



INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS

SECRETARIAT

APPLICATION TO HOST AN ISSCT CONGRESS

FORM 1

(Amended August 2008)

Only AFFILIATED MEMBERS (*Constitution, Article II: Sub-clause 1.3*) with objectives consistent with those of the Society may make application to host the next Congress. THIS APPLICATION SHOULD BE LODGED WITH THE GENERAL SECRETARY, AT LEAST 30 DAYS PRIOR TO THE OFFICIAL OPENING OF CONGRESS, giving details of its facilities and technical organisation (*Article IX*).

1. DETAILS OF APPLICANT:

1.1 Affiliated Membership:

Please furnish evidence of Affiliated Membership:

Current ISSCT card number.....

1.2 Name of Society:

.....
.....

1.3 Address of Society:

.....
.....

Tel.:.....Fax:.....

E-mail:.....Website:.....

1.4 Office Bearers

Please furnish names of key office-bearers, their positions held in the Society, and their association with sugar cane technology.

1.4.1

1.4.2

1.4.3

1.4.4

1.5 Number of members of the Applicant (Affiliated Society):

Please dissect members into field and factory interests, as at the date of application.

1.5.1 Field members (No):

1.5.2 Factory members (No):

1.5.3 Total members (No):

1.6 Constitution of the Applicant:

Please attach to this application a copy of the English version of the Society's constitution.

1.6.1 Constitution attached **YES/NO**

1.7 National Membership of the ISSCT:

Please indicate the technical interests of national members of the ISSCT:

1.7.1 Members of Agricultural Commission (No):

1.7.2 Members of Biological Commission (No):

1.7.3 Members of Factory Commission (No):

1.7.4 Members of Products Commission (No):

1.8 Previous experience

Give details of previous experience of Affiliated Society in organising local and international scientific conventions / congresses.

2. PROPOSED OFFICE BEARERS OF THE CONGRESS

At the final Plenary Session of the current Congress, the Officers of the next Congress Organising Committee shall be nominated by the Affiliated Member which has been awarded that Congress (*Article VIII: Clause 2*)

Please indicate the proposed office bearers of the Congress (*Article VIII: Clause 1*) and the positions held in the sugar industry:

- 2.1 Honorary President of Congress:.....
- 2.2 Congress Chairman:.....
- 2.3 Congress Vice-Chairman:.....
- 2.4 Congress Secretary-Treasurer:.....
- 2.5 Attach list of other collaborators and their respective duties for Congress Organisation.

List Attached **YES/NO**

3. PROPOSED OFFICIAL DATE OF CONGRESS:

3.1 From To

4. PROPOSED ORGANISATION STRUCTURE:

The organisation of a Congress involves considerable administrative procedures. It is strongly recommended that COC appoints a Congress Co-ordinator and/or an agent (Tourist or similar Agency) to deal with the logistics of welcoming delegates, their accommodation, catering, transport, etc...

4.1 Congress Administration

4.1.1 Will a Congress Co-ordinator be appointed? **YES/NO**

Please give details, if available.

4.1.2 Will an agency be appointed? **YES/NO**

Please give details.

4.1.3 Secretariat Staff:
 Give details of staff to support the General Secretary-Treasurer, the General Secretary at Mid Term Meeting and during other visits and

Congress and / or the Co-ordinator, and plans for building up the team.

4.1.4 Secretariat Office:

Give details of office to be made available to Congress Secretariat and ISSCT Secretariat at Mid Term Meeting and Congress, including equipment: computer and printing facilities, communication facilities – fax, e-mail, etc...

4.2 Publications and Announcements

The requirements of Congress encompass the publication of a Congress Programme, Congress Proceedings and a Newsletter giving information on the host sugar industry, important announcements on proposed programme and participation formalities with details of registration and accommodation costs.

The proceedings which will comprise two hard copy volumes for Field and Factory communications, including their abstracts in English, French and Spanish, must have been completed by the time of Congress for distribution to participants. Copies distributed after the Congress must include, in addition to the Technical Communications from members, the keynote address, reports of office bearers and other relevant documents of the Society. The cost of the Proceedings must be taken into consideration in the Registration fee. A number of extra copies must be available for distribution free of charge to Honorary, Affiliated, Institutional & Corporate members and the depositories (*Article IX: Clause 10 & 11*) and for sale to other members and interested parties.

The Proceedings will be under the responsibility of the ISSCT which will set up an Editorial Committee under Chairman Technical Programme Committee and the ISSCT Editor. However, collaboration with the COC and use of local facilities could be possible or desirable. Their cost will be worked out by the parties concerned.

When technical progress will allow, CDs of the proceedings may be produced but hard copies of the Congress programme and of the abstracts in the three languages must be distributed to Congress participants.

The Newsletters must be published prior to Congress and, if possible, also

during Congress. Modern electronic facilities must be used for this purpose through the use of the internet, including the creation of an interactive website for online formalities.

