

AOGS 2016 Meeting Venues – An Invitation to Propose

Notify Intent to Propose - Deadline: 10 Feb 2014

Submit Venue Proposal - Deadline: 10 Jul 2014

The **Asia Oceania Geosciences Society (AOGS)** hereby invites proposals for the venues of the Society's annual general assembly in Asia in 2016. This will be the 13th annual meeting of the AOGS, and should take place for 5 continuous days from June to August in 2016.

We request presentations of the proposals on **Fri - 01 Aug 2014 from 6pm to 9pm at the Royton Sapporo Hotel**, where the 11th Annual Meeting of the AOGS will be held from 28 Jul to 01 Aug, 2014.

(1) Notification of your intent to propose

A notice of your intent to propose must be received by the AOGS Secretariat Office, latest by 10 February, 2014. This is required to facilitate the planning for a site visit to inspect the proposed venue and to meet supporting organizations and the local geosciences community.

(2) Personal particulars and contact details

In your Notice of Intent, please provide contact details and particulars of the person(s) making the proposal and the person making the presentation (if different from the proposer).

Contact Details and Particulars of the Person (s) Making the Proposal (Please add more lines if needed)

Name & Job Title: _____

Organization Name & Address: _____

Email: _____

Office Tel: _____

Cell Phone: _____

Contact Details and Particulars of the Person Presenting the Proposal in Sapporo (If different from the above)

Name & Job Title: _____

Organization Name & Address: _____

Email: _____

Office Tel: _____

Cell Phone: _____

Presentation Materials and AV Requirements

Please prepare 15 to 20 sets of your presentation materials for distribution to the selection committee at the presentation on 01 Aug, 2014 in Sapporo.

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.

(3) Submit Venue Proposal by 10 Jul, 2014 to AOGS Secretariat

Venue Proposals should include information on:

- (a) Accessibility of the proposed site from an international airport connected with major cities
- (b) Availability of suitable meeting facilities at affordable price.
Please include materials on the facility showing the layout and pricing structure.
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 & Table Displays (4 days) ➤ Refreshment Service (5 days) ➤ Welcome Reception (after PM Plenary Session) 	150 to 200 boards (landscape preferred) 40 to 60 booths/table displays (6 to 9sqm each) Coffee/Tea/Juice (for Up to 2000 pax, daily) For up to 700 people
Networking Area	<ul style="list-style-type: none"> ➤ Wireless Zone (5 days) 	Tables & Chairs or Lounge Sets for meetings and discussions

- (c) A budget draft for catering (refreshment and welcome reception), facility rentals, audio visual equipment (LCD projector, computer), sound (microphone) and wireless connectivity.
- (d) List any in-kind and financial support

(4) Each venue proposal will be evaluated by the selection committee using the following criteria:

- Accessibility of conference venue from overseas 20 points
- Conference facilities 20 points
- Budget draft for rentals 20 points
- Hotels – A range of suitable accommodations 20 points
- Availability of Support 10 points
- Interesting Places to Visit 10 points
- AOGS Scheme (Venue Rotation): West-East; North-South 10 points

(5) If keen, please email info@asiaoceania.org by 10 Feb 2014 to confirm your participation. We also appreciate receiving the information below by 10 Feb 2014

(a) 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.

(b) Name and Address of the Proposed Facility (You may propose more than ONE):

(c) Choose up to 3 dates in March, April or later for the site visit and inspection

- i. _____ March, 2014
- ii. _____ April, 2014
- iii. _____ Later (Please propose)

(6) For Enquiries and Assistance – Please Contact AOGS Secretariat

Meeting Matters International Pte Ltd
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Attn: Ms Cheng-Hoon KHOO, Director/General Manager