Biennial Conference & General Assembly Meeting (GAM) Hosting Guidelines and Procedures

Upon signing the attached Hosting Protocol, the Host approved by NAMES Board of Directors confirms abiding by these Hosting Guidelines and Procedures.

The following guidelines and procedures are set by NAMES Secretariat Office (SO) to provide essential information on hosting NAMES Biennial Conference and General Assembly Meeting (GAM). They are approved by NAMES Board of Directors (BoD) and should be adhered to by any future Host/s.

Potential Hosts have to be aware of, and acknowledge that NAMES Network has to maintain high quality standards in regard to its Biennial Conference and GAM; as such, NAMES SO and BoD maintain the right to be involved in all the management details of the Conference.

As NAMES is expanding regionally and internationally, it is critical that the objectives of delivering the Biennial Conference are maintained and improved upon; a weak conference ultimately reflects on the Network and not just the Host. As such, the program's content, the exhibition fair, services, catering, social activities, marketing, branding, and all other related issues are essential to what could be termed as a successful conference.

Scope of Work

- The Host of NAMES Biennial Conference and GAM is a partner to the Network in the delivery of a successful conference. It is critical that the Host plans well in advance for taking on this huge undertaking and is well aware of its obligations and responsibilities while planning and organizing the Conference.

- The Host should be aware that NAMES Biennial Conference and GAM is not a for-profit endeavor and that it will require some investment in money, effort, and time. The Host should aim to cover its expenses from registration fees and rental of exhibition booths, as well as sponsorships or grants that it will be responsible for securing if and when needed.

- The Host has to also be aware that registration fees and booth rental fees should be reasonable and affordable to attract attendance and good turn-out. Registration fees should include attendance of all sessions, coffee breaks, lunches, nocturne, and gala dinner costs; other costs may or may not be included as per the Host's capabilities. The Host is encouraged to offer alternative packages to secure better turn-out; such as: group rates, one-day registration, etc.

Selection of Theme and Host

1) The <u>date, theme, and potential sub-themes</u> of the Biennial Conference are discussed and decided during the BoD Meeting that takes place during the prior Conference; that is, <u>two years in advance</u>.
   - ➢ In case the BoD does not reach a decision during said meeting, discussions, suggestions, voting, and resolutions should be completed via emails conducted by the SO <u>within three months from the prior Conference</u>.

2) Potential Hosts should declare their intention to host the Biennial Conference and GAM to the BoD during the prior Conference; that is, <u>two years in advance</u>.

3) Potential Hosts are allowed <u>six months from the previous Conference</u> to present their proposals to host NAMES Biennial Conference and GAM to the SO; the <u>Hosting Proposal</u> should include the following essential information (at least):
   - ➢ An estimated number of expected local participants;
   - ➢ A preliminary budget of forecasted income vs. expenditures to ensure that they are aware of the entailed details and responsibilities;
   - ➢ Suggested venue(s) for the Conference and their advantages;
   - ➢ Why they believe they can host a successful conference and how they plan to do so.

4) The SO may discuss the Hosting Proposal(s) with the applicants to suggest any adaptations or needed clarifications;
   - ➢ The SO will review and communicate the Hosting Proposal(s), together with the SO's advice, to the BoD within <u>two weeks</u>;
   - ➢ The SO gets back to the Potential Host(s) as soon as the BoD reaches an agreement, which might require discussion during the BoD Meeting that should take place 6-9 months after the prior Conference.

Third Party involvement

- Should the approved Host decide to hire an events' management company, and/or hire a third party consultant, to help with hosting and organizing NAMES Biennial Conference and GAM, said company has to fully abide by these guidelines and procedures; it is the duty of the Host to guarantee that.
   - ➢ The Host manages communication with the company hired; the SO deals only with the Host.
   - ➢ It is highly advised that the Host assign a specific Conference Coordinator to act as liaison with the SO.

Hosting Obligations and Commitments

- Potential Hosts must confirm in their proposal their understanding of, and commitment to managing the following hosting responsibilities and budgetary obligations.

- The Host must be aware that the NAMES SO is assigned by the BoD to ensure the delivery of a high quality Conference and GAM; therefore, it is required to be heavily involved in the management of the Conference and approval of all the below procedures:

Venue, Equipment, and Interpretation

1) The Host provides <u>properly-equipped venue for all sessions</u>, plenary and/or parallel, included in the three-day Conference Program that will be designed by the SO and Host collaboratively;

   ➢ All venues must feature all necessary <u>audiovisual requirements</u>;

   ➢ All venues must feature <u>simultaneous interpretation</u>, English to Arabic and vice versa, noting that interpretation to and from other languages is optional according to the Host's decision.

