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Procedure for Organizing an URSI General Assembly and Scientific Symposium

1. Introduction

The purpose of this document is to describe the major 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 benefits from financial gain. URSI must rely on the GASS as an important supplement to its income. Highlights of the financial arrangements between URSI and the host Local Organizing Committee appear in the last section of this document.

A major purpose of this document is also to provide an initial list of the minimum requirements for the venue for hosting an URSI General Assembly and Scientific Symposium (GASS). It must be recognized that a GASS involves *two equally important* components: the technical 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 actually span a longer period of time than the technical meeting, and may have somewhat 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.

Based on decisions made at the Toronto General Assembly, an effort will be made at future GASSs to minimize the number of Council, Coordinating Committee, and Board meetings held during the Monday through Friday scientific program.

2. Proposal/Budget

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

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. As in the case of the proposal, the 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 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 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 should 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 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.

2.1 Venue

The General Assembly and Scientific Symposium should be held in a venue easily accessible from an international airport. Ideally, the site of a GASS should be close to 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.

Other specific requirements for the venue are detailed in the rest of 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 an 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.

2.3 Date

URSI General Assemblies are normally held between mid-July and mid-September, and last for approximately seven days. 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

The Member Committee of the host nation should establish a Local Organizing Committee (LOC). 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, 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, where available. 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.

3. Venue Requirements for the Scientific Program

3.1 Commission Session Rooms

It is very desirable that all Commission session rooms, as detailed below, be located within the same complex (preferably, within the same building). A one-to-two minute maximum leisurely walk between any two of the Commission session rooms is 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 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 “down time” 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 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 aisles (sufficiently wide to enable attendees to easily take seats or leave during a session), 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 what the Commission Chairs say.] 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
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.

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. If it is not obvious how to control the lighting in the room, a short, clear information sheet should be provided for use by the session Chair and the operator.

The start and end 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 telling where a particular room is located, signs should be placed at all “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.

3.2 Opening Ceremony

The Opening Ceremony is usually attended by 1000-1500 persons and is usually accompanied by some 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.

3.3 Plenary Sessions

A General Assembly and Scientific Symposium normally includes General Lectures, which are attended by up to 1000. 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.

3.4 Poster Sessions

Commissions typically include poster sessions in their technical program. These require a single spacious area, 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., 10m²

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 of the section on session meeting rooms apply to the poster area, and, in particular, they apply when occupied by a majority of the attendees. The other requirements in the section on session meeting rooms, relating to operator support, signs, and toilet facilities, also apply.

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 should typically be put up well in advance of when the authors are expected to be available at the posters, and when the poster session is to be formally “open.” Also, those attendees who cannot visit the posters during the formal “open” time will want to be able to visit them during the rest of the time they are up. Thus, the poster area must be available without being used for any other function during this extended time. For example, with authors at one of two poster sessions on Tuesday and Thursday, each at 16:20 to 19:00, authors 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. Thus, the poster area involved would have to be available (in two shifts) from 13:00 on Monday to 13:00 on Friday.

3.5 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.

4. Venue Requirements for the Business of URSI

4.1 Council and Coordinating Committee

Number of rooms:	1 or 2
Capacity:	90 persons
Setting:	Class-room 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 (4 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:	depending on climate conditions
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 class-room style with desks), a podium for the Officers and extra working space (four 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.

4.2 Board Meeting

Number of rooms:	1
Capacity :	12 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:	depending on climate conditions
Extra facilities:	none.

A comfortable room is required to accommodate 12 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.

4.3 Committees (Standing and Ad Hoc)

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: no preference
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: depending on climate conditions
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 head of the LOC Secretariat, who should also be contacted in the event of problems arising in any GASS rooms. 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.

4.4 Officers

Number of rooms: 4 to 5
Capacity : between 1 to 3 persons
- 1 room for President
- 1 room for Secretary General
- 1 room for Treasurer
- 1 or 2 rooms for Vice-Presidents and Past President
Setting : Table plus chairs with sufficient working space
Location: preferably close to Secretariat
Computers: 1 PC in room for Vice-Presidents
Printers: 1 printer in room for Vice-Presidents
Electrical plugs: should be provided at all seats
Internet access: should be provided at all seats
Audio support: NA
Temperature control: depending on climate conditions
Extra facilities: telephone line with unrestricted dialing access for:
- President
- Secretary General

A small room each for the President, Secretary General, and Treasurer are required, as are at least two additional rooms for the Vice-Presidents (possibly together) and the Past President (separately).

