

MEETING OF THE CPMR POLITICAL BUREAU

Visby (Gotland, Sweden) | June 2026 (exact date tbc)

from 9.00 to 18.00 / 18.30 (time to be confirmed)

Your Region wishes to invite the Political Bureau of the CPMR to hold its meeting in **Visby (Gotland, Sweden) in June 2026** and we do thank you for it. The aim of the present note is to facilitate the work of those organising this meeting. **This note is prepared on 12 February 2025.**

This is a general note. The requirements made can of course be modified or adapted according to the wishes of the host region and the financial constraints.

Should you have any queries, please do not hesitate to contact:

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From the host Region, we need to get as soon as possible the name of the person who will be the coordinator responsible for liaising and exchanging information with the CPMR Secretariat.

Below we will detail the schedule of the meeting. In any case, please always refer to the updated version of the agenda that will be published on our website, in particular on general timing of the meeting:

Indicative schedule

Day 1 - Seminar (optional)

The host region with the CPMR may wish to organise back-to-back seminars and/or technical visits the day before the Political Bureau meeting. Details can be defined together. These activities could be open to all CPMR members and other relevant stakeholders. In this case, the CPMR will discuss with the Region to agree on all the relevant organisational aspects.

20.00: Welcome Buffet (optional)

Day 2 - CPMR Political Bureau meeting

8.30: Welcome of participants

9.00-13.00: PB working sessions including morning coffee break 30'

13.00-14.00: Lunch

14.00-18.00/18.30: PB working sessions including afternoon coffee break 30'

19.30/20.00: Official Dinner

A more detailed draft agenda will be available as soon as possible. It will be regularly updated in the CPMR Members' Area. <https://cloud.cpmr.org/index.php/f/851>

(*Optional*) Day 3 - Study visit

Half-day visit open to all participants and accompanying persons

Number of participants

Meeting of the CPMR Political Bureau

Some 60 / 80 people will be attending the meeting of the Political Bureau:

- the Members of the Political Bureau + supporting officers;
- the Executive Secretaries of the Geographical Commissions;
- the General Secretariat: CPMR Secretary General + team. (Names & numbers to be confirmed)
- Some guests from the European Institutions, from the host Region.....

Meeting venue and technical equipment

The meeting venue can be in a **Conference Centre** or in a **hotel** if the place is appropriate - **No Auditorium** please, as it is not adapted to our requirements.

It must be large enough to hold the necessary **tables and chairs** for 80 participants + simultaneous interpretation facilities (cabins, sound management, etc.). As far as possible, the tables will be arranged in a U format for easier discussion between participants (with the “top table” in the centre of the U for at least 6/8 persons) and with screens oriented in a way that is visible to all participants (an additional smaller screen for participants on the top table could be useful).

Otherwise, we can envisage a more traditional layout- that is to say, a platform or rostrum with the rest of the participants facing it (classroom style).

The meeting room should be “decorated” + water provided on the tables (+ in the cabins for interpreters). Please **no** plastic bottles/cups – Environmental protection!

Equipment:

- Screen + data-video projector + computer + clicker (for PowerPoint presentations).
- A high WiFi access is requested in the meeting room + **cabled internet to ensure hybrid format allowing the participation of possible online guest speakers.**
- It is essential to provide sockets/multisockets in the meeting rooms for participants to charge their electronic devices.

If the conference hall is not permanently equipped, you will need to provide:

- Table microphones (one for every three participants) or 2 wireless microphones (in this case, one person would be required to pass around the wireless microphones when needed) – Please note that for the top table, you must provide 1 microphone per two people;
- Fully sound-proof, double cabins for simultaneous translation;
- Headphones and receivers for all the participants (with a few extra in case of need);
- A cabin or a suitable place for the sound technician(s). This should be placed so that s/he has a full view of the conference hall and can intervene rapidly if and as any issues arise.

Increasingly, we need to provide for hybrid format with remote connection for guest speakers that will join online (Zoom platform or similar). While we make every attempt to ensure a maximum physical presence, you should foresee this possibility and the necessary technical installations in case some guest speakers are not able to attend in person.

Reception desk: an area in front of the meeting room can be prepared for greeting participants, handing out working documents, badges, interpreting headsets and receivers and providing any necessary practical information.

