

**AOGS 2016 & 2017 Meeting Venues – An Invitation to Propose**  
**Submission Deadline: 18 February 2013**

The Asia Oceania Geosciences Society (AOGS) hereby invites proposals for the venues of the Society's annual general assembly in Asia in 2016 and 2017. These will be the 13<sup>th</sup> and 14<sup>th</sup> annual meetings of the AOGS, and should take place for 5 continuous days from June to August in 2016/2017.

We request presentations of the proposals on **Friday, 28 June 2013 from 6pm to 9pm at the Brisbane Convention and Exhibition Centre, Queensland – Australia, where the 10<sup>th</sup> Annual Meeting of the AOGS will be held from 24 to 28 June, 2013.**

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. 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"> <li>➤ Poster Session (4 days)</li> <li>➤ Exhibition (4 days)</li> <li>➤ Refreshment Service (5 days)</li> <li>➤ Welcome Reception (after PM Plenary Session)</li> </ul> | 150 to 200 boards (landscape preferred)<br><br>40 to 60 booths (9sqm each)<br><br>Coffee/Tea/Juice (Up to 2000 pax daily)<br><br>700 people |
| Showcase & Networking Area | <ul style="list-style-type: none"> <li>➤ Wireless Zone (5 days)</li> </ul>   | ~ 30 rounds x 6 chairs<br>~ 40 x 6ft x 3ft broads   |

- (3) 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

If keen, please email [info@asiaoceania.org](mailto:info@asiaoceania.org) by 18 February 2013 to confirm your participation. We also appreciate receiving the information below by 18 February 2013.

**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 (You may propose more than ONE):**

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Choose up to 3 dates in March, April or earlier for the site visit and inspection

- a. \_\_\_\_\_ March, 2013
- b. \_\_\_\_\_ April, 2013
- c. \_\_\_\_\_ Earlier (Please propose)

**2.0 Personal Particulars & Contact Details**

**2.1 AOGS2016/2017 Meeting Venues – The Proposers.  
Please add more lines as required.**

|                       |             |             |
|-----------------------|-------------|-------------|
| Name:                 | Job Title:  |             |
| Organization:         |             |             |
| Organization Address: |             |             |
|                       |             |             |
| Email:                | Office Tel: | Cell Phone: |

|                       |             |             |
|-----------------------|-------------|-------------|
| Name:                 | Job Title:  |             |
| Organization:         |             |             |
| Organization Address: |             |             |
|                       |             |             |
| Email:                | Office Tel: | Cell Phone: |

## 2.2 AOGS2016/2017 Meeting Venues – Person(s) Presenting the Proposals on Fri-28 Jun, 2013

|                       |             |             |
|-----------------------|-------------|-------------|
| Name:                 | Job Title:  |             |
| Organization:         |             |             |
| Organization Address: |             |             |
|                       |             |             |
| Email:                | Office Tel: | Cell Phone: |

|                       |             |             |
|-----------------------|-------------|-------------|
| Name:                 | Job Title:  |             |
| Organization:         |             |             |
| Organization Address: |             |             |
|                       |             |             |
| Email:                | Office Tel: | Cell Phone: |

### 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.