4.5 Commission Chairs

Number of rooms: 1 or 2
Capacity : 30 persons (or split over both rooms)
Setting : good sized tables plus chairs
Location: no preference
Computers: 3 PCs in booth rooms together
Printers: 2 printers booth rooms together
Electrical plugs: should be provided at all seats
Internet access: should be provided at all seats
Audio support: NA
Temperature control: depending on climate conditions

4.6 Secretariat

Number of rooms: 3
Capacity : 1 large room with large working space for:
- the Scientific Coordinator,
- the Chair of the Publications Committee,
- the Assistant Secretary General,
- the Secretary
- Extra typists
1 room for meetings (3 to 4 people)
1 separate room with copying machine
Setting : good sized tables plus chairs
Location: close to rooms for Officers
Computers: 2 PCs
Printers: 1 printer connected to PCs
1 network printer to be connected to laptops
Electrical plugs: should be provided at all seats
Internet access: should be provided at all seats
Audio support: NA
Temperature control: depending on climate conditions

Extra facilities: copying machine
fax-machine
telephone line with unrestricted dialing access.

4.7 General Requirements

Provision for the secure storage of books, notes, briefcases, laptop computers, etc., in or near these rooms 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. 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.

Access to these rooms may be required at all times, including late evenings and early mornings, in addition to the times associated with the technical program and the business meetings. Access to the rooms for the Secretary General, the Assistant Secretary 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. These schedules should be coordinated in advance with the URSI Secretariat.

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 5.1 below.

4.8 Secretarial Support

- Provision should be made for a typist who can deal with English, and who is proficient with the photocopying machines.
- Two machines for duplicating documents rapidly (up to 1,000 copies, at a rate of at least 40 copies per minute) are required; these machines should also be capable of collating and stapling sets of documents as they are copied. These machines are 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).
- 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. 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 Secretary General. Modern office facilities (word processing computers, fax, e-mail, etc.) must be available for use by the URSI Secretariat, and these along with the other aspects of secretarial support should be coordinated with the Secretariat well in advance of the GASS.

5. Other Venue Requirements

5.1 On-Site Registration Facilities

Provision should be made for a staffed registration desk to process pre-paid 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 *Proceedings*, local maps, and other information.

5.2 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 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, 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. If such service has to be provided, it is certainly appropriate to charge attendees for it.

Sufficient meal service for about 80 people should be available during the lunch breaks associated with the Council and Coordinating Committee meetings, and for about a dozen 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 Coordinating Committee meetings.

5.3 Discussion Area

Seating should be provided near (a) coffee bar(s) for 300 people for one-to-one or small-group discussions of URSI or other business.

5.4 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 5.3) and/or a poster session area (see Section 3.4), but must not compromise those activities.

5.5 Message Boards

A method of distributing papers, handouts, and messages to all of the attendees should be provided. At a minimum: a table for stacks of handouts for attendees

Announcement boards:

- an announcement board for general announcements to all attendees
- separate announcement board
 - o Each Commission
 - o Officers
 - o Coordinating Committee
 - o Standing Committees and ad-hoc Committees
- 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.

5.6 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 rooms. 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 sufficient number of computers in a large room near to the session meeting rooms for checking e-mail. 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).

5.7 Message Boards

Message boards should be provided in an area that will be readily seen by all attendees. Sufficient space for a general board, plus at least 1.0×0.5 m for each Commission, should be provided.

5.8 Computers

A minimum of two computers with two or three printers, as well as provision for plugging in laptop computers and printing from laptop computers, should be set up in one or two rooms for use by Commission Chairs, Council members, etc. in preparing presentations, reports, and memoranda. High-speed Internet access needs to be provided as well, as noted above.

5.9 Trials Room

A room with facilities for trials of 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.

5.10 Banking Support for the Secretariat

Immediately before and during the GASS, the URSI Secretariat may require access to substantial sums of cash in local currency (among other reasons, for the support of the Young Scientists). There are at least two possible ways of addressing this problem: by using the credit and banking arrangements of the LOC and/or the host Member Committee; or by establishing credit and money-transfer arrangements well in advance of the GASS. 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.

5.11 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 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 should explain how these requirements are going to be met.

6. Social Arrangements

6.1 Reception

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

6.2 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.

6.3 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.

7. Hotels and Lodging

Hotel accommodation should be reserved at discounted rates across a range of categories. Low-cost lodging in university-type residences 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.

8. 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).

9. Parking

Accommodation should be made for parking by those attendees who drive. If necessary, parking permits should be available for purchase in the advance program.

10. 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 pre-paid or on-site. This activity should be financially self-supporting.

If possible, there should be a designated area for companions to meet (possibly in the discussion area mentioned under Section 5.3), where the provision of coffee would be much appreciated. The latter could be provided by a sponsor.

11. Registration

11.1 Setting the Registration Fee

The registration fee will be set by URSI when a budget for all itemized charges is received and agreed to.

Provision shall be made for a reduced registration fee for attendees who are retired.

