



## *Using the Meeting Product*

September 28, 2007

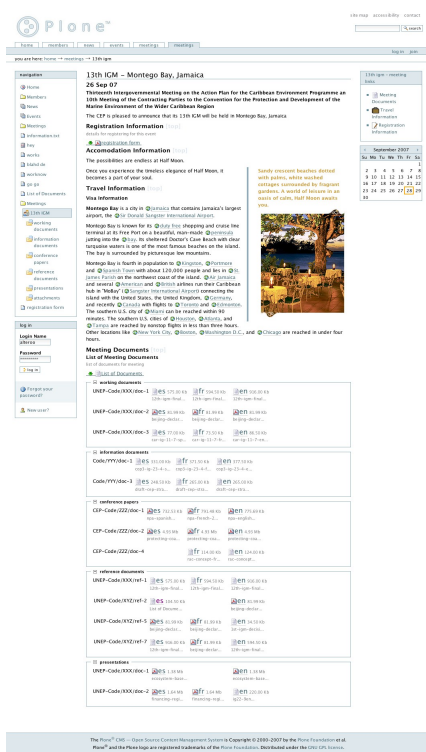
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## Overview

A meeting can be considered an enhanced event. It is able to store:

- Event Data, date time etc..
- Travel information - Hotel Visa etc..
- Meeting Documents - Documentation related to the meeting (these are stored in Document Collections), additionally there is provision for a *list of documents*.
- Registration Form - A reference to a registration form can be created



The system is structured around key items:

**Meeting** - this is the hub of the system, it keeps data about the meeting. It acts as a folder to hold the other items.

**Meeting Document Collection** - These serve to organize your downloadable *meeting documents* into "collections". A collection can be given a title of your choice (e.g. Working Documents). Collections are used to reference meeting documents from anywhere within your portal<sup>1</sup>. Each document in the collection can then be associated with a particular document id and language (spanish, french, english).

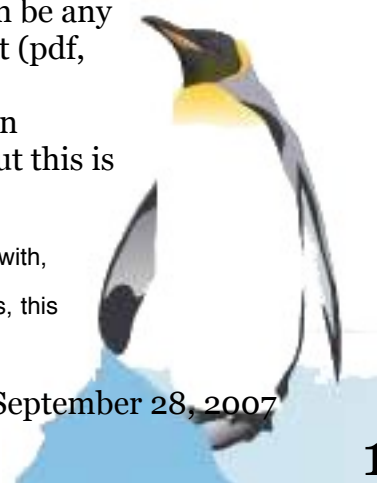
There is a default set of UNEP specific<sup>2</sup> collections that the product creates when a meeting is created, however this can be customized.

**Meeting Document** - this can be any typical downloadable document (pdf, doc, odt, ppt, xls etc..)

Figure 1: A meeting as visitors to the site would see it

meeting documents can be stored anywhere in the portal, not just in meetings. We recommend that you place them in central folders, but this is absolutely up to your choice of organization.

- 1 We recommend that documents be kept with the meetings that they are associated with, however if a document exists in another location it can be referenced as well.
- 2 UNEP meetings tend following a standard method for organizing meeting documents, this product provides sensible defaults for UNEP meetings out of the box.



## *Initial Setup*

The following tasks need to be completed when installing and setting up the meeting product.

**If the default settings are acceptable for you, you can skip these steps.**

- Edit the meeting document collection types, the names in 'meeting\_types' dictate what default collections will be created. Go to  
"{portal}/portal\_vocabularies/meeting\_types/folder\_listing"
- Edit the vocabulary for 'meeting\_types' and 'document\_types' (used to classify meetings and document collections). The default vocabulary is CEP specific and includes: CEP – IGM, CEP – MONCOM, SPAW – ISTAC, SPAW – Workshop, SPAW – COP, SPAW – STAC, LBS – ISTAC, LBS - Workshop
- Setup the country preferences go to "site setup" > "zope management interface" > "portal\_countryutils" > "Countries"

## *Adding a meeting*

### **Preparation**

Before you add a meeting you can upload all the files and documents related to the meeting to any location within your plone site.

