Management System

File Number: GS-XZB-A2-003   Issue Date: 2014-10-20

File name: Meeting Management System of International Business School of Beijing Foreign Studies University

Meeting Management System of International Business School of Beijing Foreign Studies University

Chapter I General Principles

Article 1 Purpose

In order to strengthen meeting disciplines of the school, standardize meeting agendas, and further improve the quality and efficiency of meetings, this system is formulated.

Article 2 Principles

Four requirements muse be met, including pre-notifying meetings, registering attendance during meetings, making minutes in meetings, and implementing affairs discussed in meetings.

Article 3 Areas of Application

This system applies to all kinds of regular meetings and special sessions in the school.

Chapter II Duties

Article 1 Responsible Department

The Executive Office is responsible for overseeing implementation of the system.

Article 2 Duties

1. The Executive Office is responsible for organizing and preparing for regular meeting and other related work in the school.

2. Each department and center is responsible for organizing and preparing for regular meeting and other related work in the department and center, and provides assistance to the Executive Office.

Chapter III Regulations

Article 1 Principles

Follow the principle of high efficiency in problem-solving. Before meetings, make clear the purposes and themes, participants, time and duration, and problems to be solved. During meetings, in the spirit of openness, let all participants actively engage in the topics.

Article 2 Notification of Meeting

1. The organizing department notifies participants through e-mail at least three working days before meetings, and report to the Executive Office to reserve meeting rooms, otherwise it is impossible to use meeting rooms.

2. As to regular meetings with a fixed schedule, it is not necessary to notify the meeting time. If the meeting place is adjusted, report to the Executive Office to reserve meeting rooms, otherwise it is impossible to use meeting rooms.

3. Notifications should include the meeting type, time, place, content and participants, etc. The organizing department should confirm participants' information before meetings. If important guests are invited to meetings, in order to show our etiquettes, notify him or her through text messages one day before the meetings, and tell the guests which is the last message of our notification.

Article 3 Preparations of Meetings

1. Meeting organizers should complete the venue arrangements 15 minutes ahead of meetings, including debugging computer equipments, preparing tea, pens and papers, agendas, name cards, electronic screens, PPT and other items. People who are responsible for meetings should arrive at the venue 10 minutes before meetings.

2. Meeting agenda: Confirm participants' information according to meeting types (administrative or academic ones). For administrative meetings, the information to be confirmed includes names and administrative duties. For academic meetings, the information to be confirmed includes names and academic duties. Leave a space between the two characters of the two-word name to match the format of three-word

names.

3. Name cards of participants: For meetings that have symbolic meanings or need photos, name cards must be made. In general, if top leaders are not too familiar with each other, or when formal activities are launched, name cards should be made. If participants are familiar with each other and need to discuss details of affairs, there is no need to make name cards.

4. Seating arrangements: Take Room 507 in the Administration Building for an example. According to practices of Beijing Foreign Studies University, our personnel are seated facing doors, while the guests are seated with their backs to doors. According to international practices, the guests usually are seated facing doors. Take Room 604 in the Administration Building for an example. Generally, our personnel sit on the eastern (or the left) side of meeting rooms, while the guests sit on the western (or the right) side.

5. Dress code: To receive foreign guests, wear formal clothes. Generally, men had better wear dark suits, while women wear dresses with sleeves or pants. Women had better wear dresses below the knees and with stockings. To receive Chinese guests, men can wear shirts without ties and with solid colors, such as white, blue, etc, or wear business casual with conservative colors such as beige, coffee color, etc.

Article 4 Meeting disciplines

1. The organizing department is responsible for maintaining disciplines, preparing attendance sheets and organizing participants to sign in.

2. Participants should arrive at the venue and sign in 5 minutes before meetings. Organizers get back the attendance sheets at the beginning of meetings. After meeting, organizers mark participants who are late or absent (mark the meeting time) in attendance sheets, and timely submit these sheets to the Executive Office (For academic meetings, organizers determine meeting principles their own).

3. Participants who cannot attend meetings on time should go to the leader of the organizers to ask for a leave. Those who don't ask for a leave will be treated as absent

or late.

4. Participants who are late or absent without reason will be assessed by the 100-mark performance appraisal system.

5. After meetings, organizers should reorganize and restore the venue, and return the meeting supplies.

Article 5 Meeting Minutes

1. Special personnel should be arranged by organizers to write meeting summaries (Appendix: Meeting Summary Template), and then send them to relevant participants and the Executive Office for archiving (For academic meetings, organizers are in its sole judgment).

2. If some meetings require news reports, submit press releases to the school or university websites. For academic meetings, press releases must be submitted timely.

This system will be implemented since the issue date. The right to interpret and amend this system shall reside in the Executive Office.

International Business School

October 20, 2014

Appendix: Meeting Summary Template（The naming of e-documents follows the

format of time, department and theme, for example 20140310 the Executive Office summary of this regular meeting）

Meeting Summary

20 -20 Academic year   term

time

（Please fill out the name of the organizing department here.）

Time: Year month day   :00- :00

Location:

Recorder:

Participants:

Absent personnel:

Theme:

Contents:

Expected contents and its completion date:

Date：   20 year month day

Appendix: Meeting minutes template（The naming of e-documents follows the format of time, department and theme, for example 20140310 the Executive Office summary of this regular meeting）

Meeting Summary

20 -20 Academic year　　term

time

（Please fill out the name of the organizing department here.）

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Participants:

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