorship packages.

The benefits to the sponsor could include the following

- Communication of brand values/positioning
- Enhanced awareness/understanding
- Corporate/trade hospitality
- Sampling
- Trade relations
- Investor relations
- Community relations
- Media exposure
- Data capture
- Differentiation from competition
- Highly targeted marketing

**ANNEXE C**  
**INDICATIVE BUDGET STRUCTURE**

<b>ITEM</b>	<b>Remarks (reflecting TEL 23 experience)</b>
Meeting Room Hire	We received a discount on room hire by having delegates book their accommodation through the hotel. Approximate cost 10 % of total budget.
Catering, meeting	A per capita cost. The range and type of catering can be modified to meet the level of sponsorship obtained. Approximate cost 25 % of total budget.
Bus Hire (x 3 trips)	Dependant on the number of off-site events which required transport. (Can be sponsored)
Satchels	Ours were sponsored in full
Handbook (design and printing)	
Nametags	Ours were sponsored
Notepads	Ours were sponsored
Document photocopying and on-site photocopier hire	We contracted out this task to a local printing company. If your agency has the resources, it can be handled internally. Approximate cost 11 % of total budget.
Microphones	
Additional audio-visual requirements (including on-site support)	Microphones and a/v resources costs comprised approximately 15% of total budget.
Final night dinner.	An optional extra. The level of hospitality can be tailored to accommodate the amount of sponsorship received for this event. Our dinner was part-sponsored. Approximately 13% of total budget.
Pigeonholes	
Plenary reception	Again, an optional extra. Approximately 6% of total budget.
Communications and IT facilities costs for delegates.	This item includes all of the costs associated with the delegates' communications room. Typically this would represent approximately 10% of the total budget.
Computer hire, IT support	For use by the secretariat. Approximately 8% of total budget.
Photography	Optional
Signage Printing	
Minibus rental	For use by the secretariat.

## ANNEXE D

### II. USE OF APEC LOGO AND ACRONYM

(Approved by 3rd SOM, Tokyo, Japan, 11-13 Oct. 1995)

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#### What does the APEC Logo stand for?

In 1991, the Republic of Korea initiated the design of the APEC Logo for the Seoul Ministerial Meeting.

The globe-shaped green, blue and white APEC logo was thus adopted in 1991. The logo has come to represent APEC, the most important vehicle for regional economic cooperation, but also the hopes and aspirations of the Asia-Pacific region itself.

The Logo shows:

- The Pacific half of the globe which emphasises APEC's membership.
- The green and blue colours symbolise the aspirations of the people in the Asia Pacific for a life of prosperity, health and welfare, while the white colour stands for peace and stability.
- The shaded areas at the margins illustrate the buoyant outlook for progress and growth for the Asia-Pacific region.

#### The Use of APEC Logo and Acronym

1. The APEC Secretariat is vested with the ownership of the APEC logo and acronym and any intellectual property rights relating to the APEC logo and acronym and is the sole controlling authority in the use and licensing of the APEC logo and acronym and any intellectual property rights relating to the APEC logo and acronym.
2. Where it is considered desirable or necessary to allow private sector entrepreneurs to merchandise the APEC logo and acronym, licensing agreements (a sample is attached for reference) should be entered into between either the APEC Secretariat or the respective member economy and the interested party or parties. All such cases shall be referred to the APEC Secretariat for consideration and approval.
3. The APEC Secretariat will prepare a set of guidelines which private sector entrepreneurs entering into such licensing agreements should conform to, including criteria in regard to the purpose of such commercial use, target groups or consumers, types of licensing contracts, fees or royalty payments that may be levied and other relevant considerations.
4. The following are guidelines for the use of the APEC logo and acronym among **APEC member economies**.
  - 1.1 As a general principle, the APEC logo and acronym shall be used in a manner befitting the status and goals of APEC and shall take into account the sensitivities of the APEC member economies.
  - 1.2 The APEC logo shall be displayed in its original colours or in black and white. The size of the logo may be varied according to its use and place of display. Any other modifications or changes desired to be made to the APEC logo should only be effected with the approval of the APEC Secretariat.
  - 1.3 The APEC logo and acronym may be used and managed by the APEC member economies in connection with official APEC events such as SOMs, Ministerial Meetings, Working Group Meetings, Committee Meetings, etc. This would entail the use of the logo and acronym on banners, conference papers, folders, bags, identification tags, reports, promotional materials and

other uses specifically related to the conduct of the meetings and under the strict control of the host member of economy.

