

AOGS 2011 Meeting Venue – An Invitation to Propose

The Asia Oceania Geosciences Society (AOGS) hereby invites proposals for the venue of the Society’s annual general assembly in Asia in 2011. This conference will be the 8th annual meeting of the AOGS, and should take place for 5 continuous days from June to August 2011.

We request presentations of the proposals on **Saturday, August 15 2009 in Singapore.** Time and venue are to be confirmed.

Proposals should include information on:

- (1) Accessibility of the proposed site from an international airport connected with major cities,
- (2) Availability of suitable meeting facilities at affordable price. Please include materials on the facility showing the layout and pricing structure. A document on General Requirements is available and all aspects (including accommodation and meals for conference attendees) should be addressed. Minimum venue facilities are:

Facility	Purpose	Capacity
Auditorium x 1	Plenary Session (Half Day – PM)	700 Theatre Seats minimum
Breakouts x 16	Scientific Sessions (5 Days)	50 to 150 Theatre Seats per room
Meeting Rooms x 3	Executive Meeting & Secretariat	25 to 40 per room
Activity Centre	<ul style="list-style-type: none"> ➤ Poster Session (4 days) ➤ Exhibition (4 days) ➤ Refreshment Service (5 days) ➤ Wired Internet Zone (5 days) ➤ After-AGM reception (1) 	150 to 200 boards (landscape preferred) 40 to 60 booths (9sqm each) Coffee/Tea/Juice (2000 pax daily) Internet Café (10 to 12 stations) 700 people
Showcase & Networking Area	<ul style="list-style-type: none"> ➤ Wireless Zone (5 days) 	~ 30 rounds x 6 chairs ~ 40 x 6ft x 3ft broads

If keen, please email info@asiaoceania.org by 30 March, 2009 to confirm your participation. We also appreciate receiving the information below by 30 March, 2009.

1.0 Fully Funded Site Visit and Inspection

The site visit and inspection, ideally fully funded by the bid partners, should precede the proposal submission and presentation. This can be arranged for up to _____ (Please indicate the maximum number) members of the AOGS Executive Committee and their designated representatives.

Name and Address of the Proposed Facility: _____

Choose up to 3 dates in May, June, or July for the site visit and inspection

- a. _____ May, 2009
- b. _____ June, 2009
- c. _____ July, 2009

2.0 Personal Particulars & Contact Details

AOGS2011 Meeting Venue – The Proposers. Please add more lines as required.

Name & Job Title:

Organization Name & Address:

Email:

Office Tel:

Cell Phone:

Name & Job Title

Organization Name & Address

Email:

Office Tel:

Cell Phone:

Name & Job Title

Organization Name & Address

Email:

Office Tel:

Cell Phone:

Name & Job Title

Organization Name & Address

Email:

Office Tel:

Cell Phone:

AOGS2011 Meeting Venue – Person(s) Presenting the Proposal on Sat-15 Aug. 2009

Name & Job Title:

Organization Name & Address:

Email:

Office Tel:

Cell Phone:

Hotel in Singapore:

Hotel Address:

Hotel Telephone Number:

3.0 Presentation Materials and AV Requirements

Please prepare your presentation materials for distribution to the selection committee before the presentation. A standard laptop computer, LCD projector and screen will be provided for the presentation. If you have other AV requirements then please make your request early.