



## *Selection of SCECSAL Conference Hosts*

### **Guidelines**

#### **A. Introduction**

1. SCECSAL Conferences are held biennially in the **last week of April**<sup>1</sup> and normally they attract between 200 and 500 participants from the SCECSAL region and outside. SCECSAL member Associations organize and host the conferences. The guidelines outline the process for selecting the hosts for the conference.

#### **B. General Guidelines**

2. **No SCECSAL sub-region**<sup>2</sup> shall host consecutive SCECSAL conferences unless circumstances dictate so and the decision is approved at least by two thirds of the members of the SCECSAL General Council.
3. Only member Associations from the sub-region(s) whose turn is to host the conference shall bid to host the conference. Members in the eligible sub-region(s) may decide to support the bid of one member Association from their region.
4. The hosts for SCECSAL conferences **shall be announced four years in advance**.

#### **C. Selection Process**

5. The selection process of the member Association to host the SCECSAL Conference shall be as follows:
  - i. The SCECSAL Secretariat will launch a call for expression of interest in the **first week of October** in the year preceding the SCECSAL Conference at which the host will be announced. The deadline for submitting the bids is **four months** from the date of the call for bids.
  - ii. Bids should have a maximum of **6 pages** (excluding the cover page) with a 12-point font size and 1.5 space text.
  - iii. The SCECSAL Secretariat shall review all the bids and prepare a summary report, highlighting the strengths and weaknesses of the bids, to be submitted to the SCECSAL General Council.

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<sup>1</sup> The resolution to hold SCECSAL Conference in the last week of April was adopted by the SCECSAL General Council in Lilongwe, Malawi in 2014 and its implementation started in 2016 in Swaziland.

<sup>2</sup> For the sole purpose of this process, the current 11 active SCECSAL members (as at April 2016 after the SCECSAL Conference in Swaziland) shall fall into the following sub-regions - **Eastern**: Kenya, Tanzania and Uganda; **Central**: Namibia, Malawi, Zambia and Zimbabwe; and **Southern**: Botswana, Lesotho, Swaziland and South Africa. When new members join, they should be informed as to which region their Association belongs.

- iv. The member Associations bidding to host the conference will be invited to make a **10-minute presentation** and answer questions from the members of the SCECSAL General Council and the participants at the conference.
- v. If only ONE bid meets the selection criteria, the Association to host the conference will be designated by consensus at the SCECSAL Business Meeting.
- vi. If more than one bid meets the selection criteria, members of the SCECSAL General Council shall vote to select the member Association to host the conference.
- vii. The host for the SCECSAL Conference shall be announced immediately the results of the voting are made known and its President/Chairperson or representative shall be expected to deliver a short (maximum 3 minutes) acceptance speech.
- viii. The member Association awarded to host the conference shall, before the next SCECSAL conference, re-confirm in writing to the SCECSAL Secretariat its availability and readiness to go ahead with the hosting of the conference.
- ix. **Where there are no bids submitted or in the event of a member Association pulling out of the hosting of the conference**, the Chairperson and Vice Chairperson of the SCECSAL General Council shall approach and make an offer to any member Association which they view as being able to host the conference. In such a case, the rule of no SCECSAL sub-region hosting consecutive conferences shall not apply<sup>3</sup>.

#### D. Selection Criteria/Bids

6. All bids must provide adequate information on **ALL** of the following aspects:

- i. Proposed Theme and Sub-Themes: indicate the proposed theme and sub-themes and the rationale behind them.
- ii. SCECSAL Membership: proof showing that all dues to SCECSAL had been paid **by the date of the call for bids**.
- iii. Motivation: for bidding to host the conference, highlight strengths of the Association and available experience in organizing similar events, potential benefits and opportunities to the member Association and SCECSAL offered by hosting the conference in the country.
- iv. Sponsors: indicate any potential sponsors for the conference and types of sponsorship expected.
- v. Venue(s) for the Conference: indicate availability of adequate facilities to host the conference by providing the following information:
  - a. At least **THREE** potential venues for the conference.
  - b. Availability of least one large meeting room to comfortably hold at least 300 participants at each potential venue. [A lesson from past SCECSAL conferences is that participants prefer a seating arrangement that makes it easier for them to take notes and use their laptops comfortably].
  - c. Adequate number of meeting rooms for parallel sessions and their capacities at each location;

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<sup>3</sup> In the event in which a member Association pulls out of the hosting of the conference and the member that steps in is from a sub-region that was to provide the next host, that sub-region shall still provide the next host unless the members in the sub-region decide to pass their turn.

