

Procedure for Arrangements of Gate4SPICE Events

WG Assessor Support

Revision: 1.3

Preparations by the host / organizer

- Subject search
 - A list of topics proposed by the community is sent to Gate4SPICE email (Gate4Spice@intacs.info). It must be noted that topics remain available until a decision is made, as parallel inquiries may occur.
 - For substantive discussions and deferrals please contact Andre.Zeh@intacs.info (Leader Working Group Assessor Support). Suggestions for topics are always welcome, even if you are not able to host an event by yourself.
 - G4S events they are not approved in advance by intacs will not be recognized (no certificates will be issued).
 - The topic and agenda of the event must be approved by intacs Working Group “Assessor Support”.
 - Consider both presentations and allocate sufficient time for hands-on workshop.
- Appointment of a date
 - To avoid double appointments, the dates must be agreed with Andre.Zeh@intacs.info in advance.
 - Since new events are published monthly, event proposals should be sent at least 45 days in advance
 - It is advisable to choose a date outside of school holidays.

Preparations by Working Group Assessor Support

- Assistance in finding topics and fixing deadlines.
- Publication of the article and event on www.intacs.info.
- Send an invitation email to all assessors registered to this service.
- Send a weekly updated list of attendees to the organizer.
- Send a weekly confirmation by email to new attendees.
- Maintain the lists of attendees
 - List of official registrations via the website.
 - List of additional registrations (by phone or by email).
 - If the event is fully booked, a waiting list is maintained (contact Gate4Spice@intacs.info). If a spot becomes available, another attendee may take part.
 - Participation is prioritized for intacs certified assessors and certified process experts. However, if seats are still available one week before the event, intacs.info users on waiting list are welcome to participate and will receive a confirmation email.
- After the deadline: Send a reminder email to all registered attendees. Also, include information about the location, including directions.
- Send the final list of attendees and the feedback form to the organizer.

General information about G4S Events

- It is a prerequisite for participation and distribution of the certificates, that the registration of the participants takes place via www.intacs.info.
- Intention of Gate4SPICE meetings is to facilitate the exchange of knowledge among assessors to enhance and standardize the understanding of SPICE-related topics. On-site Gate4SPICE meetings are beneficial and strongly recommended, however online Gate4SPICE meetings are permitted as well.
- Hybrid events (both on-site and online participants) are not allowed.
- EE-AC certificates are issued to speakers after the event when the following preconditions are met:
 - Full event attendance is required.
 - Minimum presentation duration: 30 minutes (including approximately 5 minutes for questions and answers)
 - Relevant SPICE-related content: Content evaluation is performed by the intacs Working Group "Assessor Support"; in case of doubt, the intacs Advisory Board will make the final decision
 - Presented material must be provided and allowed to be published in full on the intacs website.

Preparations for on-site events by the host / organizer

- Organization of the event
 - Speakers
 - Scope of work (for workshops)
 - Locations
 - Hotel recommendations
 - Parking availability
 - Catering (if applicable)
 - Preparation of name badges with company name (based on the attendee list)
 - Preparation of feedback forms

Preparations for on-site events by the host / organizer

- Required information for event publication on intacs.info
 - Short summary/introduction of the event
 - Agenda (may be provisional)
 - Date and time
 - Names and assessor IDs of the speakers and (to verify eligibility for EE-AC (Experience Evidence Active-Contribution) certificates)
 - Event location address (including detailed room information and directions)
 - Contact person
 - Hotel recommendations (if applicable)
 - Registration deadline
 - Maximum number of participants (Minimum: 10 | Maximum: 50)
 - Approval of the topic, agenda, and short description by the Leader of the WG "Assessor Support"

Hosting the on-site event (by the host / organizer)

- Attendees must confirm their participation by signing the list of attendees. Certificates are issued based on this list.
 - EE-EP certificates for attendees and workshop leaders.
 - EE-AC certificates for speakers and organizer.
- Workshop results should be documented by photographing the flipcharts to allow for further editing and sharing with the community.
- There should be one or several presentations to introduce a topic. Minimal duration per presentation: 30 minutes (including ~5 min questions/answers). Minimum total duration of all presentations: 2 hours.
- Please ensure the agenda includes workshops in small groups of max. 5 participants with a minimum duration of 2 hours (including time for presenting results). The topics of the workshops should be aligned with the presentation. To encourage active participation, workshops should be designed to facilitate discussions. Workshops may include group work, with results presented afterward.
- During the event group photos are allowed and can be provided to intacs. These photos can be published on the intacs website if there is a written agreement of all visible persons available.
- Encourage participants to complete feedback forms at the end of the event.

Preparations for online events (by the host / organizer)

- Organization of the event
 - Speakers
 - Scope of work (for workshops)
 - Organization of the infrastructure
 - Select appropriate video conferencing system

Preparations for online events (by the host / organizer)

- Required information for the publication of the event on intacs.info
 - Short summary/introduction of the event
 - Agenda (may be provisional)
 - Date and time (including time zone)
 - Names and assessor IDs of the speakers and (to verify eligibility for EE-AC (Experience Evidence Active-Contribution) certificates)
 - Conditions of Participation (camera requirements and required video conferencing system)
 - Contact person
 - Registration deadline
 - Maximum number of participants (Minimum: 10 | Maximum: 50)
 - Approval of the topic, agenda, and short description by the Leader of the WG "Assessor Support"

Hosting the online event (by the host / organizer)

- No audio-only events. **Only video** conferences are allowed. All participants must activate their webcams and display their full name (as per event registration).
- Workshop results should be saved to facilitate uploading to the intacs website.
- Feedback forms must be completed by attendees at the end of the event. The host/organizer is responsible for distributing the forms via email and collecting the results.
- There should be one or several presentations to introduce a topic. Minimal duration per presentation: 30 minutes (including ~5 min questions/answers). Minimum total duration of all presentations: 2 hours.
- Workshops should be designed to encourage active participation and facilitate discussions. The workshop might include group working with results presented afterward. Minimum total duration: 2 hours.
 - Virtual breakout rooms should be available to accommodate working groups with max. 5 participants.
- Organizer must spot-check video/audio to ensure full-time participation. Only attendees who participate for the full event duration will be asked to confirm their attendance via the feedback form, and certificates will be issued based on this confirmation.
 - Certifications will only be granted to those who attended the event in full.
 - EE-EP certificates for attendees, workshops leaders and organizer.
 - EE-AC certificates for speakers.

Follow-up of the event (by the host / organizer)

- For processing the event and as a prerequisite for issuing EE-AC certificates, please prepare the following documents and send them to gate4spice@intacs.info:
 - Presentations as PDF format (please ensure images are scaled appropriately to keep the file size as small as possible).
 - A summary of the results, with a length of 80 to 110 words.
 - Scope of work and workshop results, including photos or copies of flipcharts if available.
 - The signed list of attendees.
 - Completed feedback forms.
- No EE-AC certificates will be granted for events that are not fully wrapped up, such as in case of:
 - missing feedback forms
 - missing workshop results
 - missing attendee list

Follow-up of the event (by Working Group Assessor Support)

- The summary, results, and presentations are published on the website.
- Certificates are issued and sent based on the completed list of attendees.



DO YOU HAVE ANY QUESTIONS?

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Document history

Version	Date	By	Notes
1.0	05.11.2021	Andre.Zeh@intacs.info	Initial Release
1.1	06.11.2021	Andre.Zeh@intacs.info	conditions for summary updated
1.2	08.11.2022	Andre.Zeh@intacs.info	email addresses updated, agenda hints added
1.3	25.03.2025	Andre.Zeh@intacs.info	alignment with Gate4SPICE checklist