### **Meeting Creation**

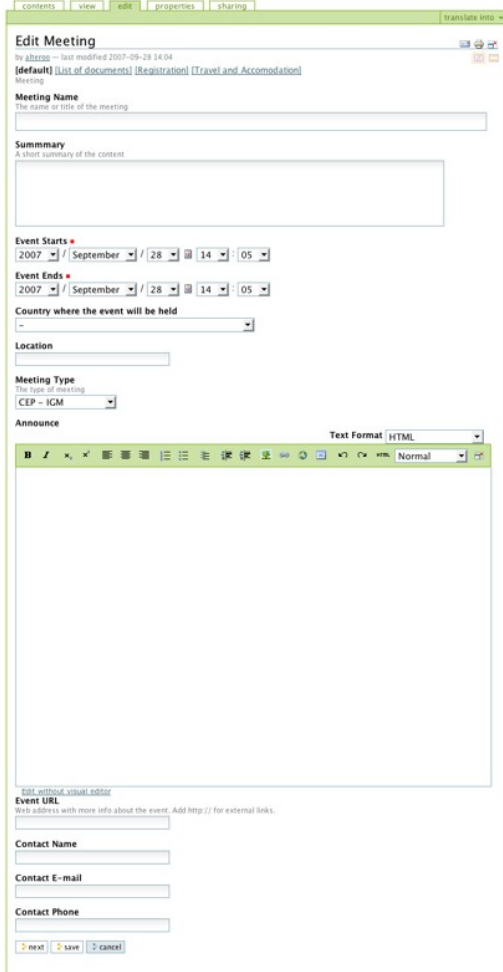
A meeting is created by adding a name, summary, dates, announcement, contact information and type (e.g. CEP-IGM).

Unless you customized the document\_types in the vocabulary, as explained above, a newly added meeting will automatically create 6 meeting document collections, these are

- working documents
- information documents
- conference papers
- reference documents
- presentations
- attachments

Additionally you will be given options to add Travel and Registration information.

You do not need to fill in everything, it is enough to give the meeting a title to begin.



Meeting creation form



A newly created meeting as seen by an administrator

Once you have done that, click “save”.


The outstanding items for the meeting will be highlighted in orange. To add new items click the relevant “add” links.





## Adding Documents


Adding documents is a two step process. All the available document collections will be listed under the heading “Meeting Documents”.


### Meeting Documents [\[top\]](#)



**no list\_of\_documents information**  
[+ add list of documents information](#)



**working documents has no documents** [+ add documents](#)


**Information documents has no documents** [+ add documents](#)


**conference papers has no documents** [+ add documents](#)

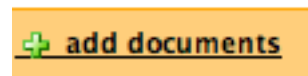

**reference documents has no documents** [+ add documents](#)


**presentations has no documents** [+ add documents](#)


**attachments has no documents** [+ add documents](#)

The Meeting Documents section highlights what has not been added yet, each section represents a Meeting Documents Collection.

### step 1 – choose source documents





Clicking on any of the “add documents” links will open a new screen which will allow you to add documents to the given Meeting Document Collection.

[default] [\[Documents\]](#)  
Meeting Document Collection

**Collection Name**  
The title for this collection of documents  
working documents

**Source Documents** ■  
Documents in this collection

12th-igm-final-report-en at /ploneagain/lets-see/12thIGM/final-reports/en/12th-igm-final-report-en.doc	 
12th-igm-final-report-en at /ploneagain/lets-see/12thIGM/working-documents/en/12th-igm-final-report-en.doc	
12th-igm-final-report-es at /ploneagain/lets-see/12thIGM/final-reports/es/12th-igm-final-report-es.doc	
12th-igm-final-report-es at /ploneagain/lets-see/12thIGM/working-documents/es/12th-igm-final-report-es.doc	
12th-igm-final-report-fr at /ploneagain/lets-see/12thIGM/final-reports/fr/12th-igm-final-report-fr.doc	
12th-igm-final-report-fr at /ploneagain/lets-see/12thIGM/working-documents/fr/12th-igm-final-report-fr.doc	
ig26-inf12en at /ploneagain/lets-see/12thIGM/information-documents/es/ig26-inf12en.doc	

up down

next save cancel

Select all the documents that you would like to be source documents for this collection the click “next”.

## step 2 – organize the document collections

You will see a new screen.

### Edit Meeting Document Collection

by alteroo — last modified 2007-09-28 14:28

[default] [Documents]

Meeting Document Collection

#### Meeting Documents

A Table of documents, including the document code and the link to the document in en,es and fr

Document Code	English	Spanish	French

Look for the “add new row” button. Click the “add new row” button.

This will bring up a new row to which you can add the documents from your source documents.

#### Meeting Documents

A Table of documents, including the document code and the link to the document in en,es and fr

Document Code	English	Spanish	French
XYZ/CODE/doc-2	1st-igm-decisions-eng	1st-igm-decisions-sp	none
	none	none	none

*Adding and organizing documents, note that there is a box for each language*

Add as many rows as you need in order to present your documents.



