

MEMORANDUM

ON PROPOSALS TO HOST AN IUGG GENERAL ASSEMBLY

A proposal to host an IUGG General Assembly should include:

- **The inviting body/bodies, including:**
 - The official host body;
 - Other supporting institutions;
 - Government support to assure free circulation of scientists, consistent with the International Council for Science “Principle of Universality.”

- **Potential venue/venues, including:**
 - Maximum number of participants who could attend;
 - Meeting facilities: number of halls; rooms of various sizes and technical equipments; poster facilities, etc.
 - Space and facilities for the Bureau, Finance Committee and Association offices;
 - Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee;
 - Accommodations: range of lodging types and costs; distance from meeting facilities;
 - Proposed dates for an Assembly of two weeks in length, taking into account availability of facilities and suitability of weather.

- **Financial aspects:**

IUGG expects that the host will take full responsibility for the financial affairs of a General Assembly. However, it is desirable to have the following information:

 - Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly;
 - Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees;
 - Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly.

- **Deadline:**

Inquiries to the IUGG Secretariat regarding a potential invitation are welcome at any time. The official invitation should be received by the Secretary General at least six months before the next General Assembly (consistent with IUGG By-Law 6). The IUGG Council selects the winning invitation. All invitations will be evaluated by an impartial committee selected for that purpose, and a report will be given to the IUGG Council before their final vote.