The Conference room should be free one full day prior to the opening of the meeting so that the translation cabins can be set up (if necessary) and the room prepared for the meeting (e.g. decoration, setting up the tables, distributing documents).

► The CPMR Secretariat will prepare specifically adapted **room plan** for the PB meeting. Name cards for the delegates together with working papers and the updated agenda (per languages) will be placed on the tables. We provide all name cards (for delegates).

Secretariat room requisites

For greater ease and efficiency, a secretariat office will be established as close as possible to the conference room. Three to four people should be able to work comfortably. The following equipment will be needed:

- **1 laser printer (colour if possible)** that can be connected to a personal laptop (CPMR staff will bring their own laptop computers).
- **1 powerful photocopying machine capable of making double-sided copies and which will sort and staple the documents automatically**
- Internet connection (cabled connection or wifi)
- Tables on which the documents can be sorted, and the individual dossiers prepared for participants
- Stationery and the usual office materials... (including scissors, stapler, staple remover, A4 and A3 paper, ink cartridges, staples and anything else needed for the photocopying machine, etc)

The office set aside for the Secretariat should be free and equipped (with all the machines in perfect working order) from the morning the day before the event so that the CPMR Secretariat can get to work immediately to prepare the Political Bureau. We would need at least one day of preparation.

Simultaneous interpretation

Simultaneous interpretation should be provided in **English, French, Greek, Italian & Spanish** for the CPMR Political Bureau meeting.

When choosing the company in charge of simultaneous translation make sure you can cancel any language without charge (check cost-free deadlines) if necessary. **We strongly recommend this condition.**

Once the team of interpreters has been selected, please give us the name and email of the coordinator so that we can send them the working documents and thus ensure the highest standards of interpreting possible.

Important: We request that the technical team **record the English channel + the floor** in order to facilitate the writing of the minutes of the meeting, and we do need the **agreement of the Head of the interpreting team** and it usually incurs a small extra charge Please take this request into consideration and forward it to the technical team in charge of recording the channels. We will need to collect the recordings as soon as possible after the end of the meeting.

► We need **high-level interpreters** to guarantee the quality of interpretation, and consequently of debates.

General logistics

HOTELS

The host region can provide the CPMR Secretariat with a list of selected hotels in or near the meeting venue or hotels with pre-booked rooms at a negotiated rate. In this case we will indicate this information in the practical information sheet sent to the participants: name of the hotels/address, telephone and email/category/price for single and double room including breakfast/cancellation conditions/CPMR booking code.

► For hotel booking, delegates make their own hotel booking and pay for their accommodation directly with the hotel of their choice.

We can envisage various possibilities:

1. A single hotel with a meeting room: it is undoubtedly useful if everyone can stay and work on site, but you have to make sure that the rooms are reasonably priced as not all participants can afford to pay for luxury hotels.
2. Two or three hotels of different categories and a conference hall in one of these hotels (this is practical, but you will have to provide transport for those not staying at the hotel where meetings are held – unless the hotels are very close to each other and participants can walk to and from their own hotel).
3. Two or three hotels of different categories plus an independent place for meetings if conference facilities are not available in the hotels.

Please ensure that hotels are equipped with E/F sockets for participants to be able to use electrical facilities.

You will note that you may have to provide transport unless the hotels are very close to the meeting venue and participants can walk to and from their own hotel. If the meeting venue is situated more than 20/25 minutes' walk from the hotels, we would very much recommend a coach transfer service to take participants to the meeting venue on the morning, as well as return transfers to the hotels.

CATERING

- **Social Dinner of the PB (day 2) and optional dinner on day 1:** whichever venue which is convenient for the Region.
- **Lunchtime** meal on the day of the meeting is essentially a “working lunch” and it is most convenient if they can be arranged at or near the meeting venue to avoid wasting any time (and extra expense) in transfers and risk of dispersal of participants. Ideally, lunch could be either a rapid service or a buffet with tables and chairs providing lunch to people and at the same time enabling discussion.
- **Coffee breaks** on the meeting day (provide coffee, tea, fruit juice and some biscuits).

Please consult the final version of the agenda for the timing of lunches/dinner/coffee break times.

🌱 **Green approach:** Please consider avoiding plastic bottles, drinks, etc. for the catering.

► Of course the CPMR Secretariat will communicate regularly with the host Region to confirm these number of persons registered for catering.