## Adding everything else

**13th IGM - Montego Bay, Jamaica**  
26 Sep 07  
Thirteenth Intergovernmental Meeting on the Action Plan for the Caribbean Environment Programme an 10th Meeting of the Contracting Parties to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region  
The CEP is pleased to announce that its 13th IGM will be held in Montego Bay, Jamaica

**Registration Information** [\[info\]](#)  
[details for registering for this event](#)

**Accommodation Information** [\[info\]](#)  
[add](#)

The possibilities are endless at Half Moon.  
Once you experience the timeless elegance of Half Moon, it becomes a part of your soul.

**Travel Information** [\[info\]](#)  
[add](#)

**Visa Information**  
Montego Bay is a city in [Jamaica](#) that contains Jamaica's largest airport, the [Sir Donald Sangster International Airport](#).

Montego Bay is known for its [duty free shopping](#) and cruise line terminal at its Free Port on a beautiful, man-made [jetty](#) jutting into the [bay](#). Its sheltered Doctor's Cave Beach with clear turquoise waters is one of the most famous beaches on the island. The bay is surrounded by picturesque low mountains.

Montego Bay is fourth in population to [Kingston](#), [Portmore](#) and [Spanish Town](#) with about 120,000 people and lies in [St. James Parish](#) on the northwest coast of the island. [Air Jamaica](#) and several [American](#) and [British](#) airlines run their Caribbean hub in "Molly" ([Sangster International Airport](#)) connecting the island with the United States, the United Kingdom, [Germany](#), and recently [Canada](#) with flights to [Toronto](#) and [Edmonton](#). The southern U.S. city of [Miami](#) can be reached within 90 minutes. The southern U.S. cities of [Houston](#), [Atlanta](#), and [Tampa](#) are reached by nonstop flights in less than three hours. Other locations like [New York City](#), [Boston](#), [Washington D.C.](#), and [Chicago](#) are reached in under four hours.

**Meeting Documents** [\[info\]](#)  
**List of Meeting Documents** [\[info\]](#)  
[list of documents for meeting](#)

**working documents** [\[info\]](#)

UNEP-Code/XXX/doc-1 [es](#) 175.00 kb [fr](#) 184.50 kb [en](#) 938.00 kb  
[12th-igm-final...](#) [12th-igm-final...](#) [12th-igm-final...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/doc-2 [es](#) 81.90 kb [fr](#) 81.90 kb [en](#) 81.90 kb  
[helping-declar...](#) [helping-declar...](#) [helping-declar...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/doc-3 [es](#) 77.00 kb [fr](#) 75.50 kb [en](#) 86.50 kb  
[1st-igm-11-7-0...](#) [1st-igm-11-7-0...](#) [1st-igm-11-7-0...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

**information documents** [\[info\]](#)

Code/YYY/doc-1 [es](#) 101.00 kb [fr](#) 171.50 kb [en](#) 177.50 kb  
[1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

Code/YYY/doc-3 [es](#) 204.50 kb [fr](#) 205.00 kb [en](#) 205.00 kb  
[draft-1st-igm...](#) [draft-1st-igm...](#) [draft-1st-igm...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

**conference papers** [\[info\]](#)

CEP-Code/ZZZ/doc-1 [es](#) 752.50 kb [fr](#) 761.00 kb [en](#) 775.00 kb  
[1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

CEP-Code/ZZZ/doc-2 [es](#) 4.93 kb [fr](#) 4.93 kb [en](#) 4.93 kb  
[protecting-our...](#) [protecting-our...](#) [protecting-our...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

CEP-Code/ZZZ/doc-4 [fr](#) 124.00 kb [en](#) 124.00 kb  
[1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#)  
[\[info\]](#) [\[info\]](#)

**reference documents** [\[info\]](#)

UNEP-Code/XXX/ref-1 [es](#) 175.00 kb [fr](#) 184.50 kb [en](#) 938.00 kb  
[12th-igm-final...](#) [12th-igm-final...](#) [12th-igm-final...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/ref-2 [es](#) 184.50 kb [en](#) 81.90 kb  
[1st-igm-final...](#) [1st-igm-final...](#)  
[\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/ref-5 [es](#) 81.90 kb [fr](#) 81.90 kb [en](#) 81.90 kb  
[helping-declar...](#) [helping-declar...](#) [helping-declar...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/ref-7 [es](#) 938.00 kb [fr](#) 81.90 kb [en](#) 184.50 kb  
[12th-igm-final...](#) [1st-igm-final...](#) [12th-igm-final...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