- The BoD's approval on the suggested venue and entertainment might be required based on the SO's advice in light of the preparatory visit, to guarantee maintaining the hosting standards throughout all Conferences.

Exhibition Fair: Venue, Procedures, and Regulations

2) The Host provides all necessary arrangements to host an Exhibition Fair that can accommodate <u>a minimum of 15 booths</u>; the Hosting Proposal should explain the following details pertaining to the Exhibition Fair:

   ➢ <u>Estimated number of booths</u>, preferably including a preliminary plan;
   - The <u>Exhibition Fair Plan</u> must be presented to the BoD, via the SO, with the actual number of offered booths <u>at least a year prior to the Conference</u>.

   ➢ <u>Booth(s) details</u>, including benefits, equipment, furniture, and/or advertising options to be covered by the booth renting fees package, preferably also including the fair guidelines;
   - The <u>Exhibition Fair Guidelines</u> must be presented to the BoD, via the SO, <u>at least a year prior to the Conference</u>.

   ➢ <u>Proposed booth rental fees in USD</u>;
   - <u>Exhibition Fair Rental Fees</u> must be finalized and approved by the BoD <u>at least a year prior to the Conference</u>;
   - The Host is required to consider <u>discount rates (at least 25%) for NAMES Full and Sustaining Members</u>.

3) The Host is also advised to prepare an <u>Exhibition Fair Guidebook</u>, which includes all necessary information about the Exhibition Fair, and which the SO must review and approve before dissemination;

   ➢ The SO publishes the Exhibition Fair Guidelines, or Guidebook if ready, in the Exhibition Fair Section on the Conference's Website no later <u>12-9 months prior to the Conference</u>;
   - The Exhibition Fair Section includes the Floor Plan provided by the Host to enable exhibitors to choose and book their booths.

4) The Host should be aware that the booking of booths will be through NAMES Conference Website, which is affiliated to NAMES Website that is hosted, maintained, and updated by the SO. As such, booth bookings are managed initially by the SO; bookings will then be forwarded to the Host to finalize and proceed with collecting rental fees.

   ➢ The Host must specify a <u>Contact Person</u> for this specific purpose <u>at least a year prior to the Conference</u>, at which time the SO initiates communication with potential exhibitors;
   ➢ The Host is to regularly (at least every two weeks) inform the SO of received/confirmed booth rentals, and/or any cancellations or issues;
   ➢ Both Host and SO seek potential exhibitors, making sure to coordinate efforts beforehand, to avoid duplication and/or confusion;
   ➢ It is to be noted that the SO must be copied on all correspondences between Host and Exhibitors once online booking is made.

5) The Host is obliged to provide NAMES with a standard booth free of charge; extra requests made by the SO are to be accommodated according to the Host's capabilities.

Keynote Speakers

6) As soon as the Hosting Proposal is approved, the Host provides the SO with a list of recommended keynote speakers, to which the SO may add other suggestions; shortlisted keynote speakers will be forwarded to NAMES BoD for approval and prioritization to select two of them.

7) Accordingly and after consulting the SO, the Host drafts and dispatches <u>official invitation letters</u> to keynote speakers, <u>at least one year prior to the Conference</u>;

   ➢ A digital scanned copy is to be sent to the SO; the Host and SO decide together who of the two will be in charge of further communication with international keynote speakers, and in either case, the other party must be copied on all correspondences.

8) The Host covers the traveling expenses of at least two international keynote speakers; expenses include:
   ➢ Business Class roundtrip air tickets;
   ➢ Meet and assist at arrival;
   ➢ Transportation by limo/luxury car from airport to the hotel and back;
   ➢ Half-Board accommodation at a 5-star hotel (starting the night before conference opening and ending the day after the conference closing);
   ➢ Transportation by limo/luxury car from hotel to venue and back at each keynote speaker's disposal.

Session Moderators and Speakers

- All correspondences with Moderators and Speakers are conducted by only the SO; any other communication between Host and Moderator/Speakers should be agreed upon in advance with the SO.

9) The Host should be ready to cover the traveling expenses of one to two international session speakers if requested; the purpose of this is to guarantee global representation at NAMES Conferences, which might not be accomplished without such exceptions for significant speakers from areas that suffer financially;
   ➢ Requests received by the SO will be forwarded to both the Host and BoD to deliberate and decide whether to accept or reject covering the requester travel expenses, whether completely or partially;
   ➢ All requests should be received, deliberated, and decided no later than three months prior to the Conference.

