



African Seismological Commission

GUIDELINES FOR COUNTRIES INTERESTED IN HOSTING AN AfSC GENERAL ASSEMBLY

The following are guidelines for countries that have expressed an interest in hosting an AfSC General Assembly:

- 1) AfSC General Assemblies are best held at university venues where good lecture halls and inexpensive student accommodations can be found.

Reasonable prices for meals and standard hotel rates are very important.

It is also desirable to have low cost accommodation to encourage student participation. If needed, arrangements for local transportation should be provided.

- 2) The meeting occupies normally about 3-5 working day sessions and is held at a time (typically July or August) which does not coincide with the academic year for most universities.

- 3) Meeting attendance varies.

Meeting rooms (seating 50-100) will be needed to accommodate about three parallel sessions. Nearby areas for poster display should be available for each of these sessions. At least one very large meeting room (seating up to 300) will be needed for the Opening Ceremony, Opening and Closing Plenary, and Association Lectures. Small meeting rooms (seating up to 50) for the various AfSC Commissions, Working Groups, etc., will also be needed.

The AfSC Secretariat will require a reception area, a small meeting room and local secretarial help. Access to a personal computer (for printing of documents) and Internet connection, copying machine and facsimile will be essential.

An area equipped with (about 10) Internet connected computers for the use of participants is to be foreseen.

- 4) The scientific program and scheduling is set by the AfSC Executive with input from members. The Local Organizing Committee (LOC) is responsible for issuing the Call for Papers based on this scientific program, abstract submission, publication of the program, and all local arrangements. The LOC is assisted in these tasks by the AfSC Secretary. Scientific and accompanying persons tours are encouraged. These are

normally organized with the help of a local travel agent.

- 5) The LOC is also responsible for setting the Registration Fee which should cover all the local costs for organizing the meeting. This fee should normally NOT be more than about US\$200. Any costs incurred through the use of a professional organizer should be covered by the Registration Fee and/or sources of income other than AfSC/IASPEI. AfSC/IASPEI does not have the resources to contribute to meeting costs, but does make some contributions to the travel and living expenses of participants as funds permit.

All formal invitations to host an AfSC General Assembly in 2016 must be received by myself, Michelle Grobbelaar before the 2015 Prague, Czech Republic meeting. These invitations should address all the points raised above in a summary no more than two pages long. Each potential host country will be asked to present their candidacy to the AfSC Executive Committee at Prague, so you are advised to prepare your proposal carefully. Shortly after the formal presentations you will be informed of the Committee's decision.

Kind regards



Michelle Grobbelaar

Interim Secretary