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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 46710-2025

Guidelines for forum management systems

论坛管理体系指南

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part

1. Structure and Drafting Rules of Standardization Documents". Drafting. Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents. This document was prepared by the National Technical Committee on Standardization of Quality Management and Quality Assurance (SAC/TC151) and the National Technical Committee on Standardization of the Exhibition Industry. It was jointly proposed and is under the jurisdiction of the committee (SAC/TC348). This document was drafted by: Silk Road International Think Tank Exchange Center Co., Ltd., China National Institute of Standardization, China Health Management Association, and Lu Xun Literature. Chemical Foundation, Light Industry Exhibition Center, Commercial Industry Committee of China Council for the Promotion of International Trade, China Cost Research Association, Silk Road Exhibition Services Limited Liability Company, China Enterprise Financial Management Association, and Beijing Branch of Gemflower Medical and Health Investment Holding Group Co., Ltd. The main drafters of this document are: Yang Dongping, Zhang Jingshu, Zhou Lingfei, Zhou Hua, Yao Xin, Xie Fan, Qiu Jianjing, Wei Chang, Ji Changren, Chen Chuanguo, and Zhang Hongxia. Luo Jing, Huang Huali, and An Yanyan.

As an important form of social activity today, forums attract significant social attention and are characterized by their temporary nature. Their organization has a profound impact on society. It has certain economic and environmental impacts. This document is based on the successful experience and practical results of holding various forums, and references relevant international standards. In accordance with national standards, it provides guidance and suggestions for organizations to establish, implement, maintain, and continuously improve forum management systems, aiming to enhance the experience of the audience and the organizers. The satisfaction level of the organizer, contractor, and other relevant parties. The organization may establish, implement, maintain, and continuously improve the forum management system based on the following principles.

---Sustainability. Integrating the concept of sustainable development into all stages of the forum activities (including the products and services involved), and taking measures to ensure sustainability. The aim is to reduce negative environmental impacts, promote social and economic development, and achieve the forum's sustainability goals.

---Process approach. Understanding and managing interrelated processes as a system helps organizations achieve their goals effectively and efficiently. Expected Results. This approach enables organizations to effectively control the interrelated and interdependent elements of their system's processes. To improve the overall performance of the organization.

---Risk-based thinking. Organizations need to plan and implement measures to address risks and opportunities, thereby improving their capabilities by responding to risks and seizing opportunities. This lays the foundation for the effectiveness of the forum management system, the success of the forum, and the prevention of adverse effects. Organizations can apply this document flexibly. The complexity, level of documentation, and resources invested in the forum management system all depend on the specific circumstances. The system's scope and forum size, as well as the nature of its organized activities and services, are all factors. The system's success depends on all management levels and functions, especially... A commitment from top management. Furthermore, for success, the management system should remain flexible and integrated into the forum's management process, rather than merely... It is considered a new component. To maximize its effectiveness, the system's impact needs to be extended to the entire supply chain and the identified stakeholders. Figure 1 provides an overview of the forum management system's operational model. Figure

1. Overview of the Forum Management System Operation Mode Forum Management System Guide

1 Scope

GB/T 46710-2025 is the Chinese national standard covering running a large conference or forum as a managed process - the governance and the planning, the participants and the programme, the venue, security and contingency, the service delivery on the day and the evaluation afterwards. First edition. Issued on 31 October 2025, it has been in force since 31 October 2025.

This document provides guidance and suggestions for establishing, implementing, maintaining, and continuously improving the forum management system, and also outlines the forum activity guidelines. Information related to risk management and supply chain management. This document applies to organizations with varying degrees of complexity in management, different sizes, different timeframes, and different geographical and environmental contexts. Various forums showcasing diverse ethnic cultures. This document does not apply to conformity assessment activities.

2 Normative references

The contents of the following documents, through normative references within the text,

constitute essential provisions of this document. Dated citations are not included. For references to documents, only the version corresponding to that date applies to this document; for undated references, the latest version (including all amendments) applies. This document.

GB/T 19000 Quality Management Systems. Fundamentals and Vocabulary

3 Terms and Definitions

The terms and definitions defined in GB/T 19000 and the following terms and definitions apply to this document.

3.1 forum An activity that is planned to create a certain experience and fulfill a specific theme function at a certain time and place. Note

1. In this document, "forum" refers to a forum organized regularly or irregularly by the organizer (3.22), which encourages the public to discuss and communicate on the same theme. They discussed topics such as human destiny, ecological environment, development strategy, economic model, financial risk, cultural tradition, social security, cooperation and exchange, and sharing of benefits. Activities involving discussions, initiatives, and exhibitions. Common forms include. general celebrations, commemorations, commendations, seminars, exhibitions, unveiling ceremonies, conferences, demonstrations, and festivities. Former world-renowned forums include the World Economic Forum, the United Nations Human Rights Forum, the Fortune Global Forum, and the Boao Forum for Asia. Note

2. For national regulations on forums, please refer to the "Notice on Further Strengthening the Standardized Management of Forum Activities".

3.2 organization To achieve the objective (3.7), a person or group of people whose functions are constituted by their responsibilities, authority and interrelationships. Note

1. The concept of an organization includes, but is not limited to, sole proprietors, companies, group companies, trading companies, enterprises and institutions, governing bodies, partnerships, charitable organizations, or Research institutions, or parts or combinations of the aforementioned organizations, whether or not they are legal persons, public or private. Note

2. If an organization is a component of a larger entity, then the term "organization" refers only to that component within the scope of the forum management system (3.5). [Source: GB/T 19000-2016, 3.2.1, with modifications]

3.3 interested party An individual or organization that can influence, is influenced by, or perceives itself to be influenced by a decision or activity (3.2). [Source: GB/T 19000-2016, 3.2.3, with modifications]