11.2 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 but no less than an amount specified by the URSI Secretariat prior to the solicitation of proposals for the General Assembly and Scientific Symposium (currently set at 150,000 Euros). 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, or 100 Euros including mailing of a printed copy of the *Radio Science Bulletin* for the coming triennium. Thus, attendees shall be offered registration including each method of delivery of the *Radio Science Bulletin*. The budget shall reflect the above revenue to URSI.

11.3 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 out – in cash – at the start of the General Assembly and Scientific Symposium. Most of the registration fees are collected in advance of the General Assembly and Scientific Symposium, and thus these funds should be available at the General Assembly and Scientific Symposium. In order to avoid the many problems that

have arisen in recent years connected with the international transportation of large amounts of cash, the Board has therefore requested that the Local Organizing Committee pay the two items of URSI revenue identified in Section 11.2 in cash to the URSI Secretary General on site at the start of the General Assembly and Scientific Symposium. The proposal to host a GASS should acknowledge that this will be done.

12. Technical Program

12.1 Arrangements

The technical program arrangements will follow those of previous General Assemblies, as modified by the decisions made at the most-recent GASS, and will be overseen by the Scientific Coordinator. These are described in more detail in a separate document, “Requirements for the Scientific Program for the URSI GASS.”

Any theme(s) for a GASS must be agreed on at the first meeting of the Coordinating Committee (i.e., at the end of the prior GASS), in order to ensure that Commission Chairs can take note of this when they start to plan their scientific program of sessions and joint sessions. This early planning is usually immediately after a GASS, and some potential conveners are approached at that time.

12.2 Preparation of GASS Publications

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

- The First and Second Announcements, printed in both English and French
- Full-size posters, printed in both English and French
- The provisional and final program booklets, printed in English with the general information also in French
- The *Proceedings* on CD-ROM

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.

12.3 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.

13. Highlights of Financial Arrangements

The Local Organizing Committee (LOC) in association with the financially responsible entity (see Section 2) is responsible for all expenses incurred locally in connection with the organization of the General Assembly and Scientific Symposium. At a minimum, this includes the following costs:

- The cost of paying 20% of the gross revenue of the registration and the fixed amount per registrant (included in the registration fee) to cover the cost of each registrant becoming an URSI Radio Scientist to URSI.
- The cost of the rent of the conference facilities and the cost of a professional conference organizer, if used.
- The cost of all the expenses of the LOC.
- 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.
- The cost of the organization of the Opening Ceremony and the cost of the welcome cocktail party or reception after the Opening Ceremony.
- The cost of printing, mailing and translation into French where applicable of the following conference publications:
 - The First and Second announcement, printed in both English and French
 - Full size posters, printed in both English and French
 - The provisional and final program booklets, printed in English with the general information also in French
 - The *Proceedings* on CD-ROM
- The cost to accommodate the conference center for the General Assembly and Scientific Symposium, including:
 - Mailboxes, message boards
 - Poster panels
 - Computer-driven projectors and, where necessary, audio equipment, and an operator for all these items in all Commission session rooms, the Board and Council meeting rooms, and in the trials room, including some spare equipment
 - Internet access for the participants as explained above
- The cost of light refreshments for the conference participants for morning and afternoon coffee breaks.
- The cost for the accommodation of the URSI Secretariat:
 - Two administrative secretaries with proficient knowledge of English and French
 - A fast copying machine (at least 40 copies per minute) and 25000 pages of A4 paper
 - One fax line with unrestricted dialing access and one telephone line with unrestricted dialing access
 - Five personal computers with a recent version of Microsoft *Windows* and Microsoft *Office Professional*, if requested by the URSI Secretariat, and provision for plugging in laptop computers and for printing from the laptop computers
 - Two printers
 - Unrestricted Internet access
- The cost for the accommodation of the URSI Secretary General:
 - One telephone line with unrestricted dialing access
 - One personal computer with a recent version of Microsoft *Windows* and Microsoft *Office Professional*, if requested by the URSI Secretariat, and provision for plugging in laptop computers and for printing from the laptop computers
 - Unrestricted Internet access
 - A reliable safe

- The cost of the registration of 35 URSI Officials, the names of which are provided by the URSI Secretariat
- The cost for the accommodation of the Commission Chairs and other officials:
 - Six personal computers with a recent version of Microsoft *Windows* and Microsoft *Office Professional*, if requested by the URSI Secretariat, and provision for plugging in laptop computers and for printing from the laptop computers
 - Two printers

The Local Organizing Committee (LOC) in association with the financially responsible entity (see Section 2) is responsible for the following items, the cost of which can be charged to the participants separately:

- A banquet
- Sufficient meal service at noon for those who wish to purchase lunch
- A social companions' program

URSI is responsible for the following costs:

- The travel costs of the Young Scientist awardees from developing countries and former Soviet countries
- The travel costs and per diem of the URSI Officials and URSI Secretariat