

Friday, 15th February 2019

Guidance for PCCr Organisers

This document which is annexed to the Guidelines for proposals to host PCCr3 or PCCr4 includes some guidelines regarding organisation for hosts of PCCr meetings.

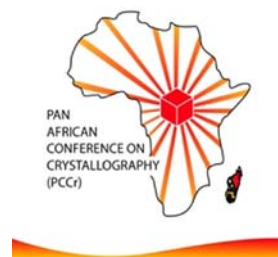
Local Organising Committee

The PCCr Local Organizing Committee should include:

- Chair
- Secretary
- Honorary Treasurer (providing financial oversight on behalf of the LOC and the AfCA)
- Chair and secretary of the AfCA executive committee
- Chairs of the previous and following PCCrs
- Person responsible for exhibitors
- Local organisers

Responsibilities of the Local Organising Committee

- Working with the AfCA Steering Committee to set up the Programme Committee
- Maintain liason with the Programme Committee
- Sending acceptance / invitation letters and communication / attendance certificates to delegates – the relevant session chair must be copied in on this correspondence
- Financial organisation – budget, payment of invoices, payment of bursaries to bursars
- Sponsorships
- Commercial exhibition
- Poster exhibition
- Social activities
- Workshops, satellites, schools
- Design, hosting and maintenance of PCCr3 (or PCCr4) website (suggested URL: PCCrX.Africa.org)
- Online registrations, accommodation booking, bursary applications, abstract submission
- Production of Abstract Book
- Keeping to deadlines



Deadlines for the Local Organising Committee

- directly after the successful bid: convene the Organising Committee
- 18 months before PCCr : website of the PCCr should be open
- 18 months before PCCr : convene the Programme Committee
- >9 months before PCCr : apply to IUCr for support of bursaries
- 9 months before PCCr : registration and bursary application starts – any confirmed speakers should be listed on the website by this date
- 8 months before PCCr : convene the Bursary Committee
- 2 ½ months before PCCr : inform of bursary applicants about the results
- 2 months before PCCr : Abstract Book has to be ready for preparing hard copies in required numbers and USB stick copies

Bursary Committee

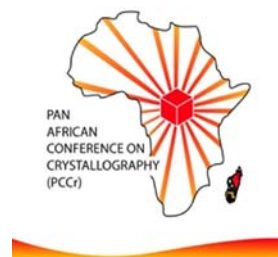
The Bursary Committee to have at least:

1. Chair of LOC
2. Secretary of LOC
3. Chair of the programme committee
4. Chair of the IUCr Africa Initiative
5. AfCA representative

Programme Committee

The PCCr Programme Committee should include:

- Chair of the Programme Committee
- Chair and secretary of the LOC
- Chair of each session
- Representatives of the AfCA Steering Committee
- Chair of the IUCr Africa Initiative
- Poster prize coordinator



Responsibilities of the Programme Committee

- Decision on plenary and keynote lecturers
- Decision on the topics of the sessions
- Appointing the session chairs and co-chairs
- Assessing abstracts and assigning oral/poster acceptance
- Informing LOC of oral/poster acceptance
- Ensuring a balance of subjects
- Setting up the poster prize panels

Deadlines for the Programme Committee

- *Previous year -18 months:* discussion/decision on the keynote lecturers and sessions
- *Previous year -15 months:* decision on the plenary and keynote lecturers and sessions
- *Previous year -14 months:* invitation of the keynote lecturers and sessions chairs and co-chairs
- *Previous year -10 months:* invitation of the keynote session lecturers
- *Previous year -10 months:* the start of the collection of the abstracts
- *-4 months:* evaluation of abstracts, selection of the selected session speakers
- *-3 months:* evaluation of the abstracts of the bursary applicants
- The Meeting keynote and session schedule should be sent for review to the AfCA Steering Committee before it is announced on the webpage

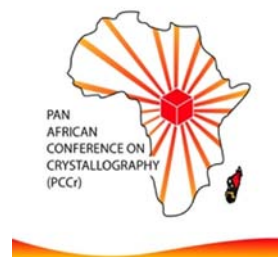
The scientific programme and its arrangement in the conference calendar should be agreed on by the Programme Committee and LOC and be sent for review to the AfCA Steering Committee before it is announced.

The Programme committee has the exclusive responsibility to set up and publish the programme for the conference. They should work hand in hand with the LOC through its chair and secretary, who are also members of the Programme committee. The LOC cannot make changes to the programme without the consent of the full Programme committee.

Other details

Deadlines for participants

- Application for financial assistance (-7-9 months)
- Abstract submission (-5 months)



- Early registration (-4 months)
- Student accommodation (-4 months)
- Conference hotel accommodation (-3 months)
- Normal registration (-3 months)
- Late registration (-2-0 months)
- Cancellation (0 months)

The website

The PCCr website is the responsibility of the local organisers. Organisers must provide the design, hosting, contents handling and maintenance of the website. The official address of the website must be PCCrX.Africa.org.

Information regarding abstract submission, registration, speakers, programme and so on must be added to the website timeously. An abstract template should be made available on the meeting website.

Electronic organisation

All the following should be done online:

- Registration
- Accommodation booking
- Application for bursaries
- Abstract submission

If possible, an option to pay registration fees online should also be available.

PCCr announcements as well as PCCr in the congress calendar should be included in IUCr Newsletter and website as well as those of all the Regional and national adhering bodies of the International Union of Crystallography.

Abstract Book

Delegates should be provided with an abstract book, either electronically on a flash drive or as a printed hard copy.

The AfCA Steering Committee