The APEC logo and acronym may also be used, under the strict control of the host economy in connection with events organised or held by public organisations or bodies, which events are related or associated with the APEC meetings. Such use would also have to be in conformity with the guidelines formulated by the APEC Secretariat described in (i) and (ii) above.

- 1.4 The APEC logo and acronym may be used on souvenirs produced by APEC member economies and intended as gifts or for sale. The souvenirs are to be produced primarily for promoting and advancing the activities of APEC and not solely for commercial gain. In addition such products shall be of a good quality and standard and shall not be of an offensive nature and shall at all times be in line with the general guidelines stated in (i) and (ii) above. Also the prices shall be reasonable. The Secretariat shall be notified of all such uses of the logo and sales of souvenirs.

In the event the APEC Secretariat decides or finds that the above guidelines have not been met or that conduct relating to the above is inappropriate or improper, the matter shall be discussed among the member economies and the APEC Secretariat and consequently resolved by the collective efforts of the member economies and the APEC Secretariat.

- 1.5 The APEC member economies shall promptly notify the APEC Secretariat of any adverse use, infringement, or suspected infringement of the APEC logo, acronym and any intellectual property right relating to the APEC logo and acronym and shall give to the APEC Secretariat all such information and assistance as the APEC Secretariat may reasonably require to enable the APEC Secretariat to take all steps to defend the intellectual property rights in the APEC logo and acronym.

*Sample Licensing Agreement for APEC Logo for use by member economies wishing to allow use of the Logo domestically.*

**SAMPLE**

DATED THIS    DAY OF    1999

Between

---

as Licensor

And

as Licensee

**L I C E N C E**

THIS AGREEMENT is made the ..... day of .....

**BETWEEN:-**

- (1) \_\_\_\_\_ (name of licensor) of \_\_\_\_\_ (address) (the '**Licensor**') and
- (2) \_\_\_\_\_ (name of licensee) of \_\_\_\_\_ (address) (the '**Licensee**').

**WHEREAS:-**

- (1) The Asia-Pacific Economic Corporation (hereinafter "**APEC**") established the Asia-Pacific Economic Cooperation Secretariat of 438 Alexandra Road, #19-01/04 Alexandra Point, Singapore 119958 ("**APEC Secretariat**") which is an organisation declared under Section 2(1) of the International Organisations (Immunities Privileges) Act (Cap 145), as gazetted in the Singapore Government Gazette dated 12 February 1993 (no. 8 of 1993); and
- (2) The APEC Secretariat is vested by the APEC with the ownership of the intellectual property rights in the Marks (hereinafter defined) and is the sole controlling authority of the use and licensing of the Marks.
- (3) The Licensor is authorised by the APEC Secretariat to grant the rights set out in this Agreement.

**NOW THIS AGREEMENT WITNESSETH** that in consideration of the premises and the mutual promises herein set forth, the parties hereby agree as follows:-

**1. DEFINITIONS AND INTERPRETATION**

1.1 The following definitions apply in this Agreement:-

'**Advance**' is defined in Schedule B;

'**Agreement**' means this agreement and any and all schedules annexures and exhibits attached to it or incorporated in it by reference;

'**APEC Events**' refers to official events organised, conducted, hosted or held by APEC including SOMs, Ministerial Meetings, Working Group Meetings, Committee Meetings and other events organised or held by public organisations or bodies which are related or associated with APEC;

"**Authorised Purposes**" means the authorised purposes specified in Schedule B for which the Marks may be used by the Licensee, in accordance with the terms of this Agreement;

"**Licensed Materials**" is specified in Schedule B;

'**Marks**' means the APEC acronym and logo set out in **Schedule A**;

'**Net Sales Revenue**' means 100% of all income derived from the sale of the Licensed Materials in the Territory during the Term excluding sales taxes;

"**Notice**" means the notice set out in the Schedule B;

"**Royalty**" means the royalty payments specified in Schedule B;

"**Term**" means the term of this Agreement specified in Schedule B;

“Territory” means the countries specified in Schedule B;

## 2. GRANT

In consideration of the obligations, warranties and undertakings of the Licensee in this Agreement and subject to and conditional upon their full and timely performance and observance, the Licensor hereby grants to the Licensee during the Term the non-transferable, non-exclusive right to use the Marks in the Territory:-

- (a) for the Authorised Purposes; and
- (b) on the Licensed Materials,

in accordance with the terms and conditions as hereinafter specified or provided for.

## 3. REMUNERATION

The Licensee undertakes to pay to the Licensor:-

- 3.1 the Advance on execution of this Agreement; and
- 3.2 the Royalty in accordance with the provisions of this Agreement and the payment schedule set out in **Schedule B**.

