



# PMAC | PRINCE MAHIDOL AWARD CONFERENCE 2019

THE POLITICAL ECONOMY OF NCDs : A WHOLE OF SOCIETY APPROACH

29 JAN -3 FEB 2019 | BANGKOK, THAILAND



## GUIDE FOR SIDE MEETING

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Many groups wish to take advantage of the fact that participants attending PMAC 2018 come from diverse organizations around the world, to organize side meetings. Plus, side meetings allow alternative opportunities for workshop or informal dialogue for participants. The PMAC Secretariat is willing to accommodate side meetings prior to the main Conference with the following criteria and guideline.

### Eligibility Criteria and Submission Channel for Side Meeting Organizers

- The side meeting opportunity is open to the conference partners (co-hosts, supporting institutes or contributors). The conference partners can submit their proposal directly through the PMAC website.
- Interested organizations that are not the conference partners are eligible to apply for a side meeting only if they are invited to attend the Conference and their meetings are co-organized with the conference partners and the meeting subject/content is relevant to the conference theme of that year. The proposal submission has to be completed by the conference partners or the assigned responsible person through the PMAC website.

### Time Schedule for Side Meetings

Dates/Times allotted for side meetings

#### Tuesday 29 January 2019

Morning session 09.00-12.30 hrs  
Afternoon session 14.00-17.30 hrs  
Full day session 09.00-17.30 hrs

#### Wednesday 30 January 2019

Morning session 09.00-12.30 hrs  
Afternoon session 14.00-17.30 hrs  
Full day session 09.00-17.30 hrs

Side meetings **should not** be organized on the field trip day (Thursday 31 January 2019) and during the main conference (1-3 February 2019).

The deadline for submission of the side meeting proposal is **15 October 2018**.

# Procedure

## Submitting Side Meeting Request

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The deadline for submission of the side meeting proposal is **15 October 2018**.

1. Conference co-hosts and partners are requested to send the name and email of the person responsible for the side meeting to the PMAC Secretariat by **1 September 2018** so that the PMAC Secretariat can allow access to the side meeting system.
2. The side meeting organizers who have been invited to the conference and have completed the PMAC registration will be able to access the side meeting system. The Organizer fills in the online side meeting request form via the PMAC registration system by **15 October 2018**.
3. For interested organizations that are not the conference partners, the title of the meeting and name and email of the responsible person has to be submitted by the conference partners to the PMAC Secretariat in order to be able to access the side meeting system. **Please note that the side meeting organizers need to be a PMAC invitee first.**
4. For the accepted side meetings, the PMAC Secretariat sends a confirmation to the Organizer to access the conference participant database by **31 October 2018**.

# Procedure

## Allocating Side Meeting Date/Time and Meeting Room

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1. The Organizer is able to update details of the side meeting through the side meeting system by **20 December 2018**, if there are any changes from that previously provided.
2. The PMAC Secretariat assigns a room for the side meeting based on the provided expected number of participants attending the side meeting and the required room setup. **\*\* Once the room has been assigned, details on number of participants and room set up can not be changed.**
3. The PMAC Secretariat sends the room assigned to the side meeting organizers in **early January 2019**. However, due to space limitation, the PMAC Secretariat reserves the right to change the allotted slot to accommodate all requests as suitable as possible.
4. The Organizer is able to meet with the PMAC Secretariat on **Monday 28 January 2019 during 15.00 - 17.00 hrs.** to check the meeting room.
5. Optional : Accepted side meetings may provide a URL (website, YouTube, Facebook, dropbox) that allows access to additional documents related to the side meeting. This URL will be posted on the conference website under your side meeting.

## Side Meeting

# Participants

### Conference Participants

(attending the whole conference)

**Participation at the Conference is by invitation only.** The PMAC Secretariat sends out invitations to the main conference based on names proposed by conference co-hosts and partners.

Brief information on side meetings will be available on the conference website, however, **the Organizer is responsible for directly sending out invitations to the side meeting participants based on the list of invited conference participants in the database.**

### Non-Conference Participants

(attending only side meeting)

**The organizer may invite non-conference participants to their side meeting.**

The accepted side meeting Organizer will get a **“Side Meeting Registration Link”** to be sent to non-conference participants.

The non-conference participants are required to confirm their participation through the “Side Meeting Registration Link”.

Once they confirm their participation, they will get the **“Side Meeting ID”** by email. This ID will allow them to get the **Side Meeting Badge** to join the side meetings during 29-30 January 2019. The Side Meeting Badge will be valid for 29-30 January 2019 only.

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## Conference Badge

At the Conference Venue, all participants are required to register onsite to receive their badge and documents.

To facilitate the onsite registration process, kindly present your passport /invitation letter/ Side Meeting Participant ID at the Registration Desk. The Registration Desk is located at the 22<sup>nd</sup> floor and will be open at the following times:

### Tuesday 29 January 2019

from 08:30 – 18:00 hrs

### Wednesday 30 January 2019

from 08:30 – 18:00 hrs

All participants are required to wear the conference badge throughout the conference, including the side meeting and field trip days.

# Logistics Responsible

## by Organizers

- The Organizer brings their own laptop, meeting documents and registration sheet.
- The Organizer is responsible for printing and bringing their own documents for distribution. Any printing during the conference period will be charged by the hotel business center.
- The Organizer provides a copy of the registration sheet to the PMAC Secretariat after the meeting.
- The Organizer provides their own meeting equipment (flip charts, marker pens, teleconference, etc).
- The Organizer will be responsible for financial support for their speakers.
- The Organizer will be responsible for transport of their meeting equipment to **"Organizer Storage"** room and side meeting room at the meeting venue.
- The Organizer will accept responsibility for damage or loss of their equipment during the event.

# Logistics Support

## by PMAC Secretariat

- Meeting room, LCD, 1 flip chart free of charge, pencil, paper (other requirements will be charged by the hotel)
- Central Lunch Buffet and Central Coffee Break will be provided during 29-30 January 2019
  - **Central Lunch Buffet at** 12.30-14.00 hrs
  - **Central Coffee Break** (morning) at 10.30-11.00 hrs (afternoon) at 15.00-15.30 hrs
- Updated list of invited participants (access from online database)
- A local staff to help with registration and to facilitate during the meeting (our local staff will meet the organizer at the meeting room 30 minutes before the meeting time).
- The registration desk will be set up in front of the meeting room.
- There will be a room for "Organizer Storage" for the Organizer to bring their materials for storage.
- The storage room will be available on Monday 28 January 2018.
- The PMAC Secretariat will not be responsible for any damage or loss of materials.

## Side Meeting Proposal Template

Meeting title

Organizer and contact details (Name & Email)

Day :  29 January 2019  30 January 2019

Duration:

Morning session 09.00-12.30 hrs

Afternoon session 14.00-17.30 hrs

Full day session 09.00-17.30 hrs

Please indicate time slots requested

1 half day

2 half days (eg. 29 Jan Afternoon session & 30 Jan Morning session)

1 full day

1 full day and 1 half day

2 full days

Background

Objectives

Expected output/outcome

Expected number of participants (this will affect room allocation)

Room set up

Classroom

Theater

Roundtable

Boardroom

Type of Meeting

Closed meeting for invitees only  Open to all PMAC participants

Additional requirements (if any, with charges from the hotel)

List of Speakers (for name tents )