

Call for Venue Proposals

26th Annual Meeting of the Asia Oceania Geosciences Society (AOGS2029)

The Asia Oceania Geosciences Society (AOGS) invites destinations and organisations to propose a venue for the AOGS2029 Annual Meeting.

Proposals must demonstrate suitable meeting facilities, accessibility, committed local expertise, financial support and a transparent allocation of all local costs and responsibilities.

EOI DEADLINE | 7 November 2026, Singapore Time (GMT+8)

1. Meeting Format and Minimum Facilities

Meeting dates: Any six continuous days from June to August 2029, starting on Sunday and ending on Friday.

Facility	Minimum requirement	Bid evidence
Executive meetings	Two boardrooms, each seating at least 30 persons in boardroom style.	Room dimensions, layouts and availability.
Scientific programme	35 concurrent theatre-style presentation rooms, with capacities ranging from approximately 60 to 500 seats and an appropriate mix of sizes.	Room-capacity schedule and proposed allocation.
Poster, exhibition and networking	One hall for at least 350 portrait-format poster boards (double-sided use), 45 exhibition booths of approximately 6 sqm each, and standing/circulation space for 1,500-2,000 attendees during breaks and the Welcome Reception.	Scaled preliminary floor plan showing all uses concurrently.
Registration and operations	Dedicated registration and badge-concierge space, plus secure Secretariat workroom, storage and organiser support areas.	Recommended configuration, furniture, power, IT and staffing.
Access and event logistics	Safe, accessible circulation between presentation rooms and the poster/exhibition hall, with sufficient loading, build-up and dismantling access.	Adjacency plan and full availability schedule, including move-in and move-out.

2. Local Advisory Committee

Each bid must identify a Local Advisory Committee comprising mainly current AOGS members who are familiar with AOGS Annual Meetings and genuinely willing and able to contribute throughout planning and delivery.

- For each member: name, institution and position; AOGS membership and relevant involvement; proposed responsibilities; and confirmation of willingness to serve.
- A smaller, committed and capable committee will be viewed more favourably than a long list of individuals with limited familiarity or involvement with AOGS.

3. Required Bid Components

1. Convention Centre proposal

- Proposed venue and dates; space allocation, room capacities and scaled floor plans; availability and option deadlines; hire charges and mandatory services; and any restrictions or exclusive-supplier arrangements.
- Itemised operating costs for audio-visual, internet, registration, furniture, power, rigging, catering, security, cleaning, staffing, freight, build-up and dismantling.
- Catering assumptions and unit rates for refreshment breaks, the Welcome Reception, poster/exhibition networking functions, exhibitor or committee catering, and any proposed beer hours or closing functions. State minimum spends and exclusivity requirements.

2. Financial incentives and convention bureau support

- Confirmed grants, subsidies, sponsorship and in-kind support; the eligible applicant or payee; permitted uses; monetary value; conditions; payment schedule; reporting requirements; eligibility or performance requirements; and a clear distinction between confirmed and provisional support.

3. Accommodation analysis

- Availability and range of accommodation; indicative rates inclusive of taxes and service charges; travel time to the venue; and any room-block commitments, release dates, guarantees or attrition exposure.

4. Accessibility and visa considerations

- International and regional air connectivity; local transport and venue access; visa requirements and available support; and accessibility for participants with disabilities.

5. Local organising structure

- Local Advisory Committee; proposed operational partners and service providers; roles, governance and decision-making arrangements; and relevant experience with comparable international scientific meetings.

4. Ownership and Control of Meeting Revenue

All revenue generated from or connected with AOGS2029 will be under AOGS's ownership and financial control and administered through its appointed Core PCO. No proposer, Local Advisory Committee member, host institution, convention bureau, venue, local PCO or other local partner may retain, spend or claim a share of the meeting's revenue or surplus unless expressly authorised in writing by AOGS.

This includes registration and submission fees; exhibition, sponsorship and advertising income; ticketed-event and ancillary income; and any other receipts attributable to AOGS2029.

Grants, subsidies and public incentives must be fully disclosed in the bid, including the eligible applicant or payee, permitted uses, payment conditions and reporting requirements. Such support must be applied solely for AOGS2029 and credited to the meeting budget in accordance with the funding body's conditions.

Local partners may be paid approved fees for contracted services or reimbursed for authorised expenditure. Such payments do not create any entitlement to meeting revenue, surplus or profit. The formal bid must acknowledge this arrangement and must not be conditional upon revenue or profit sharing by a proposer or local party. This provision does not affect AOGS's separate contractual arrangements with its appointed Core PCO.

5. Financial Disclosure and Responsibility

Completeness and transparency are essential. Earlier proposals have, in some cases, omitted or understated costs that emerged during detailed planning.

- Provide a comprehensive, itemised budget for every local operation and distinguish confirmed prices from estimates.
- Declare assumptions, exclusions, contingencies, quotation validity, taxes, labour, equipment, mandatory charges, deposits, minimum spends, attrition, cancellation charges and other financial exposure.
- Include a responsibility matrix assigning every cost to AOGS, the proposer, the venue, the convention bureau, the host institution or another identified party.
- Explain how each local requirement not funded within the bid will be delivered and paid for.
- Local Advisory Committee members serve in an advisory capacity and do not incur personal financial liability solely by reason of their membership.
- All contracts, collection of meeting revenue and payments will be undertaken or authorised by AOGS through its appointed Core PCO. LAC members must not enter into contracts, incur expenditure, collect or retain sponsorship, or make financial commitments on behalf of AOGS without prior written authorisation. Approved expenses incurred by LAC members may be claimed in accordance with AOGS's reimbursement procedures.
- This protection does not release the proposer, host institution, convention bureau or another organisation from any financial or operational commitment that it expressly undertakes in the bid or a subsequent written agreement.
- For this section, the proposer means the lead proposing organisation identified in the bid, not an individual acting solely as its principal contact or as an LAC member.

Proposer responsibility: Any local operation, service or financial commitment forming part of the proposal but not disclosed or accounted for in the submitted budget will remain the proposer's responsibility, unless otherwise agreed in writing with AOGS. Material omissions or substantial changes may affect continued consideration of the bid.

6. Bid Process and Key Dates

Stage	Date
Invitation for venue proposals	5 October-6 November 2026
Expression of Interest deadline	7 November 2026
Formal bid submission	8 November 2026-11 January 2027
Evaluation and shortlisting	27-28 March 2027
Site inspections - shortlisted venues only	3 May-6 June 2027
Final decision by AOGS Council	31 July 2027
Contracting and announcement	4 October-12 December 2027

AOGS may announce this call before the formal invitation period to give interested destinations additional preparation time. All published submission deadlines remain unchanged.

All deadlines are based on Singapore Time (GMT+8). See the [AOGS2027 Key Dates](#) for updates.

7. Expression of Interest

Submit an Expression of Interest by 7 November 2026 stating:

- Proposed destination and venue;
- Lead proposing organisation and principal contact;
- Prospective host institution or local scientific partner;
- Proposed Local Advisory Committee leadership; and
- Confirmation of the intention and ability to submit a complete formal bid.

Detailed formal-bid instructions will be provided after the EOI is confirmed. Shortlisted proposers may be invited to present to the AOGS Council and fully fund any required site visit and inspection by AOGS representatives.

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