Other Travel Costs

10) The Host covers the <u>local hosting expenses of all BoD and SO Members</u>; expenses include:
   ➢ Meet and assist at arrival;
   ➢ Transportation by car from airport to the hotel and back;
   ➢ B&B accommodation at an at least 4-star hotel (starting the night before conference opening and ending the day after the conference closing);
   ➢ Transportation by shuttle from hotel to venue and back according to the Conference's Program.

- The BoD's approval on suggested hotel(s) might be required based on the SO's advice in light of the preparatory visit, to guarantee maintaining the hosting standards throughout all Conferences.

11) The Host is required to cover <u>travel expenses for two SO Members to visit the venue within three months prior to the Conference</u> to review all onsite arrangements; expenses include:

   ➢ Economy Class roundtrip air tickets;

   ➢ Meet and assist at arrival;

   ➢ Transportation by car from airport to the hotel and back, as well as Transportation by car from hotel to venue and back according to the visit schedule;

   ➢ Half-Board accommodation at an least 4-star hotel (at least 3 nights or more depending on the visit schedule), or B&B accommodation plus a suitable per-diem (according to per-diem rates implemented by the Bibliotheca Alexandrina, Host of the SO) to cover meal expenses.

Catering

12) The Host covers and accounts for the following:

   <u>Obligatory</u>

   ➢ At least two Coffee Breaks for all attendees at the exhibition area on the first and second days of the three-day Conference;

   ➢ At least one Coffee Break for all attendees at the exhibition area on the last day of the three-day Conference;

   ➢ Lunches for all attendees on the first and second days of the three-day conference;

   ➢ Farewell Brunch or Lunch on the last day of the conference.

   <u>Optional</u>

   ➢ A Welcome Reception at the venue or elsewhere for Moderators and Speakers before the Conference Opening; and/or

   ➢ A Power Breakfast for all attendees on the first day of the Conference.

Social Program

13) The Host organizes a <u>Tour of its premises, preferably as a Nocturne</u>, within the Conference's Program, and must cover the necessary transportation costs of all attendees in case the Conference Venue is different and/or distant from the Host's location.

14) The Host organizes a <u>Gala Dinner</u> at a location different from the Conference Venue; costs should cover any entertainment and catering, in addition to necessary transportation costs of all attendees from and to the Conference Venue.

15) The Host organizes a <u>City Tour</u>, noting that covering its cost is optional; that is, the City Tour can be for an extra fee, but the Host must specify this in their Hosting Proposal to acquire the BoD's approval on said fees.

Other Essential Costs

16) <u>Conference Pack</u> as per the below guidelines;

17) <u>Printed Conference Booklet</u> in at least the English language and preferably in Arabic as well;

18) <u>All Branding of the Conference's Venue(s)</u>, including, but not limited to, session halls and the exhibition fair.

Essential Organizational Components

1) <u>Conference Program (sub-themes, sessions, and schedule)</u>:
   - ➤ In addition to managing the process of selecting the Biennial Conference's theme and sub-themes as per the regulations stated earlier, the SO is responsible for drafting the descriptions of the theme and sub-themes selected by the BoD in collaboration with the Host, as both parties will be responsible for designing the Conference's Program.
   - ➤ In collaboration with the Host, the SO is in charge of designing the Biennial Conference's Program:
     - The Host and SO must agree on an <u>Program Committee</u> comprising 3-5 members, 2 of whom are SO Members; it is recommended that the Host nominates 2 members, while a 5th possible member could represent an external-party, such as a BoD member;
     - The Program Committee reviews and decides on the "<u>Session Proposal Guidelines</u>" at least <u>one year prior to the Conference</u>;
     - The SO manages the "<u>Call for Sessions</u>" and/or invitation of local, regional, and international moderators and speakers within 12-9 months prior to the Conference, as well as following up with them until the Program is finalized within 9-6 months prior to the Conference;
     - The SO is also in charge of collecting bios and abstracts for the Conference's Website and Booklet within 6-3 months prior to the Conference, as well as following up with them on any other session related details until up to one month prior to the Conference.

