

Friday, 15th February 2019

Guidelines for proposals to host PCCr3 or PCCr4

The proposals to host the 3rd or 4th Pan African Conference on Crystallography (PCCr3 or PCCr4) should be submitted by the proposed Chair of the Local Organizing Committee to Dr. Patrice KENFACK TSOBNANG the Secretary of the AfCA Steering Committee at patrice.kenfack@univ-dschang.org

Deadline to submit a proposal is Friday, 15th March 2019, 5:00pm CAT

After examining the bids, the AfCA Steering Committee will decide the location of PCCr3 and PCCr4 by voting. A decision is due by 1st April 2019.

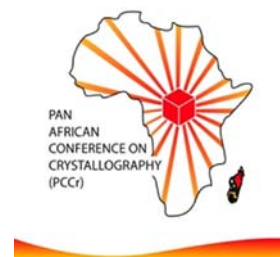
How to prepare the bid document

The proposal should contain as much information about the following points as possible and any other information that the bidders consider useful. The document may contain photos and images to illustrate the facilities available at the proposed hosting venue.

See the document entitled 'Guidance for PCCr organisers' for some details of what is involved in organising the conference.

1. General information

- Proposed place and dates for the conference
- Chair of the Local Organising Committee (LOC)
- Names of local crystallographers involved in the organization of the meeting
- Letter of support from the National Crystallographic Association (if present) or group of local crystallographers



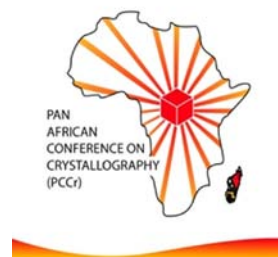
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- Letter of invitation/commitment from the hosting University, especially if the conference will be hosted at university venues.
 - Declaration that the LOC shall observe the basic policy of non-discrimination and affirms the right and freedom of scientists to associate in international scientific activity without regard to such factors as ethnic origin, religion, citizenship, language, political stance, gender, sex or age, in accordance with the Statutes of the International Science Council.
 - Declaration that the LOC fully supports and promotes gender equality in accordance to the IUCr policies, and therefore, together with the AfCA Steering Committee and the PCCr Programme Committee will enforce and ensure gender equality among LOC members, lecturers and participants, and will pay special attention to the gender balance in evaluating bursary applications.

2. Information about the venue

- General description of the congress centre hosting the conference and its facilities
- Congress centre rental costs. Note that free congress centres (i.e. at Universities) are highly preferred
- Number and capacity of lecture rooms
- Description of spaces for sponsors exhibition: size, location
- Poster area: size, maximum number of boards, location
- Description of spaces available to serve coffee breaks and lunches (it is advantageous to have the possibility to serve coffee breaks and lunches in the same area as the sponsors exhibition)
- Availability of rooms for council meetings and workshops and their capacity
- Availability of free wireless internet access
- Location of the venue in the city and accessibility to local transport

3. Accommodation

- Availability, costs range of hotels for delegates, and distances from the venue
- Description and costs of possible accommodation for students (student dorms, guesthouses, budget hotels, etc.)
- Arrangements for transportation between hotels and conference venues
- Arrangements for transportation between airport and hotels



4. Financial plan

- Tentative financial plan, including estimates of costs and incomes as well as the break-even point (number of registered participants at which the conference makes neither a loss nor a surplus)
- Proposed registration fees (early, normal, late/on site) for all categories of participants (e.g., academic, industrial, students, retired, accompanying persons)
- Proposed social program and costs
- List of items included (or not included) in the registration fee (e.g., lunches, welcome reception, social dinner, excursion, etc.). If not included, provide cost estimates
- Potential incomes other than registration fees (e.g. commercial sponsors; local institutions; local industries; etc.) and arrangements for fund-raising campaign
- Cancellation/refund policy
- Possible support for students/young crystallographers

5. Information about the place

- Country accessibility and free circulation of persons
- Information on passport, visa requirements, etc.
- LOC arrangements for providing invitation letters to those who need one to apply for a visa
- Information about the local area and its potential touristic and cultural attractiveness
- Information on travel to the country and to the site of the meeting
- Information on climate and weather conditions

The AfCA Steering Committee