- d. Availability of technical infrastructure/facilities required for the conference, i.e. public-address systems with enough microphones for the plenary sessions and parallel sessions, LCD projectors in the plenary and parallel session rooms, laptops for presentations;
  - e. Availability of Internet Access / Wi-Fi facilities and whether the cost is part of the cost for the use of the meeting venue facilities or individual payment (i.e. using prepaid vouchers, etc.) by participants.
  - f. Adequate space for an exhibition, if one will be organized. The exhibition area should not be far away from the plenary session room.
  - g. Adequate space for more than one registration table to avoid congestion that usually occurs on first day of the conference;
  - h. Space for meetings/consultations for the General Council members;
  - i. Office space for the SCECSAL Secretariat and the Local Organizing Committee;
  - j. Adequate storage space for conference materials.
- vi. Catering facilities - indicate:
- a. Availability of lunch and tea/coffee breaks facilities at each potential venue. If facilities are available elsewhere, indicate the distance from conference venue.
- vii. Accommodation<sup>4</sup> - provide a table indicating the following:
- a. Names of at least 5 good accommodation places to be recommended to the participants;
  - b. Number of rooms available and their types (i.e. double, twin, single, etc.);
  - c. Distance (expressed in walking minutes) from the potential conference venues;
  - d. Current room rates and the projected percentage increase, and whether the rates are inclusive of all taxes (if not indicate the taxes applicable and the rate)
  - e. Whether the room rates are inclusive of bed and breakfast or bed only;
  - f. Whether reduced/negotiated rates will be applicable to the participants;
  - g. Preferred hotel payment method (cash or credit cards or both)
- viii. Side events<sup>5</sup> - indicate:
- a. Number of capacity development side events planned and types (i.e. training workshops, seminars, etc. and whether pre-or post-SCECSAL conference);
  - b. Themes or focus for the side events;
  - c. Organizations or associations likely to collaborate on the side events.
- ix. Social Events - indicate:
- a. Number and types of social events (including the SCECSAL Cultural evening) to be organized;
  - b. Tours, if any, to be arranged and to which places (giving a brief description of the places and their main attractions)
  - c. Whether the cost for the social events and tours will be included in the registration fee or charged separately.

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<sup>4</sup> The best arrangement is to hold the conference in a location where there are several accommodation options close to the conference venue.

<sup>5</sup> These should be **GUARANTEED** side events to be organized by the Member Association hosting the conference.

- x. Transport - indicate:
- a. Name(s) of international airport(s) in the conference city or close to the conference city;
  - b. Distance from the airport to the potential conference venues
  - c. Names of main airlines flying into the airport(s)
  - d. Types of transport modes<sup>6</sup> (i.e. train, bus, taxi, hotel shuttle, etc.) from the airport and approximate cost where charges are applicable;
  - e. Transport arrangements for participants to the conference venue from other accommodation places and costs associated and whether this will be group transport paid for by the organizers or paid for by the individual participants.

**E. Submission of Bids**

- xi. All bids must be submitted in one PDF file by **the deadline indicated** in the call for bids.
- xii. In the event of there being no bids submitted after the deadline has passed, the process indicated in **Section C, Paragraph 5(ix)** shall be triggered automatically.

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*Approved by the SCECSAL General Council on:*  
**18 September 2017**

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<sup>6</sup> Note that the organisers are not obliged to pay for transport for participants from and to the airport. Therefore, the costs are needed to have an idea of the cost implications to the participants.