2) <u>Conference Booklet</u>:
   - ➤ The Host and SO decide together, at least a year in advance, which party will be in charge of designing the Conference Booklet; in either case, both parties develop the content and decide on the design together, upon the Host's advice regarding preferable printing specs;

➢ The Host is responsible for printing enough copies of the Conference's Booklet at least in English, and preferably also in Arabic, on its own expense, to be included in the Conference Pack;

➢ The Conference Booklet contains (at least):
- Welcome Notes:
  *NAMES President
  *Host
- Useful Information
- Conference Venue – Floor Plan
- Program at a Glance
- Program (including Session Abstracts)
- Speakers
- Exhibitors
- Conference Venues and Social Events

3) Conference Welcome Pack:

The Host provides a Welcome Pack to all registered participants and exhibitors; it includes (at least):

➢ A Conference Bag, whereby the host will be required to send the bag design and/or sample photo to the SO to confirm;
- The Bag must feature NAMES' logo clearly, in addition to the Host's logo, noting that NAMES' logo must be more prominent than any/all other featured logos.

➢ The Conference Booklet, and/or any other conference material;

➢ The Conference Attendee Nametag, which acts as pass to all conference sessions, exhibition fair, coffee breaks, lunches, nocturne, gala dinner, and any other visits, tours, and activities arranged by the Host;

➢ Logistical Information:
- Social events locations, directions, and shuttle bus hours,
- Free visits' locations, directions, and opening hours,
- Wi-Fi instructions.

➢ Notepad and Pen;

➢ City Guides when available;

➢ The Host is expected to offer some promotional and/or touristic material;

➢ Exhibitors should be able to place promotional material in the Conference Bag; the Host should specify details in the Exhibition Guidelines.

4) Conference Branding:
   - ➢ The SO is in charge of developing the initial design of the Conference's promotional material and its adaptations in coordination with the Host, where the design is to be based on the theme approved by the BoD;
     - The SO is in charge of producing the digital version of the Conference's poster and flyer 15-12 months prior to the Conference.
   - ➢ Further adaptations and printing of promotional material—flyers, posters, rollups, banners, backdrops, venues' branding, etc.—is the responsibility of the Host, taking into consideration that the SO needs to review and approve all designs before any public usage.

5) Conference Website:
   - ➢ The SO is in charge of producing the Conference Website within 3 months of selecting host, dates, theme, and subthemes, as well as maintaining and updating it henceforward;
     - The Registration Section may take more time, depending on the Host's proposal and requirements.
   - ➢ The Conference Website is affiliated to NAMES Website and is of the same interface design (current website); NAMES Conference Website Template is annexed to these Guidelines for potential hosts' reference;
     - The Host needs to go through any queries, comments, and/or requests with the SO within one month of approving the Hosting Proposal.
   - ➢ All data entry and/or extraction is managed by the SO; the host is required to feed the SO back promptly and provide any required info within the timeframes the SO stipulates.
   - ➢ The Host must be aware that, under the "Travel Information" Section, the following data, managed and provided by the Host no later than 6 months prior to the Conference, is published:
     - Travel Tips (useful information about the country, currency, weather, transportation, dress code, etc.);
     - Where to Stay (nearby hotels offering special rates for registered conference participants);
     - Tours (packages offered by Travel Agencies, preferably at special rates for registered conference participants).

6) Conference Registration Fees:
   - ➢ The Host must propose estimated value(s) for the proposed fee categories, as well as the participants benefits (items offered in return for each fee category), no later than 15 months prior to the Conference to acquire the BoD's approval, noting that:
     - All NAMES BoD and SO members, in addition to the winner of the Mijbil Almutawa Award are exempted from paying registration fees;

- NAMES members and their staff should receive reduced fees for registration at the Conference;
- Each Sister Network is entitled to one free registration.

➢ Within the same timeframe, the Host must also:
- Specify Accompanying Person package(s) and fees, as well as any other items that would require payment of extra fees;
- Decide if they plan to charge speakers and moderators for their registration fees or not.

7) <u>Registration and Payment Procedures</u>:

➢ The Host must be aware that, other than onsite registration, which opens the day prior to the Conference and ends by the end of the first day of the Conference, <u>only Online Registration is applicable through the Conference Website, which is managed by the SO</u>.

➢ The Host must <u>specify means of payment</u>, which the SO will need to announce on the Conference Website for Online Registration, which should be ready to open <u>a year prior to the Conference</u>;
- The Host may receive payments through bank transfer and/or credit card payment; <u>should the Host opt to offer online payments, then it has to set-up its secure online payment portal at least two months ahead of opening Online Registration</u>.