4.2.1. Editorial Officer – Congress Organization Committee

Congress Organizing Committee shall nominate an Editorial Officer to form part of the ISSCT Editorial Committee and who will be responsible to ensure full collaboration and facilitate local input in.

Editorial Officer:

Name:-----

Function:-----

Address:-----

Tel.:-----Fax.:-----

E-mail:-----Website:-----

4.2.2. Printing of Proceedings

The ISSCT will make its own arrangements for the printing of the proceedings but these may be arranged in the host country if good facilities are available and the COC is willing .

Would the COC be interested to arrange for the printing of proceedings locally? **YES/NO**

Would an agency be contracted for this purpose? **YES/NO**

Give details of arrangements. Experience and printing facilities.

4.2.3. Newsletters

Please indicate the number and approximate timing of Newsletters for distribution to members prior to Congress:

1. 2. 3.

4. 5. 6.

(Note: Nearer to Congress, updates on its organization may be posted on the ISSCT and Congress Websites.)

4.2.4. Congress Daily Newsletters:

Will daily Newsletters be published? **YES/NO**

4.2.5. Schedule of important announcements

4.2.6. Congress Programme

Please indicate what arrangements will be made for the publication of the Congress Programme and brochure for delegates.

4.2.7. Electronic mail and Website

Communication with members is an important requisite to publicize Congress, promote and facilitate participation.

Give details of your e-mail and Internet facilities.

Will a website be created? **YES/NO**

In the affirmative please give details of your plan for creation and development, including online facilities for congress participation and posting of programme and titles of papers.

5. PROPOSED FIELD AND FACTORY TOURS

The successful applicant for Congress is required to provide facilities for the observation of sugar production methods and related activities in the host country during the period of Congress and, under certain circumstances, in neighbouring countries (*Article II: Clause 2.2*). While the proposed programme is to be presented here, full details of these tours must be presented to the Executive and TPC at the mid-term meeting, including visits to key sites/institutions. The same applies for item 6 below.

5.1 Please ATTACH a broad outline including time schedule of proposed Field and Factory Tours to be conducted prior to or in conjunction with meetings of Technical Sections during Congress, and specify:

5.1.1 The location of sites proposed for Field and Factory Tours, relative to the Convention Centre(s).

1.
.....
2.
.....
3.
.....
4.
.....

5.1.2 The Proposed arrangements for transport and, if necessary, supplementary accommodation (9.2 below).

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5.1.3 Whether guides will accompany the tours and whether descriptive brochures/handouts will be distributed to participants.

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5.2 Please indicate if an Affiliated Member your Society has contacted is willing to conduct a Post- Congress Tour in a neighbouring country.

5.2.1 Name of Affiliated Member:

5.2.2 Duration of Tour:.....

5.3 If the applicant is willing to conduct a Post-Congress Tour in its own country, please complete and attach the application to host a POST- CONGRESS TOUR. (FORM 2)

5.4 Timing of Field and Factory Tours and Congress:

5.4.1 Dates of Field Tour:

5.4.2 Dates of Factory Tour:

5.4.3 Dates of Congress:

5.4.4 Dates of Post Congress Tour:

6. WORKSHOP

The Technical Programme Committee may decide to organize a Workshop at the Congress but its success will depend on the facilities and expertise in the host country and the logistics available for such.

Are you able and willing to provide the logistics. **YES/NO**

In the affirmative give some indications according to your country's expertise.

COMMISSION: -----

SECTION: -----

THEME: -----

7. PROPOSED CONVENTION FACILITIES

7.1 Venue for Plenary Sessions:

Please indicate the location, seating capacity, and translation facilities.

7.1.1 Location:

(Please annex city plan to indicate location in relation to hotels)

- 7.1.2 Seating Capacity:.....
- 7.1.3 Translation Facilities:.....
- 7.1.4 Audiovisual Facilities:.....
- 7.1.5 E-mail Facilities for delegates:.....
-

7.2 Venues for Commission Meetings:

Please indicate the location and seating capacity of the venues for four concurrent meetings of each commission. (Please annex plan of Congress/ Convention Centre, if available)

- 7.2.1 Location:.....
- 7.2.2 Seating Capacities of each venue and facilities:
 - 7.2.2.1 Agricultural Commission:
.....
 - 7.2.2.2 Biological Commission:
.....
 - 7.2.2.3 Factory Commission:
.....
 - 7.2.2.4 Co-Products Commission:
.....

7.3 Details of rooms for administration:

(Council and TPC meetings, Congress Secretariat and ISSCT Secretariat)

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.....
.....

7.4 Catering Facilities

Please indicate the availability and location of catering facilities for mid-day meals at or near meeting venue.

7.4.1 Location of Catering Facilities:.....

7.4.2 Capacity:

7.4.3 Give details of caterer's experience

.....
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8. PROPOSED EXHIBITION FACILITIES:

Please indicate the location of the area set aside for Congress Exhibition, and the proximity to Congress facilities. Submit plan of Exhibition area. Please note also that candidate undertakes to submit to Executive at the time of congress, fees charged to Exhibitors and details of contract.