**presentations** [\[info\]](#)

UNEP-Code/XXX/doc-1 [es](#) 1.04 kb [en](#) 1.04 kb  
[1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#)  
[\[info\]](#) [\[info\]](#)

UNEP-Code/XXX/doc-2 [es](#) 1.04 kb [fr](#) 1.04 kb [en](#) 220.00 kb  
[1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#) [1st-igm-23-4-4...](#)  
[\[info\]](#) [\[info\]](#) [\[info\]](#)

attachments has no documents [add documents](#)

**Index**

- Meeting
- Documents
- Travel
- Information
- Registration information

September 2007

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

To finish up, add information for accommodation, travel/visa information and registration forms. These can all be added by clicking on the relevant "add" buttons, highlighted in orange. A completed meeting will look similar to the screenshot on this page.



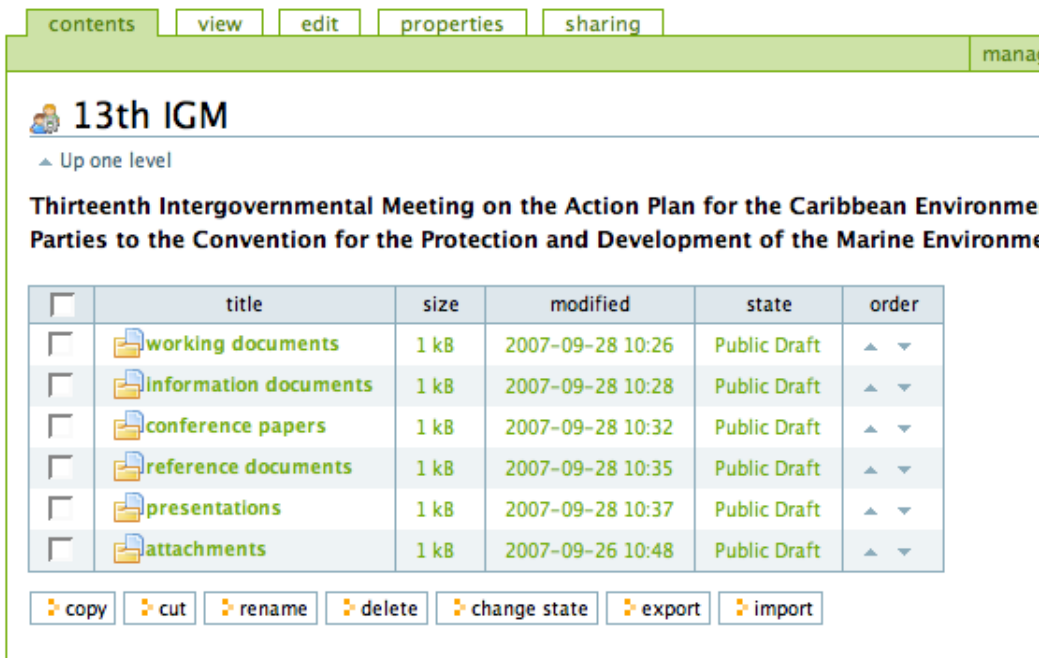
## Reordering Document Collections

The document collections will be displayed in the meeting summary in the same order that they exist in the meeting “contents” view. If you ever need to reorder meeting documents collections go to the “contents” tab of your meeting document and reorder them as you like.



The contents tab

The resulting view will look similar to the screenshot below, use the “order” arrows to reorder the meeting collections.



**13th IGM**  
▲ Up one level

**Thirteenth Intergovernmental Meeting on the Action Plan for the Caribbean Environment  
Parties to the Convention for the Protection and Development of the Marine Environment**

<input type="checkbox"/>	title	size	modified	state	order
<input type="checkbox"/>	working documents	1 kB	2007-09-28 10:26	Public Draft	▲ ▼
<input type="checkbox"/>	information documents	1 kB	2007-09-28 10:28	Public Draft	▲ ▼
<input type="checkbox"/>	conference papers	1 kB	2007-09-28 10:32	Public Draft	▲ ▼
<input type="checkbox"/>	reference documents	1 kB	2007-09-28 10:35	Public Draft	▲ ▼
<input type="checkbox"/>	presentations	1 kB	2007-09-28 10:37	Public Draft	▲ ▼
<input type="checkbox"/>	attachments	1 kB	2007-09-26 10:48	Public Draft	▲ ▼

It is also possible to reorder the collections by simply clicking and dragging an item