## 4. LICENSEE'S UNDERTAKINGS AND OBLIGATIONS

4.1 The Licensee undertakes:-

- (a) not to use the Marks for any purpose other as permitted under Clause 2 above;
- (b) to ensure that the Licensed Materials or any work incorporating the Marks shall include the Notice together with any additional notices which may be required by law within the Territory in order to protect any rights, including copyright, in the Marks;
- (c) not to permit any third party to use or copy the Marks and not to use the Marks on behalf of or for the benefit of any third party in any way whatsoever;

4.2 The Licensee shall ensure that the Marks are used in such a manner as to promote the good name and reputation of APEC, the APEC Secretariat and the Licensor provided always that the Licensor may at any time and at its absolute discretion object to the use of the Marks as represented by the Licensee.

4.3 The Licensee shall faithfully reproduce the Marks in the manner stipulated by the Licensor. The Licensee shall not modify or alter the representations of the Marks without the express approval of the Licensor save that the size of the Marks may be varied where such modification is necessary for the use the Marks and where such modification does not substantially or materially affect the representation or distinctive character of the Marks.

4.4 The Licensee shall if requested by the Licensor, submit representations of the Marks or its use of the Licensor's, the APEC Secretariat's and/or APEC's name in full colour to the Licensor before use, for the Licensor's consent and approval.

4.5 The Licensee shall not use the Marks in conjunction with other marks, names or identification without the prior written consent of the Licensor.

- 4.6 The Licensee shall manufacture, produce and/or sell the Licensed Materials primarily for the promotion and advancement of the activities and interests of APEC and not solely for commercial gain.
- 4.7 The Licensee shall be solely responsible for the costs incurred in the manufacture, production, packaging, sale, distribution or exploitation of the Licensed Materials and the retail price of the Licensed Materials shall be as set out in **Schedule B** or such sums as may be approved in writing by the Licensor.

## **5. CONTROL BY THE LICENSOR**

- 5.1 The Licensor shall in its absolute discretion and at all times whether during or after the Term, be entitled to:-
- (a) inspect any Licensed Materials, publications, reports or other works incorporating or making use of the Marks; or
  - (b) object to the use of the Marks as represented by the Licensee and shall further be entitled to issue instructions to the Licensee as to the form, manner, scope or any aspect of use of the Marks and the Licensee agrees to promptly and fully comply with all such instructions.
- 5.2 The Licensee shall ensure that the Licensed Materials shall be manufactured, sold and distributed in accordance with all applicable laws in the Territory and the policy of sale distribution and exploitation by the Licensee shall be consistent with making available the Licensed Materials at such high standards so as not to reflect in any adverse manner on the good name of the Licensor, the APEC Secretariat, the APEC and the Marks.
- 5.3 The Licensee shall ensure that the Licensed Materials are manufactured and produced in accordance with the standards of quality as may be stipulated by the Licensor from time to time.

## **6. ROYALTY ACCOUNTING**

The Licensee shall keep full and proper books of account relating to the exploitation of its rights under this Agreement and the Licensor or its representative shall have the right during normal business hours and on not less than 2 days' written notice during the Term and for 2 years afterwards to inspect and take copies of such books of account.

## **7. PROTECTION OF THE MARKS AND GOODWILL**

The Licensee acknowledges that:-

- 7.1 all rights, title and interest in and to the Marks and all rights to use the Marks and the benefit of all registrations or applications for registration thereof are vested in and owned by the Licensor;
- 7.2 it shall not acquire or claim any title to any of the Marks or the copyright or goodwill attaching thereto by virtue of the rights granted to the Licensee under this Agreement and that all goodwill associated with and generated by the use of the Marks by the Licensee shall at all times inure to the benefit of the Licensor.
- 7.3 The Licensee undertakes:-
- (a) where applicable, that it shall render to the Licensor all reasonable assistance in the obtaining of the registration of the Marks in association with the Licensed Materials, or any other goods and services specified by the Licensor, in the name of the Licensor in the Territory including the execution

and delivery of any document or instrument which the Licensor may require to effect registration of the Marks;

- (b) that it shall not at any time do or suffer to be done any act or thing which will in any way impair the rights and title of the Licensor in and to the Marks and the Licensee undertakes not to make any representation or do or permit to be done any act which may be taken to indicate that the Licensee has any right, title or interest in or to the ownership of the Marks except as granted under or by virtue of this Agreement;
- (c) that it shall not do or suffer to be done any act which would or might jeopardise the registration of the Marks, or cause or assist in the removal of the Marks, or to oppose the application to register the Marks; and
- (d) that it shall not at any time during the term of this Agreement or after its expiration or termination without obtaining the prior written consent of the Licensor, use or register or apply to register any company name, business name, or marks which incorporates the Marks or any variation thereof or which is substantially identical or confusingly or deceptively similar to the Marks; nor shall the Licensee assist any other corporation or any persons directly or indirectly in any of the above acts.

