



December 2017

**Call for expressions of interest to host the 2<sup>nd</sup> General Assembly  
of the International Science Council in 2021**

The General Assembly (GA) is the highest authority of the International Science Council (ISC), and meets in ordinary session once every three years, at the invitation of one of its Members. The founding General Assembly of the ISC will meet in July 2018 in Paris, and the location of the 2021 GA will be decided there. **We are now soliciting invitations to host the 2<sup>nd</sup> General Assembly of the ISC in 2021.**

The Assembly is responsible for setting the general direction, policies and priorities for the Council for the next triennium and is a mix of business and scientific sessions. It is a meeting of scientific leadership from around the world and affords a unique occasion for scientists of all disciplines to meet and engage in cross-disciplinary activities.

The General Assembly is a closed meeting for Members [Member Organisations (140) and Member Unions and Associations (40)] and invited participants (Interdisciplinary Bodies, Affiliate Members, key partners and observers) and numbers around **350 participants**. The Assembly, including two Members' fora, lasts for three or four days and is normally preceded by a science day organized by the host country. The Governing Board and a small number of other committees also meet just prior to the Assembly and immediately after. Provisions should be made for a scientific event to be co-organized by the host and the ISC Secretariat.

**The host organization is expected to take responsibility for all local logistics** (see attached list of practical requirements), the organization of scientific sessions and visits to scientific institutes, etc., prior to the Assembly, and is expected to ensure that there is adequate media coverage of the event.

It is also expected to make a contribution to a fund to **finance the participation of scientists from developing countries at the Assembly.**

**Expressions of interest to host the 2<sup>nd</sup> General Assembly of the Council should be received at the ICSU Secretariat by 9 April 2018** at the latest and should state that **all *bona fide* scientists will receive visas** to attend the meeting if necessary and that **all material needs for the proper conduct of the Assembly and associated meetings will be satisfied.**

## GENERAL REQUIREMENTS FOR THE HOST OF THE GENERAL ASSEMBLY

The following generic requirements are based on previous ICSU and ISSC General Assemblies, and the details will need to be adjusted for each specific Assembly. They are to be used as guidelines for the hosting organization for preparing their bid.

### Developing Country Support

The host is expected to make a contribution to a fund to finance the participation of scientists from developing countries at the Assembly, if needed through the sponsorship of the host's national or international partners. In recent years this contribution has been 60 000 USD (or 40 000 EUR).

### Meeting Rooms

- Reception hall for 400 people (for opening ceremony)
- For 350 people for four days (for the plenary sessions of the Assembly)
- For up to 35 people for 2 days (for the meeting of the Governing Board prior to and immediately after the Assembly)
- 1 x 120 people for 1 day (for the Member Organisations' forum)
- 1 x 80 people for 1 day (for the Member Unions and Associations' forum)
- 1 x 10 people in evenings (meeting of Assembly Resolutions Committee)
- Other meeting rooms depending on which, if any, of the ISC Committees will meet in conjunction with the General Assembly.

### General Requirements for all meetings

- For meetings of 25 or less, rooms should be set up boardroom style
- For meetings over 25, classroom style with table or desks for all participants and a podium for 4-6 people
- Microphones in rooms for all meetings of more than 25 persons
- Video projectors/Power Point in all rooms for 25 people or more with a computer with internet access attached to the video-projectors
- Water on podium
- Power supply (with international adaptors and extension flexes if necessary) for the use of participants with laptops
- Wifi internet access
- Online streaming and IT support
- Several screens throughout the plenary room for Power Point presentations (depending on the layout of the room)
- Name plates and badges for all participants
- Adequate air conditioning

## Secretariat: personnel and equipment

### Secretariat

- Adequate office space needed near the meeting rooms for the ISC Secretariat (for photocopying, typing of documents and other practical matters, and one room for the Officers, all with Internet access)
- Local personnel for registration, photocopying, handling roaming microphones, etc

### Equipment for ISC Secretariat

Working space for about 10 people with computers or laptops connected to internet and to printers, and one large printing/photocopying machine with automatic sorting and stapling functions.

## Hospitality

- Provide lunch for participants, if possible
- Formal reception/Opening dinner or Closing dinner
- Coffee, tea, mineral water and light snacks twice a day

## Local Arrangements

ISC covers the local costs of the Governing Board, Interdisciplinary Bodies, invited speakers and Secretariat, and covers one formal event (dinner/ cocktail). All other participants cover their own costs.

However, the hosts are requested to make, or facilitate, the following arrangements:

- Hiring a **professional conference organizer** (strongly recommended)
- Creation and management of an **Online registration form**, to be set up in close collaboration with the ISC Secretariat. The form should allow to generate the participants list, name plates, badges, etc.
- **Hotel reservations** (preferably linked to the registration form).
- Pre- and post-Assembly **tours**
- **Transfer** to and from airport (if necessary - depending on the location and transport conditions)
- **Local transportation** between different venues, as necessary

## Documentation - going paperless

ISC shall limit as much as possible the use of paper at its meetings, and will not offer to print paper files for participants.

## Exhibits

Space for posters and exhibits by Members.