SOCIAL PROGRAMME (optional): usually a full or half-day visit or guided tour can be organised by the host Region on the day after the Political Bureau but it is not an obligation.

TRANSFERS (optional)

Transfers can be organised for participants (and the cost covered by the host Region) if the airport is far away from the meeting venue. If this is the case, an agency or one of the departments of the Region is in charge of supervising arrival and departure times of the participants.

Could you please inform us on the accessibility? If the airport is very close to the City centre and easily accessible by public transport or taxi, **there is no need to organise transfers**. Nevertheless, some transfers can be organised with cars for identified VIPs only (CPMR President, a European Commissioner or a Minister.....). We'll see if it is appropriate when people register.

Miscellaneous

- **Name cards:** We already have cards with the name of delegates and staff will bring the cards with them. Name cards which will be placed on the tables in front of each delegate. We also provide name cards for the external speakers.
- **Badges:** If you wish to, the Region could procure badges. We strongly recommend that you do not print the delegates' names on the badges but rather leave a blank space for the delegates to complete their own name. We will avoid the risk of mis-spelling and of having to make new badges for any last minute change of delegates. Also we do not work on a system whereby delegates collect their badges/documents at a registration desk (this takes far too long).
- **Signposting:** Information and directional signposting is essential outside and inside the meeting venue. If possible, the programme and practical information will also be displayed in the hotel(s).
- A person appointed from your Region to take charge of relations with the **press and communications**. There will likely be few foreign journalists, but one never knows... The CPMR colleague responsible for Communications will get in touch with the "press person" in your region so as to prepare the media coverage of this event once you give us the contact details (name, tel, email...).

SUMMARY OF THE TASKS CARRIED OUT by the Host Region & COSTS BORNE by the Host Region

- Appoint a **General Coordinator** in your Region to liaise with the CPMR Secretariat.
- Rent the **Conference hall** and all the necessary audiovisual equipment + on-site technical support, including for hybrid format.
- Provide a properly equipped **Secretariat's office** (enough space, powerful photocopying machine + paper, laser printer, usual office material, ...) to be available **on the day before of the meeting**. This office will be ideally close to the main meeting room.
- **Simultaneous interpretation** in five languages (English, French, Greek, Italian and Spanish): hiring of interpreters + equipment + on-site technical support.
- Provide the necessary staff on site to manage the logistical and technical organisation in collaboration with the CPMR team:
 - A team of **technicians** (audiovisual/ interpreting/ on-line platform such as Zoom/ photocopiers/ printers/ PCs) as described below. Ideally the technicians (or at least one reference person) should speak English or French to facilitate the communication with the CPMR team. **All technicians should be permanently available to assist in the meeting room and secretariat room in case of problems;**
 - **A team of staff from your Region, and host.esse.s** should be available to help with a variety of tasks, e.g. welcoming and guiding delegates, distributing documents, delivering messages, giving out general information on a reception/information desk and handing out microphones if necessary during the sessions;
- Optional: prepare a pack/bag with information on your Region for each participant + gift if you so wish.
- Draw up a short-list of suitable **Hotels** (if possible, negotiate special prices with the hotels and confirm hotel reservations - Unless the participants are to reserve their rooms directly with the hotel of their choice). All participants settle their own hotel bills at reception before departure.
- Station or airport **Transfers** (arrival/departure) if you feel it is justified (maybe for some VIPs only). Transfers from hotel to conference hall if they are separate and not within walking distance.
- Organise the catering (lunch, dinner, coffee breaks) according to the agenda.
- Organise a social programme for participants and those accompanying them the day after the meetings (**Optional**).
- One photographer from the host Region (**Optional**).