7.4 The Licensee shall furnish full particulars in writing to the Licensor of any activity or proposed activity by a third party which amounts or may amount to infringement of the Marks or passing off and any claim or threatened claim made by a third party to the Licensee that the registrations of the Marks are invalid, or that the use of the Marks infringes the rights of third parties, as soon as the Licensee becomes aware of the facts pertaining to the aforesaid.

7.5 The Licensor shall have the conduct of all proceedings relating to the Marks and shall decide what action if any to take in respect of any infringement or threatened infringement in relation to the Marks or any other claim in respect of use or registration of the Marks.

## **8. RECORDAL OF RIGHTS**

Where the Marks are registered in the Territory and where the Licensor so requires, the Licensee shall at its own cost and expense cooperate in the manner set out in this Clause 10 with the Licensor's application to the Registrar of Trade Marks in the Territory for the purpose of recording the rights granted to the Licensee under this Agreement, and shall, in particular, pay all registration and government fees incurred in connection with the recordal of such rights.

## **9. ASSIGNMENT**

The Licensee shall not transfer, assign or lease the rights and/or obligations arising under this Agreement nor allow any third party the use of the Marks without the prior written consent of the Licensor. The Licensee shall not be entitled to grant any sub-licence under this Agreement except with the prior written consent of the Licensor.

## **10. RELATIONSHIP OF THE LICENSOR AND THE LICENSEE**

The relationship between the Licensor and the Licensee is that of two independent contractors and not that of principal and agent. Neither the Licensee nor any employee of the Licensee is an employee or agent of the Licensor for any purposes whatsoever and none has any right or authority to assume or create on behalf of the Licensor any commitment, expense or liability whatsoever, except as specifically provided herein.

## **11. INDEMNITY**

The Licensee shall be liable for and will indemnify and continue to indemnify the Licensor (together with its officers, servants and agents) in full against any and all liability, loss, damages, costs, legal costs, professional and other expenses of any nature whatsoever incurred or suffered by the Licensor whether direct or consequential (including but without limitation any economic loss or other loss of profits, business or goodwill) arising out of any dispute, or contractual or tortious or other claims or proceedings brought against the Licensor by a third party claiming relief against the Licensor whether during or after the termination of this Agreement:-

- (a) arising directly or indirectly as a result of any breach or non-performance by the Licensee of any of the Licensee's undertakings, warranties or obligations under this Agreement; and/or
- (b) by reason of the use of the Marks by the Licensee in relation to the Licensed Materials.

## **12. WAIVER**

No failure on the part of either party to exercise and no delay by either party in exercising any rights under this Agreement will operate as a waiver thereof nor will any single or partial exercise of any right under this Agreement preclude any other or further exercise thereof or the exercise of any other right.

## **13. TERMINATION OF AGREEMENT**

13.1 The Licensor shall have the right to terminate the Agreement forthwith by giving notice in writing in any of the following events:-

- (a) if the Licensee commits a breach of any of the terms and conditions of this Agreement and does not remedy the breach (if it is capable of remedy) within a period of fourteen (14) days after receiving notice from the Licensor specifying the nature of the default.
- (b) a petition is presented, a proceeding is commenced, in order is made or an effective resolution is passed for the winding-up, insolvency, judicial management, administration, reorganisation, reconstruction, dissolution or bankruptcy of the Licensee or for the appointment of a liquidator, receiver, judicial manager, administrator, trustee or similar officer of the Licensee or all or any part of its business or assets.
- (c) if any event occurs which, under the law of any relevant jurisdiction, has an analogous or equivalent effect to any of the events mentioned in paragraph (b) above.
- (d) if the Licensor's right and authority to grant this licence to the Licensee is terminated by the APEC Secretariat for whatever reason.

13.2 This Agreement may also be terminated by either party to this Agreement at any time or for any reason by giving to the other party one (1) month notice in writing.

## **14. EFFECT OF TERMINATION**

14.1 Upon the termination or cancellation of this Agreement by either party to this Agreement from any cause whatsoever,

- (a) all rights of the Licensee under this Agreement shall immediately cease and terminate and the Licensee shall forthwith cease the use of the Marks in any way in respect of the Licensed Materials or use any marks, names, trading

styles or get-ups so nearly resembling the Marks as to cause deception or confusion.

