

AOGS 2020 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 and Oceania in 2020. This conference will be the 17th annual meeting of the AOGS, and should take place for any 6 continuous days from June to August 2020.

**Expression of interest to submit meeting venue proposal by 26 February 2016.
 15 April 2016 will be the deadline for submitting the venue proposal.**

Extension of above deadlines may be considered upon request and on a case-to-case basis.

Proposers should plan to attend AOGS2017 taking place from 06 to 11 August 2017 in Singapore, to make a presentation to the selection committee.

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 and with wireless connectivity. Please include materials on the facility showing the layout and pricing structure. A document on how general meeting requirements (see item 5 below) can be met must be made available and all aspects (including accommodation and meals for conference attendees) should be addressed.
- (3) Any financial contributions from private and public sector to support the meeting
- (4) A Local Advisory Committee (LAC) whose function is primarily to help enhance the scientific quality of the meeting by encouraging active participation of local geoscientists. Cooperation of the LAC and an undertaking to work with the Secretariat who takes instructions from the AOGS Council is essential.
- (5) Minimum venue facilities are:

Facility	Days	Purpose	Capacity
Auditorium x 1	1	Plenary Session and AGM	700 Theatre Seats minimum
Breakouts x 18	5	Scientific Sessions	50 to 150 Theatre Seats per room
Board Room x 1	7	Executive Meetings	25 to 30 pax
Working Room x 1	8	Secretariat Room	25 to 30 pax
Hall x 1 to house: Poster Sessions, Exhibition, M/PM Breaks and the after-AGM Welcome Reception	4	➤ Poster Sessions	150 to 200 boards (landscape preferred)
	4	➤ Exhibition	30 to 40 booths (6 square metres each)
	5	➤ Refreshment Service	Coffee/Tea/Juice/Beer (varying quantities)
	2.5 hours	➤ After-AGM reception	Food & Beverage

PROCEDURE

1.0 Confirm Participation – Deadline: 26 February, 2016

If keen, please return completed form by email to: admin@asiaoceania.org.

2.0 Material Deadline – 15 April 2016

Please deliver your proposal (soft copy preferred) to AOGS Secretariat

- By email to admin@asiaoceania.org
- By snail mail to #06-23, ONE COMMONWELATH,
1 Commonwealth Lane, Singapore 149544.

3.0 Fully Funded Site Visit and Inspection

A priority need for the selection committee who will decide the suitability of a venue, is a visit to inspect the proposed facility and this should ideally be fully funded by the bidding partner.

- 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:

- Propose up to 3 dates in 2016 and 3 dates in 2017 for the site visit and inspection

2016			
2017			

4.0 Personal Particulars & Contact Details

AOGS2020 Meeting Venue – Proposer (Please add more as required)

Name and AOGS Member ID			
Job Title:			
Email:	Office Tel:	Cell Phone:	
Organization Name:			
Organization Address:			

Name and AOGS Member ID			
Job Title:			
Email:	Office Tel:	Cell Phone:	
Organization Name:			
Organization Address:			

Name and AOGS Member ID			
Job Title:			
Email:	Office Tel:	Cell Phone:	
Organization Name:			
Organization Address:			

Person(s) Presenting the Proposal at the AOGS2017 Meeting in Singapore

Name and AOGS Member ID			
Job Title:			
Email:	Office Tel:	Cell Phone:	
Organization Name:			
Organization Address:			

5.0 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.