SUMMARY OF TASKS CARRIED OUT by the CPMR Secretariat

1. Sending out the invitations to PB Members, including registration forms, practical information and hotel booking forms. We will need to liaise with the host Region in order to obtain the necessary information.
2. Inviting and liaising with external speakers regarding their participation; the General Secretariat can work in collaboration with the host Region in this regard for contacts with local or national level guests.
3. Preparing the content of the Political Bureau meeting: preparation of the agenda, contact and coordination with speakers on their topics and working papers.
4. Preparing the working papers, their translation into the various working languages and the circulation of these papers to the participants - Writing the minutes – Sending to all the CPMR PB Members.
5. Sharing the necessary working documents with the interpreters so that they prepare their work in advance.
6. Preparing/collecting any PowerPoint presentations necessary to communicate to the technicians/interpreters on site.
7. Preparing and managing the online registration. The Secretariat will deal with the online registration from our office in Rennes and will regularly send the participants' list to the host Region.
8. Making available the translated working papers to the team of interpreters selected by the host Region, and ensuring that they receive all new documents produced during the meeting. Once the team of interpreters has been selected, the name and address of the coordinator should be sent to us.
9. Relations with the delegates and institutions before, during and after the meeting.
10. Producing a list of participants that is distributed on the day of the meeting. This is drawn up on the basis of the online registration process established by the CPMR secretariat.
11. Organising the top table and name-cards for the meeting room;
12. Preparing the visuals with the title "CPMR POLITICAL BUREAU – place/date –" that will be projected on the screen with the CPMR and host Region logos. It is much less expensive than having it printed on a plastic or cardboard panel.
13. If necessary, sending documents to the host Region for photocopying in advance (documents which will be distributed during the meeting).

Thanking you in advance for your collaboration and at your disposal for any further detail you should need to clarify

NB: this note can be revised and if we are too demanding, some requests can be eliminated. So adjustments may be made to this note depending on your capacities. Thank you.

The CPMR Secretariat

ANNEX – MEETING ROOMS REQUIREMENTS

Rooms	Availability	Capacity	Set-up and Equipment
Meeting room for the CPMR Political Bureau	<p><u>One full day</u></p> <p>This room has to be equipped and <u>ready on the evening before the event</u> so that we can place the name cards / working documents on the tables ready for the next day.</p> <p><i><u>Note:</u> please check until what time we are able to stay to prepare the room before the venue closes.</i></p>	80	<p>NB. Technicians should be available permanently on site on to manage technical issues</p> <p><u>Set up of the meeting room</u></p> <p>Ideally the room should be arranged in a rectangle or U-shape format. There should be:</p> <ul style="list-style-type: none"> - one front row with approximately 35-40 seats + tables - a second row behind for officers /approx. 35-40 seats (+ tables if possible) for the CPMR Political Bureau <p>If the room is not adapted to this format, we can exceptionally envisage a classroom format.</p> <p><u>Equipment</u></p> <ul style="list-style-type: none"> - screen + data-video projector + computer (for PowerPoint presentations) + remote clicker. - Feedback monitors in front of the speakers if the main screen is behind them) - Wifi system (check if there is an access code) - Table-top microphones for members + speakers (1 per person or at least 1 per table). - 4 Fully equipped interpreting booths for 5 languages - Infrared receivers and headsets: 80 - Multi-sockets can be installed beneath the tables for computers and phone charging <p>TO PLAN AS A PROBABLE OPTION</p> <p>- <u>Equipment for hybrid format:</u></p> <ul style="list-style-type: none"> - creation of a Zoom meeting link (Zoom licence will be required) or equivalent. - cabled internet (indispensable) - camera equipment to film debates in the room - technical requirements for connection with the audio and video feed in the meeting room + interpreting <p><i><u>Note:</u> Hybrid will be used in case of external speakers who cannot attend in person. If an online connection is planned, the link could be communicated to a limited number of people wishing to follow the debates (e.g. CPMR General Secretariat staff not on site), but it would not be made public.</i></p>
Secretariat Room (close to the conference room)	<p>2 full days</p> <p>Ready to start work in the morning of the day before the start of the events, fully equipped with all the machines in perfect working order</p>	5	<p><u>Printing and copying facilities – option 1</u></p> <ul style="list-style-type: none"> - 1 laser printer that can be connected to 2 personal laptops (CPMR staff can bring their own laptops to work on) - 1 powerful photocopying machine capable of making double-sided copies and which

			<p>will sort and staple the documents automatically.</p> <p><u>Printing and copying facilities – option 2</u></p> <ul style="list-style-type: none"> - A multifunction printer/copier with possibility to connect to the CPMR staff's personal laptops and also linked to 2 PCs with internet connection. - 2/3 desks and chairs - Tables on which documents can be sorted and dossiers prepared for participants - Stationery and the usual office materials... (including A4 and A3 paper, ink, staples and anything else needed for the photocopying machine, etc).
Press room (optional)	For press conference if organised	20	TBC
Office for the CPMR President / bilateral meetings (optional)	1 day	10	Boardroom style TBC