

PAPTAC Bleaching Committee: Guidelines For Host Mills Sponsoring Meetings

The general schedule for the Bleaching Committee Meeting is as follows:

1. Members arrive on the Saturday or Sunday before the meeting begins. Many members choose to arrive early in order to take advantage of cheaper "Saturday-stay" airfares. The Chair and Steering Committee Members (the Subcommittee Chairs) also arrive early (Saturday or Sunday morning), in order to attend the Sunday evening Steering Committee meeting.
2. Sunday evening, typically from 7:00-11:00 pm, the Steering Committee meets to review business items and the upcoming meeting plan.
3. Monday and Tuesday are the meeting days. Typically the technical program is presented on Monday morning and the mill Problems and Opportunities session is held on Monday afternoon. Sub-committee meetings and presentations are held on Tuesday.
4. The host mill provides a tour of their mill on the Wednesday morning and members depart for home in the afternoon. The host mill often provides lunch at their site after the tour, but that is at the discretion of the mill sponsor.

The host mill needs to ensure that the following is available for the meetings:

- A) A meeting room to accommodate the Steering Committee – no more than 12 to 14 people – for the Sunday evening meeting, usually held sometime after 6 pm and lasting 2-3 hours. The meeting room should have tables and chairs and at least a flipchart with marker pens.
 - the Committee requests that the Bleaching Committee member from the host mill attend the first part of the Sunday night Steering Committee meeting to review meeting arrangements.
- B) Accommodation for 40 to 60 people from Saturday through Tuesday night.
- C) One large meeting room for Monday and Tuesday to accommodate 40 to 60 people with:
 - tables and chairs to:
 - accommodate 40 to 60 people; and
 - that can be assembled in a "U" type shape; while
 - providing good visibility and audibility for a speaker and audio-visual equipment at the front.
 - an overhead projector;
 - a laptop computer projector and screen; and
 - 3 or 4 flipcharts with paper and marker pens.
- D) Two other smaller rooms (or quiet areas) to allow for smaller subcommittee meetings.

- E) Arrangements for 2 lunches and 4 coffee breaks. A meeting fee of \$50 is paid by all meeting attendees, and this is given to the host mill to help defray any expenses they have incurred. The Committee asks the host mill to provide one of their personnel to be available during the Monday and Tuesday to accept the meeting fee and provide receipts.

Typically one dinner (usually on the Monday night) is also hosted by the mill sponsor. Liquor need not be provided by the mill, *i.e.* no Host bar. A presentation about the mill is given by the host member or his manager during the dinner. The presentation is usually a description of mill history and technology with focus on the Bleach Plant but can include other topics at the host's discretion.

- F) A mill tour on the Wednesday morning for up to 40-60 people. Early starts are often appreciated by members who are flying out after lunch. The host mill Member should inform the Bleaching Committee Chair of any Safety/PPE requirements for the tour, *e.g.* safety shoes.
- G) A map with directions to the mill for those who are driving directly.
- H) Written directions for the Bleaching Committee Chair, re: travel to the accommodation/meeting area, *i.e.* closest airport(s), access highways, expected driving time.
- I) Some suggestions for recreation in the host area for those Committee members who arrive early. The Steering Committee or Host member sometimes arranges an activity for the Sunday afternoon early arrivals, *e.g.* golf. Additionally, a host mill will sometimes arrange a recreational event or tour for the Tuesday evening, but this is on a voluntary basis, *e.g.* mine tour or other local attraction.
- J) In some (special) situations, the host will sometimes also arrange transportation to and from the accommodation to the mill for the Wednesday tour, although in most cases there are often enough attendees with rental cars to make this unnecessary. If a dinner or recreational event is arranged for the evening, then group transportation is desirable.

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