8.1 Location:

8.2 Area (Meter square):

8.2.1 - Covered:

8.2.2 - Open:

8.2.3 - Total:

8.2.4 – Plan of Exhibition area attached **YES/NO**

8.3 Supporting Facilities:

8.3.1 Office Space for Corporate Members: **YES/NO**

8.3.2 Secretariat Services **YES/NO**

8.3.3 Catering Facilities **YES/NO**

8.4 Brochure:

Will a brochure be prepared ? **YES/NO**

9. PROPOSED ACCOMMODATION FACILITIES

9.1 Congress Registered members (Individual and Corporate)

9.1.1 Total number of suitable rooms available in close proximity to Congress facilities. Please list hotels, order of their international rating (five star, four star etc,...) and the number of rooms available in each hotel. If possible give also expected increase above present prices quoted below.

	Hotel	Rating (Star)	Rooms (No.)	Proximity (Distance)	Current Room Price	
					Single	Double
9.1.1.1						
9.1.1.2						
9.1.1.3						
9.1.1.4						
9.1.1.5						
9.1.1.6						
9.1.1.7						
9.1.2	Transport arrangements for registered members (under 10.3 below) from hotels to Congress/Exhibition facilities.					

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9.2 Field and Factory Tours/Participants

Please indicate if supplementary accommodation (5.1.2 above) is necessary for Field and/or Factory Tours. If yes, list hotels, rating and number of rooms available.

9.2.1 Field Tours - **YES/NO**

	Hotel	Rating (Star)	Rooms (No.)	Proximity (Distance)	Current Room Price	
					Single	Double

9.2.1.1

9.2.1.2

9.2.1.3

9.2.1.4

9.2.2 Factory Tours - **YES/NO**

	Hotel	Rating (Star)	Rooms (No.)	Proximity (Distance)	Current Room Price	
					Single	Double

9.2.2.1

9.2.2.2

9.2.2.3

9.2.2.4

10. PROPOSED OPTIONAL PACKAGES

The host Society is required to offer a number of optional packages (*Article IX: Sub-Clause 5.3*) to members desirous of attending Congress.

Please indicate that the following OPTIONS will be made available to members and give appropriate estimate of costs. It is understandable that forecasting costs three years in advance is difficult but an estimate should be given based on current costs and approximate forecasted increase.

10.1 Registration Fee **YES/NO**

This option (*Article IX: Clause 5*) permits local members and visiting members (with limited budgets to make their own arrangements for accommodation and local transport to the convention centre. The registration fee, when determined, should cover a pro rata cost of the total hire of Congress space for plenary sessions and technical presentation of papers, also light refreshments, luncheons, welcome cocktails, farewell banquet.

The fee may also cover the cost of providing registered members with Congress Proceedings, including the Spanish and French summaries which must be available at Congress (*Article IX: Sub-Clause 6.2.4*). (Note: For the cost of the Proceedings, the General Secretary and the Editor must be consulted. See also Article IX: Sub-Clause 10.4)

Approximate estimate of fee

10.2 Partial/Program Package: **YES/NO**

This option (*See Article IX: Sub-Clause 5.3*) covers the costs of accommodation and all necessary transport to and from the convention Centre and functions for the period of the Congress itself, as well as the Registration fee (10.1 above).

Approximate Cost

(Note: COC may decide to exclude the hotel Accommodation costs leaving the participants to deal directly with the hotels.

10.3 Complete Program Package : **YES/NO**

This option (*See Article IX: Sub- Clause 5.3*) covers the costs of pre-congress field or factory tours in addition to the cost of the Partial/Program Package (10.2 above).

Approximate Cost

See Note at 10.2 above.

10.4 Accompanying persons Program Packages: **YES/NO**

This option (*Article IX: Sub-clause 5.2.3*) should provide partial and complete programs for persons accompanying registered delegates.

Approximate Cost

10.5 Congress Proceedings: **YES/NO**

This Option of purchasing a bound copy of the Congress Proceedings should be extended to all members, including those attending Congress as well as those not registered to attend Congress (*Article IX: Sub-Clause 10.3*)

Approximate Cost (In case Proceedings are to be published in the host country)

11. NATIONAL POLICY IN RESPECT OF ENTRY OF REGISTERED MEMBERS

One objective of the Society is to bring together sugar technologists who are members to promote the technical discussion of field and factory problems (*Article IX: Sub-clause 2.3.3*). The Society recognises that Congress Organising Committees may be unable to influence or alter Government policies in respect of entry to that country of all members who may register to attend Congress. Please indicate:

11.1 Limitations to entry (if any):

.....

11.2 Special visa requirements (if any):

.....

11.3 International Centres for issuing visas (please list)

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On behalf of Affiliated Member:

Name:

Signature:

Position held:

Date: