



## **Procedure for Organizing an URSI General Assembly and Scientific Symposium**

### **1. Introduction**

The purpose of this document is to describe the requirements and procedures to be followed by a Member country hosting a General Assembly and Scientific Symposium (GASS). These especially relate to administration, finance, and publications. They are designed to protect the host from financial loss, while ensuring that URSI financially benefits. URSI relies on the GASS as an important supplement to its income. An explanation of the financial arrangements between URSI and the host Local Organizing Committee appears in Section 3 of this document, with a detailed list for guidance provided in Appendix A.

It must be recognized that a GASS involves *two equally important* components: the scientific meeting; and the meetings associated with conducting the business of URSI, including those of the Board, the Council, the Coordinating Committee, the Commissions, Working Groups, and committees. These business meetings span a longer period of time than the technical meeting, and may have different requirements in terms of facilities and support than the technical meeting. The URSI Council sought to emphasize this dual nature of the meeting when it changed the official title of the meeting from General Assembly to General Assembly and Scientific Symposium, in 2008.

A proposal to hold a GASS must address in detail all of the items identified in this document as being requirements for the venue and for the Local Organizing Committee. It must also provide sufficient information to assure the Board and Council that the items in the other sections of this procedure will be adequately addressed.

### **2. Overview of Requirements**

#### **2.1 Venue**

The General Assembly and Scientific Symposium should be held in a venue easily accessible from an international airport. The site of a GASS should be close to (ideally, within easy walking distance of) hotels and other accommodations. It must be no further than 20 minutes travel time (by public transport or special buses) from sufficient accommodations to house the expected number of attendees. The venue and hotels housing attendees should be in a location that will be attractive to attendees, and helpful in attracting radio scientists to attend the GASS. The venue should be readily accessible by public transportation. Places for attendees to eat outside of the venue and hotels should be within easy walking distance of the venue and hotels, or accessible with a very short trip by public transportation (note that with 1000-1500 people all trying to get to or leave the venue or hotels at about the same time, taxis



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are not an adequate form of public transportation). Isolated venues are generally not appropriate for the GASS.

Other specific requirements for the venue are detailed later in this document. All costs associated with the use of the venue must be included in the proposal and the budget.

### **2.2 Visas**

URSI must have assurance that there is no restriction on the issue of entry visas to bona fide scientists, and that the host country where the General Assembly and Scientific Symposium will take place observes the ICSU Statement on Freedom in the Conduct of Science. Such assurances must be included in the proposal.

### **2.3 Dates**

URSI General Assemblies are normally held between mid-July and mid-September, and last for approximately eight days (typically, from a Saturday through the following Saturday). Exceptionally, where climate conditions make the above dates unsuitable, Council may consider a GASS in October. In addition, the GASS may benefit from higher attendance from those in academia if held during what is commonly the summer break for many institutions, during mid-July to the end of August.

### **2.4 Local Organizing Committee (LOC)**

The Member Committee of the host nation should establish a Local Organizing Committee. This will take responsibility for the formal proposal, including the identification and all charges of a Professional Conference Organizer, except where the Local Organizing Committee feels able to undertake the work. The LOC should provide URSI with itemized quotations (in US dollars or Euros) for services associated with the proposal, including all expenses of the LOC. The proposal should include identification of the major members of the LOC and their responsibilities. At a minimum, these should include the following: General Chair, Vice Chair, Local Arrangements, and Social Activities. The institutional associations and past experience with similar meetings should be given for the key people. It is important that there be a diversity of personnel and affiliations involved. The planning and execution of a GASS takes place over several years, and the ability of a single institution or individual to carry forward with such a meeting can change in this time. It is thus important that the proposal provide assurance of an adequate reservoir of people with experience in URSI activities to insure a successful meeting.



## **2.5 Professional Conference Organizer (PCO)**

Usually, it is advisable that the LOC employ the services of a PCO. The PCO should provide URSI with a resume of their experience in organizing events comparable to a GASS, as well as a sample contract. Any contract between the LOC and the PCO is to be approved by URSI. Note that all fees, expenses, and costs associated with the use of the PCO must be included in the proposal and the budget.

PCOs often derive a portion of their revenue from negotiations with hotels, the meeting venue, and other suppliers on behalf of a conference (note that in spite of such revenue to the PCO, a net savings to the conference and the attendees may result because of the negotiating experience and expertise of the PCO). The LOC (and URSI) should be informed of any such revenue (and this information should be included in the proposal and the budget), and the LOC should factor such revenue into the costs associated with using a PCO. In particular, the net expense to URSI of using the conference venue and the net cost to attendees for hotel rooms – including the effects of any revenue to a PCO – should be less than or equal to what URSI, the LOC, or attendees could obtain by directly negotiating with the conference venue and hotels, and/or using a competent travel agent.

## **2.6 URSI**

URSI is responsible for the overall program of the URSI GASS, including the paper submission and review process, the oral sessions of the Commissions, the poster sessions, the opening ceremony, the closing ceremony, and the General Lectures. URSI will coordinate and release the conference program. URSI is responsible for the timely submission to the IEEE of all required materials prior to the GASS in connection with being able to submit the conference proceedings for possible inclusion in IEEE Xplore, and URSI is responsible for submission of the proceedings to the IEEE after the GASS for inclusion in Xplore.

## **3. Budget and Financial Obligations**

### **3.1 Introduction**

The proposal for a GASS should contain a preliminary budget. A template for this budget is available from the URSI Secretariat on request, and should be used in preparing the preliminary budget for the proposal. Every proposal must provide two preliminary budgets: one based on 1000 paying attendees, and one based on 850 paying attendees, per the information provided with the budget template. Proposals may also provide additional budgets based on different numbers of attendees, if the Local Organizing Committee wishes to do so.



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After selection of the venue by the Council, the proposal provided by the host country for the GASS will become the basis for a detailed budget. This budget must be agreed to and approved by the Secretary General, acting for the Board, before a commitment exists to hold a GASS. The agreed-upon budget must address in detail all of the items identified in this document as being requirements for the venue and for the Local Organizing Committee. Once approved, the agreed-upon budget represents a contract between URSI and the Local Organizing Committee, and is to be followed by the Local Organizing Committee. Any substantial deviations from the agreed-upon budget must be approved by the Secretary General, including any unforeseen expenses.

It is to be understood that the host organization and the Local Organizing Committee will be expected to abide by the budget, and must have the financial resources and be willing to take responsibility to cover any unapproved and/or unforeseen expenses. The mechanism to provide for this must be identified and explained in the proposal. To this end, the proposal must include a statement from an entity (such as the Member Academy of Sciences) that has both the necessary financial means and legal standing, taking full financial responsibility for the General Assembly and Scientific Symposium. By submitting a proposal, the Local Organizing Committee accepts that URSI will not accept nor be held responsible for any financial or legal liability associated with the GASS. Any and all such liabilities are the full responsibility of the proposing entity. The proposal for the GASS must contain a proposal for a memorandum of understanding (MOU) between the entity taking financial responsibility and URSI (an example of a draft MOU is available from the URSI Secretariat on request).

Appendix A summarizes the financial responsibilities for the Local Organizing Committee and for URSI. The items identified in Appendix A should be reflected in the preliminary budget included in the proposal.

The presence or absence of any statements in the proposal notwithstanding, submission of a proposal shall represent an agreement by the proposing organization to accept and meet all of the requirements of this Procedure document if the proposal is accepted by the URSI Council.

### 3.2 Setting the Registration Fee

The registration fee will be set by URSI when the agreed-upon budget for all itemized charges is confirmed. Provision shall be made for a reduced registration fee for students, and for members of societies with which URSI has negotiated agreements for reduced registration fees at its meetings.



### **3.3 Revenue to URSI**

Revenue from the General Assembly and Scientific Symposium is critical to the financial viability of URSI. URSI is to receive 20% of the gross registration fee paid by every registrant. URSI is also to receive a fixed amount per registrant (included in the registration fee) to cover the cost of each registrant becoming an URSI Radio Scientist for the triennium. The amount of this fee will be fixed by URSI when the registration fee is set; currently, it is 40 Euros including e-mail notification of the availability of the *Radio Science Bulletin* on the URSI Web site. Attendees shall thus be offered registration including notification of the availability of the *Radio Science Bulletin*. The budget shall reflect the above revenue to URSI.

### **3.4 Payment of Revenue to URSI**

Most of the revenue to URSI goes toward providing support for Young Scientists and URSI officials at the GASS, and much of this is paid at the start of the General Assembly and Scientific Symposium. Immediately before and during the GASS, the URSI Secretariat may require access to substantial sums of cash in local currency, mainly for the support of the Young Scientists. One possible way of addressing this problem is by using the credit and banking arrangements of the LOC and/or the host Member Committee. Most of the registration fees are collected in advance of the General Assembly and Scientific Symposium, and thus an advance payment to URSI as part of the revenue to URSI should be made available to URSI via local banking facilities. It is the responsibility of the LOC to work with the URSI Secretariat well in advance of the GASS to see that these needs are met. The proposal to host a GASS should acknowledge that this will be done.

### **3.5 Publications**

The LOC is responsible for the preparation, printing, mailing, and translation into French where applicable of the following GASS publications:

- the First and Second Announcements, printed in both English and French;
- the final program booklet, printed in English with the general information also in French;
- the *Proceedings* on a flash drive.

The responsibilities for preparation, coordination, and approval of texts for these items are detailed in the “Preparation of the Scientific Program for the URSI GASS” document.



### **3.6 Web Site**

The LOC is responsible for building and maintaining an appropriate Web site for the GASS. This should include general information on the GASS, information on the venue, the call for papers, information on the Young Scientists and Student Paper Competition programs, a link to the URSI-provided paper-submission Web site, provision for attendees to register for the GASS and to make hotel reservations, information on local transportation and sightseeing, social programs, the ability to download the schedule and program for the GASS when available, contact information, and all other information appropriate to organizing the GASS.

### **3.7 Young Scientist Program**

The LOC is responsible for the cost of the Young Scientist Program. This includes the costs of the lodging of the Young Scientists during the General Assembly and Scientific Symposium, the cost of a per diem for the Young Scientists during the General Assembly and Scientific Symposium, and the cost of the Young Scientists reception. The number of Young Scientists to be supported and detailed cost information should be included in the proposal to host the GASS and in the budget. URSI is responsible for the costs of travel of Young Scientists from developing countries.

## **4. Venue Requirements for the Scientific Program**

### **4.1 Commission Session Rooms**

It is desirable for all Commission session rooms, as detailed below, to be located within the same complex (most preferably, within the same building, and ideally, on the same floor). Papers are presented according a schedule with 20-minute time slots that is coordinated across all Commissions, and attendees move between Commission sessions to hear papers in successive time slots. A one-to-two minute leisurely walk between any two of the Commission session rooms is therefore the most that is acceptable. Any more than this leads to an effective separation of the meeting into “mini-conferences.”

Where climate renders it appropriate, satisfactory air conditioning should be provided. If the temperature in the meeting rooms, when occupied, is above 24°C (75°F), then air conditioning is needed. It is also important that the meeting rooms not be too cold. An ideal temperature for the meeting rooms, when occupied, is 20°-22° C (68°-72°F).

The meeting rooms should be equipped with computers and computer-driven projectors (e.g., for use with *PowerPoint*), a pointer, a timer for timing papers, and, where necessary, audio equipment (microphones and speakers for those addressing the audience). These



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facilities should be supported with an operator. The operator should be familiar with the operation of all of the equipment, and with the operation of the lights and audio facilities in the room to which he/she is assigned. Written instructions specific to each room, describing how to adjust the lights, the room-temperature control, and the audio levels, should also be provided for each room. The operator should have some rapid means of communication with audio/visual support services and with the Local Organizing Committee so that if there is a problem with the audio/visual equipment, or if a session chair fails to show up on time, or there is some other emergency, the impact on the schedule of the session and the attendees can be minimized.

Some presentations may require the use of two projectors. For this reason, and to minimize downtime in the case of equipment failure, several (four is probably a minimum) computers and projectors should be available in addition to the one-per-room required. Spare bulbs should be provided with all projectors (or there should be provision for rapidly replacing a failed projector). Equipment for projecting video should also be available to any of the Commission session rooms, if required by a presentation and scheduled in advance.

Each Commission requires a separate meeting room in which its scientific sessions (and business meetings) will be held. The seating arrangement should be consistent with a lecture hall: rows of seats with adequate spacing between the rows (sufficiently wide to enable attendees to easily take seats or leave during a session, even though the majority of those seated in a row do not move: note that this spacing requirement is wider than that used by most venues for standard theater-style seating, so seating estimates provided by venues may need to be adjusted accordingly), facing a large and high screen. The minimum seating sizes for these rooms are given in Table 1. In recent General Assemblies and Scientific Symposia, the sessions for Commissions A, C, D, and E have had somewhat smaller attendance than those for Commissions B, F, G, H, J, and K. Thus, if rooms of different sizes are available, the Commissions should be assigned accordingly. [Note that the values shown in Table 1 may be adjusted for a given GASS as a result of negotiations among the Commission Chairs.] Joint sessions are usually assigned to the Commission meeting room for the lead Commission: the Commission listed first.

**Table 1. Minimum room sizes for scientific sessions and tutorials, by Commission.**

Commission	Scientific Sessions	Tutorial Lectures
A	90	180
B	200	200
C	60	80
D	70	85
E	70	100
F	100	120
G	150	180
H	120	150



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J	180	300
K	190	200

Each Commission also typically holds a Tutorial Lecture during the General Assembly and Scientific Symposium. These are intended to be of wide interest, and it is hoped that attendees whose interests may be primarily outside those of the Commission will attend the Tutorial Lectures. This leads to increased attendance. If rooms with only the minimum size for scientific sessions given in Table 1 are used, some provision for temporary use of a larger room by a Commission for its Tutorial Lecture should be made available to the Commission Chair during the planning of the technical program. Minimum-room-size requirements for Tutorial Lectures are also given in Table 1. Ideally, the room available for each Commission will meet the size requirements given in Table 1 for the Tutorial Lectures, thus permitting all sessions and lectures for each Commission to be held in a single room assigned to that Commission for the duration of the GASS.

Note that the Commission session rooms need to be available for all of the Commissions Monday through Friday and on Saturday morning if the schedule followed in recent editions of the GASS is used.

In addition to providing one session room per Commission, it is very desirable to have a few (e.g., four to five) additional rooms that can be used for parallel sessions. The proposal should indicate if such additional parallel-session rooms can be made available, including how many and their capacities.

If the meeting rooms have chairs with arm desks (and particularly if the arm desks are not collapsible), some additional chairs without arms or other obstructions should be provided for use by those who cannot use “class-room-style” chairs.

Drinking water should be available for use by the session Chair and speakers. A pointer should be provided in each room.

The starting and ending times of papers in all sessions are to be standardized at integer multiples of 20 minutes (including questions), and synchronized among the sessions (and these times will be printed in the program). Some means for those switching between sessions to know what paper is being presented when they reach a meeting room should be provided. One way to do this is to provide a large (approximately one meter high) poster showing the schedule of papers for the session on an easel at the entrance to each room. The operator for the room can then mark the paper currently being presented on the poster at the start of each session.

If the meeting rooms are not labeled with the names used to identify them in the program, signs on each room must be provided. If there is any possibility of attendees having trouble in identifying where a particular room is located, signs should be placed at all



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“decision points” in the foot-traffic pattern in the building, directing attendees to the meeting rooms. Similar signs are required to direct people to the registration area, the office of the URSI Secretariat, and the other offices (see below). A map showing all of the facilities an attendee is likely to need should be included in the registration packets.

Adequate toilet facilities must be readily available close to all of the rooms used for the GASS, and signs directing attendees to these must be posted near all rooms. Provision must be made to adequately clean and service the toilet facilities during the GASS.

### **4.2 Opening Ceremony**

The Opening Ceremony is usually attended by 1000-1500 persons and is sometimes accompanied by entertainment. A suitable, high-quality hall is required, with a podium for seating dignitaries and Officers during the Awards Ceremony. Appropriate audio-visual and lighting facilities are essential. The other requirements in the section on session meeting rooms, relating to temperature, seating, operator support, signs, and toilet facilities, apply.

### **4.3 Plenary Sessions**

A General Assembly and Scientific Symposium normally includes General Lectures, which are attended by up to 1000 people. A room comparable with that of the Opening Ceremony is required for such lectures. The other requirements in the section on session meeting rooms, relating to temperature, seating, operator support, signs, and toilet facilities, apply.

### **4.4 Poster Sessions**

Commissions typically include poster sessions in their technical programs. These require a single spacious area (shared by all of the Commissions' poster sessions), sufficient to accommodate up to 400 poster presentations. “Spacious” must include enough room in the aisles between posters so that people can easily move up and down the aisles even with three to five people gathered in front of each poster (e.g., 10 m<sup>2</sup> in front of each poster). Appropriate display boards should be provided, together with materials to support the posters. The display boards should be arranged so as to be in flat rows, instead of angled with respect to each other: an angled arrangement causes interference among those attempting to view and discuss adjacent posters. It must be possible to mount all of the paper associated with a poster high enough so that it can be easily viewed with a group of people standing in front of it. The temperature requirements are identical to the Commission meeting rooms and, in particular, they apply when occupied by a large number of people. The other Commission meeting-room requirements relating to operator support, signs, and toilet facilities, also apply.



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Posters should be arranged in a logical order. Posters are organized into sessions, just as are oral papers. All of the posters for a given session should be arranged together, sequentially. The session should be identified by signs on the posters, and it should be possible for someone walking up and down the aisles of posters to easily tell that a given poster is paper *N* in Session *X#*, where “*X*” is the Commission letter and “*#*” is the session number (“*XP#*” will be appropriate where posters are related directly to Commissions rather than to specific sessions of Commissions). Sequentially numbering the posters and providing a mapping between that numbering and the session organization is not sufficient. It should be possible for someone viewing the posters to be able to readily relate each poster to the session to which it belongs. Signs with large, easy-to-read maps should be provided at frequent intervals in the poster area so that viewers can easily find where the posters for a particular session are located.

The Commissions will organize the poster sessions as part of their technical program. This includes specifying in which of the time slots available for posters a particular poster session is to be scheduled. It is critical that this organization be respected.

Posters will typically be put up well in advance of the poster session and should remain there for viewing after the poster session. The poster area must thus be available without being used for any other function during this extended time. For example, authors with posters in sessions between 16:20 and 19:00 on Tuesday and Thursday might be expected to put up their posters between 13:00 and 19:00 on the previous day and to remove their posters between 08:30 and 13:00 on the following day. The poster area involved would thus have to be available (in two shifts) from 13:00 on Monday to 13:00 on Friday.

### 4.5 Closing Ceremony

A room to accommodate approximately 500 persons with a podium is required for the closing ceremony. The other requirements in the section on session meeting rooms, relating to temperature, seating, operator support, signs, and restroom facilities, apply.

## 5. Venue Requirements for the Business of URSI

### 5.1 Meeting Rooms and Offices

A number of rooms and offices are required for a variety of purposes. Access to these rooms may be required from early morning to late evening. Access to the rooms for the Secretary General, the Assistant Secretaries General, the Secretary, the Scientific Coordinator, the Vice-Presidents, and the President will typically be needed beginning early in the morning of the Friday preceding the start of the GASS. Access to the rooms for the Commission Chairs and the Chairs of Committees will typically be needed beginning early in the morning of the Saturday preceding the start of the GASS. Access will be required through



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the end of the Saturday at the end of the GASS. These schedules should be coordinated in advance with the URSI Secretariat.

The other requirements in the section on session meeting rooms, relating to temperature, signs, and access to toilet facilities, apply. These rooms need to be within a few minutes' leisurely walking distance of the session meeting rooms.

Additional office space may be required for the Chairman of the LOC, the Head of the LOC Secretariat, and other LOC needs. This should have convenient access to the on-site registration facilities: see Section 6.1 below.

### 5.2 Council and Coordinating Committee Meeting Rooms

Number of rooms: 1 or 2

Capacity: 90 persons

Setting: Classroom style with sufficient working space for each person (an arm desk on a chair is not sufficient)

Table on podium for Officers

Extra working space for Secretariat (five working positions)

Location: preferably close to session rooms

Computers: none to be provided

Printers: none to be provided

Electrical plugs: should be provided at all seats

Internet access: should be provided at all seats

Audio support: depending on size of the room, but advisable

Temperature control: Same as session rooms

Extra facilities: none.

A special room to accommodate 90 persons is required for the meetings of the Council and of the Coordinating Committee. It is preferable to use the same room for both types of meetings. Ideally, this room should be located reasonably close to (within a few leisurely minutes' walk of) the session meeting rooms. An appropriate layout is required: for example, 10 rows of tables (arranged in classroom style with desks), a podium for the Officers and extra working space (five seats plus tables) for the Secretariat. The availability of sufficient writing and working space for each person is important; an arm desk on a chair is not sufficient. The other requirements in the section on session meeting rooms, relating to temperature, operator support, signs, and toilet facilities, apply. If a person in the audience cannot be easily heard throughout the hall when speaking in a loud voice, an audio system should be provided. If this is necessary, microphones need to be distributed such that there is at least one microphone within easy reach of every two people in the audience. Terminal strips supplying mains power sufficient so that all attendees can easily plug in their laptop computers need to be provided to seats or seating areas.



### **5.3 Board Meeting Room**

Number of rooms: 1  
Capacity: 16 persons  
Setting: Board-meeting setup (round, oval table) with sufficient working space  
Location: preferably close to Secretariat  
Computers: none to be provided  
Printers: none to be provided  
Electrical plugs: should be provided at all seats  
Internet access: should be provided at all seats  
Audio support: NA  
Temperature control: Same requirements as session rooms  
Extra facilities: none.

A comfortable room is required to accommodate 16 persons, with adequate writing and working space for each person. The other requirements in the section on session meeting rooms, relating to temperature, operator support, signs, toilet facilities, and places to plug in laptop computers, apply.

### **5.4 Committee (Standing and Ad Hoc) Meeting Rooms**

Number of rooms: 3 to 4  
Capacity: between 10 and 25 persons  
Setting: Board-meeting setup (round, oval table) or classroom style with sufficient working space  
Location: Near session rooms  
Computers: none to be provided  
Printers: none to be provided  
Electrical plugs: should be provided at all seats  
Internet access: should be provided at all seats  
Audio support: NA  
Temperature control: Same as for session rooms  
Extra facilities: none.

Standing and Ad Hoc committees normally meet over a working lunch. Three to four small rooms, accommodating between 10 and 25 people each, should be adequate. They may also be booked for national panel meetings, etc. Bookings should be made through the URSI Secretariat. The other requirements in the section on session meeting rooms, relating to temperature, seating, operator support, signs, toilet facilities, and places to plug in laptop computers, apply. These rooms need to be within a few minutes' leisurely walking distance of the session meeting rooms. Note that if these rooms had a theater-style capacity of 65 or



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more, all but one of them might also be used as parallel-session rooms. This can be done since most of the committee meetings are held at lunch time.

### 5.5 Officers' Offices

Number of rooms: 3

Capacity: between 1 to 3 persons

1 room for President and Past President

1 room for Secretary General

1 room for Vice-Presidents

Setting: table plus chairs with sufficient working space

Location: preferably close to Secretariat

Computers: none to be provided

Printers: 1 printer in each room

Electrical plugs: should be provided at all seats

Internet access: should be provided at all seats

Audio support: NA

Temperature control: Same requirements as for session rooms

Offices for each of the President, the Secretary General, and the four Vice Presidents as a group are required (the Vice Presidents could be split between two rooms if one room with sufficient space isn't available). Note that the offices for the President and the Secretary General should be large enough so that small meetings can be held in them. The offices for the Secretary General and President should either be large enough to have a second desk for the Secretary General's assistant and for the Past President, respectively, or there should be an adjacent office for these.

### 5.6 Commission Chairs, Vice Chairs, ECRs Offices

Number of rooms: 1 or 2

Capacity: 30 persons (or split over both rooms)

Setting: good sized tables plus chairs

Location: no preference, but ideally near Commission session rooms

Computers: none to be provided

Printers: 2 printers

Electrical plugs: should be provided at all seats

Internet access: should be provided at all seats

Audio support: NA

Temperature control: Same requirements as for session rooms



### **5.7 URSI Secretariat**

Number of rooms: 1-3

Capacity: 1 large room or up to 3 adjacent smaller rooms with working space for:

the Scientific Coordinator,  
the Assistant Secretaries General,  
the Secretaries

Copying machine

Setting: good sized tables plus chairs

Location: close to rooms for Officers

Computers: none to be provided

Printers: 3 printers to be connected to laptops of the Secretariat

Electrical plugs: should be provided at all seats

Internet access: should be provided at all seats

Audio support: NA

Temperature control: Same requirements as for session rooms

Extra facilities: copying machine

A mechanism for rapidly contacting support personnel within the venue  
(e.g., list of mobile numbers, or telephone line with extensions).

### **5.8 Secure Storage**

Provision for the secure storage of books, notes, briefcases, laptop computers, etc., in (or near) all of these rooms used as offices is required. This could be provided either by a locking cabinet in the room, or by the users being able to lock the room itself (in which case multiple keys would have to be provided).

### **5.9 Duplication Equipment**

One machine for duplicating documents rapidly (up to 1,000 copies, at a rate of at least 40 copies per minute) is required; this machine should also be capable of collating and stapling sets of documents as they are copied. This machine is to be for the sole use of the URSI Secretariat and URSI officials (members of the Board, Commission Chairs and Vice-Chairs, the Coordinator of the Scientific Program, and Editors of URSI publications). It should be located in the URSI Secretariat office room.

In addition, it is convenient to have another photocopying machine in the registration area or near to it, for use by those involved in registration and for general use by attendees. Such general use is on a pay-per-copy basis.



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A service mechanic must be quickly available in case of faulty operation or breakdown. Supplies for the copy machines and other requirements should be coordinated in advance with the URSI Secretariat.

All office facilities should be coordinated with the URSI Secretariat well in advance of the GASS.

## 6. Other Venue Requirements

### 6.1 On-Site Registration Facilities

Provision should be made for a staffed registration desk to process prepaid registrations and on-site registration. Volunteers may be used to reduce costs. Delegates will be issued a name badge (with lettering size to be read at no less than 2 m range), and a conference bag containing the printed program, the *Proceedings* in electronic form (e.g., USB stick), local maps, and other information.

### 6.2 Meals and Refreshments

Sufficient meal service must be available for attendees to be able to purchase lunch in the time allotted for the lunch break in the technical program. Typically, this means that there must be reasonably priced meal-service facilities (cafeteria, restaurants, cafes, etc.) capable of handling 1500 people in a period of between one and one and one-half hours – including getting from the session meeting rooms to the food facilities, picking up the food or being served, paying for the food, eating the food, and returning to the session meeting rooms – within a short walking distance of the session meeting rooms. If such service is not available, then provision for providing such service in or near the venue of the meeting rooms must be made (for example, box lunches have been used in some cases). If such service has to be provided, it is certainly appropriate to charge attendees for it.

Sufficient meal service for about 90 people should be available during the lunch breaks associated with the Council and Coordinating Committee meetings, and for about 16 people during the breaks associated with the Board meeting. Note that some of these meetings will occur on Saturday and Sunday. The requirements are the same as in the preceding paragraph.

Morning and afternoon refreshments should be provided in the form of coffee, tea, and cold drinks for attendees of the technical program. Sponsorship may be sought for these events. If sponsorship is available, light food can also be provided. The refreshments must be sufficiently convenient to the session meeting rooms so that there is no impact on the schedule of the sessions. Similar refreshments should be provided during the Council and



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Coordinating Committee meetings. Cold water should be available to the attendees at all times.

### 6.3 Discussion Area

Seating should be provided (ideally, near (a) coffee bar(s), but tables with power strips and chairs are sufficient) for at least 300 people for one-to-one or small-group discussions of URSI or other business. Ideally, wireless Internet access should be available in this area.

### 6.4 Exhibition

The LOC may decide to offer exhibition facilities at commercial rates, which must produce a revenue surplus for URSI. This space may be shared with a discussion area (see Section 6.3) and/or a poster session area (see Section 4.4), but must not compromise those activities.

### 6.5 Messages

A method of distributing papers, handouts, and messages to all of the attendees should be provided. At a minimum the following is required:

- A table for handouts
- Message boards
  - General
  - Commissions
  - Officers
  - Coordinating Committee
  - Standing Committees and ad-hoc committee message board

These should be located within less than five minutes' leisurely walk of the session meeting rooms, and they should be similarly near to the rooms for the Officers, Secretary General, Commission Chairs, etc. The area where these are must not be closed until two hours after the end of the closing ceremony, and they must be accessible well before and after the sessions and other meetings during the GASS.



## **6.6 Internet Access**

As noted above, the URSI Secretariat, the Officers, the Commission Chairs, and the committee chairs will require high-speed Internet access in their offices. Internet access should also be available for use by the attendees in checking e-mail. This would ideally be provided by wireless access in at least some portion of the meeting area. Provision for plugging in laptop computers in this area should also be provided. It is also helpful to have a few computers for use by attendees who do not bring their own laptops or other devices. Information detailing the type and nature of Internet access to be provided to the attendees should be included in the advance information provided to the attendees, and on any GASS-related Web site(s).

It is critical that the Internet access provided in the venue has sufficient bandwidth to support a conference the size of the GASS. It can be expected that every attendee will be carrying at least one device (and many will have two or more) that will connect wirelessly to the Internet, so the supplied Internet service must be capable of supporting that many simultaneous connections. During coffee and lunch breaks, it is likely that one-third to one-half of the attendees may be trying to check their e-mail at the same time, so the supplied Internet service must be capable of supporting such a level of usage with adequate bandwidth.

## **6.7 Speaker Preparation Room**

A room with facilities for trials with computer-driven projectors (e.g., for use with *PowerPoint*) should be provided. This room needs to be within a few minutes' leisurely walk of the meeting rooms, and must be available throughout the day, including at least two hours before and after the times for the sessions. The identical software that is on the computers in the Commission session rooms should be on the computer(s) in this room.

## **6.8 Access to the Meeting Facilities**

In selecting a venue for the GASS, consideration should be given to the ease of access of attendees to the facility. Provision should be made so that attendees are not unduly delayed in registering for the GASS, in picking up registration materials on site, or in entering or leaving the conference facilities. Most attendees will be carrying a variety of electronic devices with them, including laptop computers and cell phones, and these are necessary for their attendance and for the business of URSI. It must be possible for attendees to carry such devices with them and to be able to use them while attending the scientific sessions and business meetings of the GASS. Some conference facilities have security provisions in place that could restrict the carrying and use of such devices, or that could unduly delay the entrance of large numbers of attendees trying to enter during a short period. It is the



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responsibility of the LOC to work with any proposed venue to insure that easy, unrestricted ingress and egress of the attendees to the GASS is possible, including carrying and using electronic devices. For example, at the start of each day of scientific sessions, it will be necessary for about 1500 people to enter the facility, and these people will all typically need to enter in a period of 30 to 45 minutes. Whatever security requirements are in place should not delay the entrance of a valid attendee (or someone trying to register for the GASS) by more than 15 minutes under such circumstances. The proposal for a GASS must explain how these requirements are going to be met.

## **7. Social Program**

### **7.1 Reception**

A reception following the Opening Ceremony should be provided for delegates and accompanying persons. Sponsorship may be sought for this event.

### **7.2 Banquet**

A banquet for 300-600 persons is traditional, and is usually held in an attractive location. The LOC is responsible for the cost of the banquet, which may be charged separately to the participants. Sponsorship may be sought.

### **7.3 Young Scientists Reception**

A reception for a total of 150 persons should be planned. The LOC is responsible for the cost of the reception. Sponsorship may be sought.

## **8. Hotels and Lodging**

Hotel accommodations should be reserved at discounted rates across a range of categories. Low-cost lodging in university-type residences or inexpensive hotels should be available for Young Scientists and other delegates. Climatic conditions may require air conditioning in these facilities (the same temperature requirements as for session rooms apply). Note the following requirement (from Section 2.5): The net cost to attendees for hotel rooms – including the effects of any revenue to a PCO – should be less than or equal to what URSI, the LOC, or attendees could obtain by directly negotiating with the conference venue and hotels, and/or using a competent travel agent. Note that housing arrangements for Young Scientists (indeed, for all attendees) must be such as to preserve and respect the religious and cultural customs and decorum of all attendees.



## **9. Local Transport**

Provision should be made for buses between the hotel accommodation and lodging and the GASS site, if these are not in close proximity and public transport is not readily available. Similar arrangements should apply to social events. Where climatic conditions require, these buses should be air-conditioned (the same temperature requirements as for session rooms apply).

## **10. Parking**

Accommodation should be made for parking by those attendees who drive. If necessary, parking permits should be available for purchase at the time of registration.

## **11. Companions' Program**

An interesting program of local visits should be provided for companions of the attendees. Charges for this should be identified in advance, so that they can be collected with the registration fee, either prepaid or on-site. This activity should be financially self-supporting.

If possible, there should be a designated area for companions to meet, where the provision of coffee would be much appreciated. The latter could be provided by a sponsor. Ideally, a companions' meeting room would be made available in either the main hotel or the venue.



## **Appendix A. Summary of Financial Responsibilities**

### **A1. Local Organizing Committee Financial Responsibilities**

The Local Organizing Committee (LOC) in association with the financially responsible entity (see Section 3.1) is responsible for all local costs. At a minimum, this includes the following items:

1. The cost of paying 20% of the gross revenue of the registration, and the fixed amount per registrant (included in the registration fee and currently 40 Euro), to URSI.
2. The cost of the conference facilities and the cost of a professional conference organizer, if used.
3. The cost of all LOC expenses.
4. The cost of the Young Scientist program. This includes the cost of the lodging of the Young Scientists during the General Assembly and Scientific Symposium, the cost of a per diem for the Young Scientists during the General Assembly and Scientific Symposium, and the cost of the Young Scientist party.
5. The cost of the Opening Ceremony and the cost of the Welcome Cocktail Party or Reception after the Opening Ceremony.
6. The cost of printing, mailing, and translation into French, where applicable, of the following conference publications:
  - a. The First and Second announcement, printed in both English and French.
  - b. The final program booklet, printed in English with the general information also in French.
  - c. The Proceedings on flash drive to be provided to all delegates.
7. The cost of the conference center and related items including:
  - a. Message boards.
  - b. Poster panels.
  - c. Computer-driven projectors and, where necessary, audio equipment, and an operator for all these items in all session rooms, the Board and Council meeting rooms, and in the speaker preparation room, including some spare equipment.
  - d. Internet access for the participants as explained in this document.
  - e. The cost of light refreshments for the conference participants for morning and afternoon coffee breaks.



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8. The cost of accommodating the URSI Secretariat, Secretary General, Officers of the Board, and Commission Officers, including but not limited to:
  - a. A fast copying machine.
  - b. A mechanism for rapidly contacting support personnel within the venue
  - c. Provision for plugging in laptop computers.
  - d. Printers (specification in Section 5).
  - e. Unrestricted high-speed Internet access.
9. The cost of the registration of 41 URSI Officials, the names of which are provided by the URSI Secretariat.
10. The cost of building and maintaining the specific GASS Web site.

The Local Organizing Committee (LOC) in association with the financially responsible entity (see Section 3) is responsible for the following items, the cost of which can be charged separately to the participants:

1. A banquet.
2. Sufficient meal service between the morning and afternoon sessions for those who wish to purchase lunch.
3. A companions' social program.

### **A2. URSI Financial Responsibilities**

URSI is responsible for the following costs:

1. The travel costs of the Young Scientist awardees from developing countries.
2. The travel costs and per diem of the URSI Officials and URSI Secretariat.
3. The cost of the paper submission and review process.
4. The cost of the submission of the proceedings to IEEE Xplore after the conference.



**A3. Basic Scenarios for the Budgets**

**(Additional Information and Templates are Available from the URSI Secretariat)**

<b>Paid Registrations</b>		
Regular preregistration	650	600
Onsite registration	250	150
Students preregistration	50	50
Students onsite	50	50
<b>Subtotal</b>	<b>1000</b>	<b>850</b>
<b>Complementary Registrations</b>		
Young Scientists (100)	100	100
URSI officials (41)	41	41
<b>Subtotal</b>	<b>141</b>	<b>141</b>
<b>Total</b>	<b>1141</b>	<b>991</b>