- (b) the Licensee shall immediately remove and obliterate or cause to be removed or obliterated all representations of the Marks in the premises of the Licensee and dispose of all printed materials and other materials and documents which bear the Marks.
- (c) the Licensee shall return all stocks of the Licensed Materials to the Licensor, failing which the Licensor may without notice retake possession of all stocks of the Licensed Materials and for that purpose be entitled to enter upon any land or building in the possession, power or control of the Licensee where all stocks of the Licensed Materials may be situated or believed to be situated.
- (d) the Licensee shall immediately pay to the Licensor all sums due and owing under this Agreement.

14.2 Any termination of this Agreement shall not discharge or vary the rights and obligations of the Licensor which have accrued up to the date of such termination.

**15. SERVICE OF NOTICES**

All notices to be served under this Agreement shall be in writing and shall be deemed duly given if given by personal service, telex, facsimile or prepaid registered air mail to the following address or such other address as either party by like notice shall designate with respect to its own address:

If to the Licensor : \_\_\_\_\_  
\_\_\_\_\_

If to the Licensee : \_\_\_\_\_  
\_\_\_\_\_ or such other address as shall be notified by the Licensee to the Licensor in writing

**16. SEVERABILITY**

If any provision of this Agreement is held invalid or unenforceable for any reason by any court, governmental agency, department, body or tribunal the remaining provisions hereof shall nevertheless remain in full force and effect. To the extent legally permissible, an arrangement which reflects the original intent of the parties shall be substituted for such invalid or unenforceable provision.

**17. GOVERNING LAW**

17.1 This Agreement shall be subject to, governed by and be interpreted in accordance with the laws of Singapore.

17.2 The parties submit to the non-exclusive jurisdiction of the Singapore courts.



**SCHEDULE A**

**The Marks**

(A) APEC Logo

(b) APEC Acronym

**APEC**

**SCHEDULE B**

1. **Authorised Purpose** : (A) *[the promotion, sale and distribution of the Licensed Materials;*  
(B) *the promotion of an APEC Event in the Territory;]*  
  
(C) \_\_\_\_\_  
\_\_\_\_\_  
  
(D) \_\_\_\_\_  
\_\_\_\_\_
  
2. **Licensed Materials** : *[folders, bags, identification tags and souvenirs]*
  
3. **Royalty** : (amount)% of Net Sales Revenue
  
4. **Retail price of the Licensed Materials** : (specify)
  
5. **Term** : (specify)
  
6. **Territory** : (specify)
  
7. **Advance** : a non-returnable sum of S\$ (amount)
  
8. **Payment Schedule** : \_\_\_\_\_
  
9. **Notice** : "The **APEC** Logo and Acronym are trade marks used under licence from the APEC Secretariat"

## ANNEXE E – SAMPLE DOCUMENT COVER PAGE



Place title here

Doc no:

telwg23/  
a/00

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A agenda item: **X**

### **Gender Awareness Workshop**

Submitted by: **X**

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**Place title here**

Contact: **x**  
Email: **x@x**

**APEC Telecommunications and Information Working Group  
23<sup>rd</sup> Meeting | 12-16 March 2001 | Canberra, Australia**

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*Please note:*

This document is not an official APEC document until approved by the Telecommunications and Information Working Group. This version is a draft provided for discussion purposes only.

## **ANNEXE F – APEC MEMBERS, OBSERVERS AND GUESTS**

### **APEC MEMBER ECONOMIES (listed in official order)**

Australia  
Brunei Darussalam  
Canada  
Chile  
People's Republic of China  
Hong Kong, China  
Indonesia  
Japan  
Korea  
Malaysia  
Mexico  
New Zealand  
Papua New Guinea  
Peru  
Philippines  
Russia  
Singapore  
Chinese Taipei  
Thailand  
United States of America  
Vietnam

### **APEC OBSERVERS (in official order)**

Association of Southeast Asian Nations (ASEAN) Secretariat  
Pacific Economic Cooperation Council (PECC)  
Pacific Islands Forum Secretariat (PIF)

### **TEL GUESTS (in official order)**

Asia Oceania Marketplace Association (AOEMA)  
Asia Pacific Laboratory Accreditation Council (APLAC)  
Asia Pacific Telecommunity (APT)  
Colombia  
Global Business Dialogue on Electronic Commerce (GBDe)  
Global Telecommunications Action Committee (GTAC)  
International Telecommunications Users Group (INTUG)  
International Telecommunications Union (ITU)  
Macao, China