➢ The SO will be responsible for reporting the total number of participants registered online on regular basis once it is opened;
- Based on the latest Participants List provided by the SO upon closing Online Registration, which should be at least three days prior to the Conference, the Host provides the SO with Status of Registered Participants (paid and attended, paid but did not attend, not paid) based on Registration Desk and Onsite Registration data.

➢ The SO is responsible for finalizing and disseminating the "Participants List" during or after the Conference.

8) <u>Conference Marketing and Promotion</u>:

The Host and SO discuss and agree on promotional strategies, taking into consideration that:

➢ The Host is responsible for local promotion of the Conference in its own country; it is highly advised that the Host attracts as much local participation as possible from universities, teachers, informal education and science communication institutions.

➢ The Host is expected to cover expenses of international advertising of the Conference if it is deemed necessary; it also participates in regional and international promotion.

➤ The SO is responsible for promoting the Conference regionally and internationally to its existing database of contacts; the promotion is done online through emails, NAMES Conference Website, NAMES Official Website, and ALMANARA E-newsletter. The SO takes every measure possible to ensure sound promotion and encourage attendance.

9) Surveys and Evaluation:

➤ The Host is responsible for conducting two surveys—one among Exhibitors, and another among Attendees—on how well and beneficial they thought the Conference was, noting that the SO provides the Templates to be used;

➤ The Host is responsible for collecting the data and including the results in their Final Detailed Report (see below).

10) General Conference Management:

➤ The Host should have an Onsite Registration Desk to monitor actual vs. registered attendees;
  - The Host is to maintain a Contacts List of Actual Attendees and send it to the SO post-conference.

➤ The Host should make sure the Conference is well staffed with ushers, registration desk team, setup staff, etc.

➤ The Host should manage shuttle buses and transportation of attendees and speakers in a professional manner.

➤ It is highly advised that the Host organizes the Conference with a local feel bringing in its own country's traditional culture in social events.

➤ It is also advised that the Host offers a diverse set of food and menu options, taking into consideration vegetarian needs of some of the attendees, as well religious and cultural issues of the NAMES region.

➤ The Host is urged to consider any cultural performances being presented at the Conference or social events as culturally appropriate to all attendees, as well as gender sensitive.

Post-Conference Reporting

Within one month after the Conference, the Host is required to provide the SO and BoD with a <u>Detailed Report</u>, including the following details:

1) <u>Venue and Halls</u>:
   - ➤ Brief about the venue and its facilities;
   - ➤ Number of halls used for plenary and/or parallel sessions;
   - ➤ Size and capacity of each hall used;
   - ➤ AV facilities provided;
   - ➤ Simultaneous interpretation provided;
   - ➤ Feedback from Host and participants regarding the above (the SO adds their feedback and that received from other participants).

2) <u>Participation</u>:
   - ➤ The number of participants estimated by the Host in advance;
   - ➤ The Host's implemented strategy to secure suitable participation;
   - ➤ The actual number of participants and their contacts;
   - ➤ The Host's feedback regarding participation and the degree of success of its previously mentioned strategy (the SO adds their feedback).

3) <u>Exhibition Fair</u>:
   - ➤ Venue and necessary arrangements for the Exhibition Fair;
   - ➤ The number of exhibitors estimated by the Host in advance;
   - ➤ The host's implemented strategy to secure suitable exhibitors;
   - ➤ Number of actual exhibitors and their contacts;
   - ➤ The Host's feedback regarding exhibitors and the degree of success of its previously mentioned strategy (the SO adds their feedback).

4) <u>Catering and Social Events</u>:
   - ➤ Details of catering and social events provided by the host;
   - ➤ Feedback from both host and participants regarding the above (the SO adds their feedback and that received from other participants).

5) <u>Marketing and Fundraising</u>:
   - ➤ Sponsors and Partners;
   - ➤ Did the Sponsors and the Partners add to the promotion;
   - ➤ Media Coverage.

6) <u>Problems</u> that the host faced in organizing the Conference.

7) <u>Suggestions</u> for the following Biennial Conference and GAM.

NAMES Conference & General Assembly Meeting Hosting Protocol

This Protocol is held between The North Africa and Middle East Science centers network (NAMES) and -- in order to host and organize NAMES ----- Biennial Conference and General Assembly Meeting (NAMES -------), the date of which will be -------------------, in --------------------------------------.

By signing this Protocol, the Host approved by NAMES Board of Directors, confirms abiding by the above Biennial Conference and General Assembly Meetings Hosting Guidelines and Regulations.

Agreed by the authorized officers of the parties:

By NAMES	**By Host**
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date: