



**INTERNATIONAL SOCIETY OF
SUGAR CANE TECHNOLOGISTS**

**CONGRESS OPERATIONS
MANUAL**

JUNE 2013

CONTENTS

ISSCT Congresses	3
Purpose of Congress	3
Applications to host a Congress are sought by ISSCT	
Executive from suitable Affiliated Members	3
The Congress Organising Committee (COC)	3
Professional Meeting Organisers	4
Congress Venue	4
Languages	4
Organisation	4
Technical Programme	5
Plenary Sessions	5
Administrative meetings at Congress	5
Publications and Announcements	5
ISSCT Newsletters	5
Programme of Events and Abstracts:	7
Congress Daily News	7
Proceedings	7
Distribution, price and sale of Proceedings	8
Budget and Finances	8
Registration fees and their payment	9
- Determination of Congress registration fees	9
- Payment of fees	9
Interactions of COC, Executive and General Secretary	10
Mid-Term Meeting	10
Application to host Congress	11
Application for Pre/Post Congress Tours	11
Appendix I: Form I - Application to Host Congress	12
Appendix II: Proposed Contract	22

CONGRESS OPERATIONS MANUAL

ISSCT Congresses are held every three years to bring together sugar cane technologists to promote the technical discussion of field and factory needs of the sugar cane industry and to facilitate the free and frank interchange of technical information. Pre- and Post- Congress tours are organised to provide facilities for the observation of sugar production methods and related activities in the country in which Congress is held and/or in neighbouring sugar-producing regions. (Constitution, Article I, clause 2.)

Purpose of Congress shall be the advancement of sugar cane technology through Plenary and Technical Sessions, the discussion and publication of accepted papers and posters, symposia, panel discussions, workshops, study tours, identification of prospective technological developments, exhibitions, and meetings of Council, Commissions, Committees and the Executive, and in any other way that Council may determine. (Constitution, Article IX, Clause 1.)

Applications to host a Congress are sought by ISSCT Executive from suitable Affiliated Members. At each Congress, Council will, on the recommendation of Executive, choose the host for the next Congress. In addition, indications may also be sought from possible applicants for the Congress due in 6 years.

Only Affiliated Members with objectives consistent with those of the ISSCT may make application to host the next ISSCT Congress (constitution, Article II, Sub-clause 1.3). An Affiliated Member wanting to host a Congress in its country or any other adequate location shall benefit from the formal support from the industry of the host country and shall so inform the Executive through the General Secretary well in advance of the previous Congress. At least 30 days before the official opening of the next scheduled Congress, a formal application shall be made on the prescribed form (Form 1), available from the ISSCT website, giving in detail its facilities, its proposed programme and its undertaking for ensuring that all requirements to ensure the success of a Congress shall be met. The Affiliated Member shall be given the opportunity at Congress to support its application before Council and Executive with appropriate audiovisual facilities.

While the Executive shall take all the above aspects into account in recommending to Council on an Affiliated Member's application to host the next Congress, particular emphasis shall be given to the strong engagement by the Affiliated Member and its Congress Organising Committee of the following assurances: *Freedom to attend Congress, Ease of Obtaining Entry Visas, Security of delegates, Insurance cover.* (Constitution, Article IX, Clause 2.)

The Congress Organising Committee (COC) shall be responsible for making all the local arrangements for congress (**Article VIII: Clause 6.**) and shall be responsible to ensure that, except for special guests, only paid-up members of ISSCT are allowed to participate in the Congress (Constitution: Article II Clause 4).

The COC consists of the Congress Officers (Honorary President of Congress, the Congress Chair, the Congress Vice-Chair, the Chair of the Affiliated Society hosting Congress and the Congress Secretary-Treasurer) and any other members designated by the Affiliated Member selected by Council to host Congress. Except for the Honorary President of Congress, Congress Officers shall be members of the ISSCT. Duties of respective COC officers are stated in the ISSCT Constitution (**Article VIII**).

The COC may set up sub-committees to which Congress responsibilities may be delegated. It may appoint local members with appropriate qualifications as Members of Panels in Spanish and French for each Commission; the biodata of these members shall be submitted to the Executive for information. The COC may nominate an officer to form part of the Proceedings Editorial Committee (Constitution: Article IX Clause 7).

Professional Meeting Organisers: Large international meetings such as ISSCT Congresses are normally handled by professional meeting organising companies. Normal preparations to apply to host an ISSCT Congress should include pre-contractual agreements with a professional meeting organising company that has experience in handling large international meetings. This should be described clearly in an application to host a Congress.

Congress Venue:

The Congress venue must be of sufficient size to accommodate the Exhibit area (minimum of 3000 sq. metres), Plenary Sessions (theatre seating for 1500), five technical sessions (seating for 300 to 500 each), a meeting room for Council (seating for 60), meeting room for Executive (seating for 30), and an office for the ISSCT General Secretary with access to internet, printing, and copying. The application to host an ISSCT Congress must include detailed information, including floor plan and layout of exhibit area, of the venue in which the Congress would be held. Negotiations with the venue should be held before an application is made and a contract signed within 90 days after the Council awards the next Congress. If through unforeseen or unavoidable circumstances, it is not practicable to convene Congress at the agreed time and/or venue, the COC will propose a new time and/or venue to the Executive for approval.

If, through unforeseen or unavoidable circumstances, it becomes impracticable to convene Congress in the host country, the Executive is empowered to select another Affiliated Member willing to host the Congress or contract an entity of recognized competence to organise the Congress. The decision should be made as soon as possible.

Languages: English is the official language of the ISSCT. However, arrangements are made to translate abstracts of papers into French and Spanish, as well as simultaneous translations at least of some sessions into French, and/or Spanish, and/or language of the host country at Congress. Simultaneous translation is the responsibility of COC which will have to pay for their costs. (**Article IX: Clause 10**).

Organisation: Subject to Article IX, clause 4 arrangements for Congress shall be the responsibility of the Executive and the Congress Organising Committee, and the Executive shall participate in key planning arrangements, in particular:

1. the organisation of the exhibition;
2. the cost structure of fees for the registration and accommodation of delegates, charges for the exhibition and other activities, and the cost of the Proceedings.

Technical Programme:

ISSCT, through its Executive, Technical Programme Committee and Proceedings Editorial Committee, has complete control over the technical management of Congress and the publication of the Proceedings (Article VI). Unless otherwise decided in advance, all matters dealing with the technical programme shall be the responsibility of and handled by the Technical Programme Committee of the ISSCT Executive. This includes the choice, co-ordination, processing and presentation of communications (Article IX, Clause 6, sub-clause1) and editing of papers and proceedings. Technical procedural matters are covered in ISSCT's Technical Programme Committee Operations Manual.

Plenary Sessions:

The Chair of COC presides over the Inaugural Plenary Session of Congress. For the other meetings, the decision on who presides lies with the Executive.

Administrative meetings at Congress: (Clause 12)

Prior to Congress, the General Secretary shall arrange with the Congress Secretary-Treasurer for a schedule of meetings of Executive and its Standing Committees, Council, and the Technical Panel during Congress, and their venues. The General Secretary shall notify the appropriate members about the above arrangements at least 2 weeks before Congress. The schedules of these meetings must be communicated to members concerned on the first day of Congress (or the eve), posted on appropriate notice boards, and published in the first Congress Daily Gazette.

Publications and Announcements: Publications and announcements of ISSCT and ISSCT Congresses normally are: ISSCT Newsletters, Congress Programme, Congress Daily Gazette and Congress Proceedings.

ISSCT Newsletters: The ISSCT maintains contact with its membership through its website and electronic newsletters which are produced in collaboration with the COC and posted on the ISSCT website. Newsletters:

- Give details of the new office bearers of the ISSCT.
- Invite renewal of membership and encourage recruitment of new members, giving details of fees and application procedures.
- Give details of technical aspects of the Congress host's sugar industry.
- Give details of the Congress technical programme and proposed timetable.
- Give details of Congress registration and accommodation costs and procedures for registration.
- Give details of forthcoming sectional workshops and report briefly on workshops and other activities of the ISSCT.

The Affiliate Member, as part of its application to host a Congress, will supply information about its sugar industry, the city in which the Congress will be held, the venue for the Exhibits, and how to apply to attend Congress. This information will be included in ISSCT newsletters as in the schedule below. The COC will have opportunity

to provide updated information before ISSCT newsletters are posted on the web. However, if no updated information is submitted, the information submitted as part of the application shall be used in the newsletter. The general schedule of inter-congress newsletters is as follows:

Newsletter 1.

- Timing: As soon as possible after last Congress
- Content:
 - Announcement of Executive Committee, TPC, and Section makeup
 - Announcement of workshops
 - Announcement of Congress Organising Committee
 - Overview of Pre-Congress tour(s)
 - Overview of Congress plan
 - Overview of Post-Congress tour(s)

Newsletter 2.

- Timing: 24 months before Congress
- Content:
 - Workshops – reports from those completed and info about upcoming
 - More detail about Pre-Congress tours
 - Info about host country sugar industry
 - Info about Congress host city
 - Info about Congress Conference venue
 - Info about Congress hotels

Newsletter 3.

- Timing: 18 months before Congress (immediately after Mid-Term Meeting)
- Content:
 - Workshops – reports from those completed and info about upcoming
 - Any updates on Pre-Congress tours
 - Any updates on Congress Conference venue
 - Any updates on Congress hotels
 - Registration procedures and links
 - Call for papers-including approximate number in each section and timetable for paper completion

Newsletter 4.

- Timing: 12 months before Congress
- Content:
 - Workshops – reports from those completed and info about upcoming
 - Any updates on Pre-Congress tours
 - Any updates on Congress Conference venue
 - Any updates on Congress hotels
 - Repeat - Registration procedures and links

- Repeat - Call for papers-including number in each section and timetable for paper completion
- Overview of Congress programme – theme, keynote, plenary topics and speakers if known, etc.
- Call for nominations to the Executive Committee, Life Membership,
- Call for application to host the next Congress and ISSCT workshops

Newsletter 5

- Timing: 6 months before Congress
- Content:
 - Workshops – reports from those completed and info about upcoming
 - Any updates on Pre-Congress tours
 - Any updates on Congress Conference venue
 - Any updates on Congress hotels
 - Repeat - Registration procedures and links
 - General outline of Congress Technical Programme
 - Call for nominations to the Executive Committee, Life Membership,
 - Call for application to host the next Congress, an ISSCT workshop

Programme of Events and Abstracts: Congress Organising Committee shall make available to delegates at a Congress, hard copies of programme of events and copies of the Abstracts for each respective ISSCT Section in English, Spanish, and French. Each delegate should receive at least a set of preprints for the section of his choice. Some additional sets may also be on sale at a nominal cost.

Congress Daily News: The Congress Organising Committee is expected to publish a Congress Daily News to keep delegates informed of highlights of the past and up-coming programmes, together with information on the meetings of Council, Executive and the Technical Panel. The following items may be included: The time-table of business meetings scheduled for the week for: Council, Executive, COC, Technical Panel, Sectional Committees, Accompanying Persons' programme, Highlights of technical and entertainment events. The Congress Daily News will be in paper format and can be in electronic format posted on the congress website. To avoid confusion with ISSCT Newsletters, “Newsletter” should not be used in the name of the Congress daily news. Names such as “News”, “Gazette”, “Briefs” are acceptable.

Proceedings: The ISSCT Technical Programme Committee has full control of the processing and refereeing of papers and the publication of the Proceedings. An Editorial Committee will be set up for this purpose and an Editor appointed; the cost of the latter's services and other costs associated with preparing of papers and posters for final production will be met from the Congress Registration fees. However, to ensure good communication with the Congress Organising Committee, the latter should nominate an Editorial Officer on the Editorial Committee. Depending on facilities existing in the host country and according to cost/benefit considerations, the final versions of the proceedings may or may not be produced in the host country. Proceedings will be produced in

electronic form (CD/DVD or USB) and presented to all delegates at Congress as well as to other parties, the complete list of which will be given to COC by the ISSCT Secretariat. A booklet of abstracts in English of all papers and posters will be delivered to all delegates on their arrival at Congress.

The proceedings will consist of all papers, including their abstracts in English, French and Spanish, and all poster papers, and must be completed by the time of Congress for distribution to participants. The cost of the Proceedings must be taken into consideration in the Registration fee. A number of extra copies must be available for distribution free of charge to Honorary, Affiliated, Institutional & Corporate members and the depositories (Article IX: Clause 10 & 11) and for sale to other members and interested parties.

Distribution, price and sale of Proceedings

The General Secretary shall arrange with the Congress Secretary-Treasurer for the distribution and sale of the Proceedings by the Publisher as follows:

One copy to all Honorary, Affiliated, Associate, Institutional, and Corporate members of ISSCT and to all Members who attend Congress.

At least two copies of the Proceedings of each Congress shall be kept in the archives at Secretariat and three other copies shall be distributed to the other depositories of the Proceedings.

Members who elect not to attend Congress, shall be entitled to receive a copy of Congress Proceedings upon payment to the Secretariat of the price determined by the Proceedings Editorial Committee and agreed upon with the Executive. Members may secure additional copies at the same price from the Secretariat.

The General Secretary and the Editor shall make recommendations to the Executive on the price of the Congress proceedings to members and non members and on arrangements regarding the right of sale. Delivery charges shall be included. For non-members the price shall be equivalent at the least to that for a member plus the current dues for individual membership.

Budget and Finances:

The administrative and financial responsibility of organising the Congress lies with the Congress Organising Committee. Executive monitors the organisation to ensure that the interests of the ISSCT are fulfilled. The host Congress Organising Committee is responsible for all local arrangements for the Congress to ensure the necessary local input and flavour but Executive keeps close control on key issues, especially to ensure the best cost/benefit return to ISSCT Members.

1. In order to ensure the financial viability of the ISSCT, Affiliated Societies selected to host a Congress will be charged an initial nominal fee of USD 15 000.
2. The expenses for the attendance of the General Secretary and the Editor at Congress, shall be met by COC from funds accruing from registration fees. This includes economy air fare, visas, congress registration fee and hotel accommodation.

3. COC shall pay the fees of the Editor and Production Editor of the Proceedings. These expenses will be paid by ISSCT and reimbursed by COC.

In addition, the General Secretary must be highly involved in the cost structure of the registration and accommodation fees as well as those of the pre- and post-congress tours, and charges for the Exhibition. Thus, he must be invited to another meeting of Congress Organising Committee (in addition to the Midterm Meeting of Executive and COC) where key decisions on the budget, the choice of hotels etc. and detailed costs and charges will be finalized. Executive may request that another member of Executive be also invited to this meeting.

Registration fees and their payment: (Article IX: Clause 5)

The overall cost of running the Congress shall be met from Sponsorships, Exhibitors' fees, Donations, and Registration fees charged to delegates. The Congress Organising Committee which has the financial responsibility for Congress shall determine, after consultation and in agreement with the Executive, for prepayment by members attending Congress of:

1. A registration fee including the pro-rata cost of organising the Congress, convention facilities, light refreshments, luncheons, welcome cocktails, farewell banquet, and other relevant expenses.
2. For optional acceptance, separate fees for:
 - I. accommodation;
 - II. tours and shows;
 - III. accompanying persons' programme;
 - IV. Congress Proceedings, which may or may not be included in the Registration fees;
 - V. workshops.
3. Complete and partial packages each of which includes the registration fee.
4. Determination of Congress registration fees

In the determination of Congress Registration fees, Congress Organising Committee and Executive shall take into account the following factors:

 - I. The general cost for the participants during Congress, including food and other optional costs, welcoming arrangements, and transportation. The cost of accommodation may or may not be included in the costs.
 - I. Cost of hiring the necessary offices for COC, and venues and facilities throughout Congress week.
 - II. The overall cost of organisation of Congress, the payment of the necessary support staff, including the appointment of a Congress Manager and / or an Agency prior to and during Congress, the communication with ISSCT members and the issue of Congress Newsletters addressed to them.
 - III. The cost of organising the Mid-term Review with Executive for the Co-ordination of Congress Management, including the boarding costs of participants.
 - IV. The processing and publication of Proceedings.
 - V. The fees of the Editor and any collaborator involved in the processing of Proceedings.

- VI. The Travelling cost of the General Secretary and the Editor to attend the Mid-term Meeting and any other meeting concerning Congress organisation, and their travelling to and attendance at Congress.
 - VII. Any cost that may be required for the participation of certain members of Executive at the Mid-term Meeting and the participation at Congress of any of those fully involved in its organisation, as recommended by Executive.
5. Payment of fees
The Congress Organising Committee shall determine the methods of payment of Congress fees including Congress Proceedings, and charges for exhibition space made available to Corporate members and for Sponsorship, etc. Such fees shall be credited to the account of the COC, who shall pay to the ISSCT Secretariat a Congress host fee and any other financial benefits that may accrue to ISSCT funds as determined by Council.

COC must commit itself for the package costs for different accommodation categories for Congress and tours in the host country at MTM.

Interactions of COC, Executive and General Secretary:

Interactions between the COC through the Congress Vice-Chair and the ISSCT Executive, through the General Secretary, should have begun during the application process and should continue throughout the inter-Congress period. Any changes in COC constituents, postal or email addresses should be communicated to the General Secretary immediately.

Mid-Term Meeting: While the bid document gives an outline of the host's programme and plans for the Congress, a Mid-term Meeting in the Congress host country is held to review and monitor progress toward implementing details of that programme and insure coordination between COC, Executive, and TPC. Details of the administrative, financial and technical organisation of Congress are reviewed and site visits include Congress venue, Congress hotels, and appropriate site visits to key points. The dates for the MTM are proposed with the application to host Congress and decided upon as soon as possible and no longer than 6 months after Council decides who will host the next Congress. Any change in meeting date must be mutually agreed upon by COC and Executive. Participants in the MTM include COC, Executive, and TPC. The ISSCT General Secretary, in consultation with the COC, develops the agenda for the MTM and distributes same to participants at least two weeks prior to the MTM.

The costs of hosting the participants, including accommodation costs and travel arrangements within the host country are met by COC which also covers the travel arrangements of the General Secretary and of the ISSCT Editor. Travel costs of other Executive and TPC members to attend the Mid-term Meeting are funded by ISSCT.

COC must commit itself for the package costs for different accommodation categories for Congress and tours in the host country at MTM.

Application to host Congress:

1. Applications from candidate hosts must be made on Form 1 which contains the specific requirements for hosting a congress. Evidence of the requirements must preferably be supported by appropriate audiovisual displays when presenting the application before Council. The information to be supplied should include:
 1. Articles of and details on the Affiliated Society.
 2. The Congress Officers, Collaborators and service providers and their duties.
 3. The Proposed Congress Programme and key focus issues.
 4. Plans and facilities for organising workshops if any.
 5. Proposed Congress Tours, including a partners' programme.
 6. Proposed Entertainment Programme if any.
 7. Details of Exhibition arrangements.
 8. Estimated Congress costs.
 9. Proposed method of liaison with General Secretary.
 10. Information on travel and visa formalities.
 11. Letter of support from Government Authorities (optional)
 12. Details of Congress venues and Hotel accommodation
 13. Arrangements for welcome and transport of delegates.
 14. Information on recreation and local touring.
 15. Security measures to be adopted.
 16. Arrangements for the mid-term meeting.

Application for Pre/Post Congress Tours: Applications for a pre/post-Congress tour must be made on Form 2. They may be presented to Council subsequent to the choice of a Congress host or to Executive at the Mid-Term Meeting.



**INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS
SECRETARIAT**

APPLICATION TO HOST AN ISSCT CONGRESS

FORM 1

(Amended August 2008)

Only **AFFILIATED MEMBERS** (Constitution, Article II: Sub-clause 1.3) with objectives consistent with those of the Society may make application to host the next Congress. **THIS APPLICATION SHOULD BE LODGED WITH THE GENERAL SECRETARY, AT LEAST 30 DAYS PRIOR TO THE OFFICIAL OPENING OF CONGRESS**, giving details of its facilities and technical organisation (Article IX). An Affiliated Society interested in applying to host ISSCT Congress should first become familiar with requirements as stated in the ISSCT Constitution and summarized in the ISSCT Congress Manual. Both documents are available on the ISSCT website.

1. DETAILS OF APPLICANT:

1.1 Affiliated Membership:

Please furnish evidence of Affiliated Membership:

Current ISSCT card number.....

1.2 Name of Society:

.....
.....

1.3 Contact Information:

Address

.....

Tel.: Fax:

E-mail: Website:

1.4 Office Bearers

Please furnish names of key office-bearers, their positions held in the Society, and their association with sugar cane technology.

1.4.1

1.4.2

1.4.3

1.4.4

1.5 Number of members of the Applicant (Affiliated Society):

Please dissect members into field and factory interests, as at the date of application.

1.5.1 Field members (No):

1.5.2 Factory members (No):

1.5.3 Total members (No):

1.6 Constitution of the Applicant:

Please **append** to this application a copy of the English version of the Society's constitution.

1.6.1 Constitution attached **YES/NO**

1.7 National Membership of the ISSCT:

Please indicate the technical interests of national members of the ISSCT:

1.7.1 Members of Agriculture Commission (No):

1.7.2 Members of Biology Commission (No):

1.7.3 Members of Factory Commission (No):

1.7.4 Members of Co-Products Commission (No):

1.7.5 Members of Management Commission (No):.....

1.8 Previous experience

Give details of previous experience of Affiliated Society in organising local and international scientific conventions / congresses.

2. PROPOSED OFFICE BEARERS OF THE CONGRESS

At the final Plenary Session of the current Congress, the Officers of the next Congress Organising Committee shall be nominated by the Affiliated Member which has been awarded that Congress (Article VIII: Clause 2)

Please indicate the proposed office bearers of the Congress (Article VIII: Clause 1) and the positions held in the sugar industry:

2.1 Honorary President of Congress:.....

2.2 Congress Chairman:.....

2.3 Congress Vice-Chairman:.....

2.4 Congress Secretary-Treasurer:.....

2.5 Attach list of other collaborators and their respective duties for Congress Organisation.

List Attached **YES/NO**

3. PROPOSED ORGANISATION STRUCTURE:

3.1 Congress Administration

3.1.1 Will a Congress Co-ordinator be appointed? **YES/NO** Please give details, if available.

3.1.2 The organisation of a Congress involves considerable administrative procedures. It is expected that COC contract a convention organising company to deal with the logistics of welcoming delegates, their accommodation, catering, transport, etc...

Do you have a tentative contract with a convention organising company?

YES/NO Please give details.

Company Name -----

Address -----

Website -----

3.1.3a Give details of previous experience of convention organising company in organising local and international scientific conventions / congresses.

3.1.3b Congress and / or the Co-ordinator, and plans for building up the team.

3.2.1. Editorial Officer – Congress Organisation Committee

Congress Organising Committee shall nominate an Editorial Officer to form part of the ISSCT Editorial Committee and who will be responsible to ensure full collaboration and facilitate local input in the Proceedings and other documents published by COC.

Editorial Officer: Name:-----

Function:----- Address:-----

Tel.:-----Fax.:-----

E-mail:-----Website:-----

3.2.2. Production of Proceedings The ISSCT will make its own arrangements for the production of the proceedings but these may be arranged in the host country if good facilities are available and the COC is willing.

Would the COC be interested to arrange for the production of proceedings locally? **YES/NO**

Would an agency be contracted for this purpose? **YES/NO**

Give details of arrangements. Experience and production facilities.

3.2.3. ISSCT Newsletters The ISSCT maintains contact with its members through regular Newsletters. The technical assets of the Congress host's sugar industry will be published in one of the early newsletters. Please **append** an article with photos that contains this information. Please note that the Affiliated Society that will host the congress will be afforded an opportunity to update this article.

3.2.4. Congress Daily News:

Will daily Newsletters be published? **YES/NO**

3.2.5. Schedule of important announcements

3.2.6. Congress Programme Please indicate what arrangements will be made for the publication of the Congress Programme and brochure for delegates.

3.2.7. Electronic mail and Website Communication with members is an important requisite to publicize Congress, promote and facilitate participation. Give details of your e-mail and Internet facilities.

Please give details of your plan for creation and development of a Congress website, including online facilities for congress participation and posting of programme and titles of papers.

4. PROPOSED OFFICIAL DATE OF CONGRESS:

4.1 From To

4.2 Alternative dates (if any) _____ to _____

5.1 PROPOSED CONVENTION VENUE

City _____

Name of the Convention Center _____

Physical Address _____

Website _____

Please **append** diagram/floor plan of the convention center with all areas to be used by Congress (Exhibit area, Plenary Session, Technical Sessions, Catering facilities, E-mail Facilities for delegates, Council meeting room, Executive Meeting room, ISSCT Secretary office) identified.

Please **append** city map indicating location of convention center in relation to convention hotels

5.1 Venue details:

Please complete the following table.

Meeting rooms/halls	Minimum seating	Maximum seating		
Plenary Session				
1 st concurrent session				

Agricultural Commission				
2 nd concurrent session Biological Commission				
3 rd concurrent session Factory Commission				
4 th concurrent session Co- Products Commission				
5th concurrent session				

5.1.2 Audiovisual Facilities:.....

5.1.3 E-mail Facilities for delegates:.....

5.3 Details of rooms for administration:

Council and TPC meetings.....

.....
.....

Secretariat Office: Will the ISSCT secretariat office be equipped as stated in the manual?
Yes / No - if no explain

5.4.1 Location of Catering Facilities:.....

5.4.2 Capacity:

5.4.3 Give details of caterer's experience
.....
.....

6. PROPOSED EXHIBITION FACILITIES:

Please **append** floor plan of Exhibit area indicating the location of the area set aside for Congress Exhibition, and the proximity to Congress facilities. Submit plan of Exhibition area. Please note also that candidate undertakes to submit to Executive at the time of congress, fees charged to Exhibitors and details of contract.

6.1 Location:

6.2 Area (Square metres):

6.2.1 - Covered:

6.2.2 - Open:

6.2.3 - Total:

6.2.4 – Plan of Exhibition area attached **YES/NO**

6.3 Supporting Facilities:

6.3.1 Office Space for Corporate Members: **YES/NO**

6.3.2 Secretariat Services **YES/NO**

6.3.3 Catering Facilities **YES/NO**

6.4 Brochure: Will a brochure be prepared ? **YES/NO**

7. PROPOSED ACCOMMODATION FACILITIES

7.1 Congress Registered members (Individual and Corporate)

7.1.1 Total number of suitable rooms available in close proximity to Congress facilities. Please list hotels, order of their international rating (five star, four star etc...) and the number of rooms available in each hotel. If possible give also maximum increase above present prices quoted below:

Hotel	Rating Stars	No. of rooms	Distance to Congress venue	Single rate	Double rate	Maximum increase

7.1.2 Transport arrangements for registered members from hotels to Congress/Exhibition facilities.

.....

8. WORKSHOP

The Technical Programme Committee may consider a proposal to organise a Workshop at the Congress but its success will depend on the facilities and expertise in the host country and the logistics available for such.

Are you able and willing to provide the logistics for an ISSCT workshop during Congress?

YES/NO

In the affirmative give some indications according to your country's expertise.

COMMISSION: -----

SECTION: -----

THEME: -----

9. PROPOSED OPTIONAL PACKAGES

The host Society is required to offer a number of optional packages (Article IX: Sub-Clause 5.3) to members desirous of attending Congress.

Please indicate that the following OPTIONS will be made available to members and give an appropriate estimate of costs. It is understandable that forecasting costs three years in advance is difficult but an estimate should be given based on current costs and approximate forecast increase.

(Note: COC may decide to exclude the hotel Accommodation costs leaving the participants to deal directly with the hotels.

9.1 Local Members Registration Fee YES/NO

This option (Article IX: Clause 5) permits local members and visiting members (with limited budgets to make their own arrangements for accommodation and local transport to the convention centre. The registration fee, when determined, should cover a pro rata cost of the total hire of Congress space for plenary sessions and technical presentation of papers, also light refreshments, luncheons, welcome cocktails, farewell banquet.

The fee may also cover the cost of providing registered members with Congress Proceedings, including the Spanish and French summaries which must be available at Congress (Article IX: Sub-Clause 6.2.4). (Note: For the cost of the Proceedings, the General Secretary and the Editor must be consulted. See also Article IX: Sub-Clause 9.4)

Approximate estimate of fee

9.2 Partial/Programme Package: YES/NO

This option (See Article IX: Sub-Clause 5.3) covers the costs of accommodation and all necessary transport to and from the convention Centre and functions for the period of the Congress itself, as well as the Registration fee (10.1 above).

Approximate Cost

9.3 Complete Programme Package : YES/NO

This option (See Article IX: Sub- Clause 5.3) covers the costs of pre-congress field or factory tours in addition to the cost of the Partial/Programme Package (10.2 above).

Approximate Cost

9.4 Accompanying Persons Programme Packages: YES/NO

This option (Article IX: Sub-clause 5.2.3) should provide partial and complete programmes for persons accompanying registered delegates. Please **append** the proposed schedule for Accompanying Persons Programme.

Approximate Cost

9.5 Congress Proceedings: YES/NO

This Option of purchasing an electronic copy of the Congress Proceedings should be extended to all members, including those attending Congress as well as those not registered to attend Congress (Article IX: Sub-Clause 10.3) Approximate Cost (In case Proceedings are to be published in the host country)

10. NATIONAL POLICY IN RESPECT OF ENTRY OF REGISTERED MEMBERS

One objective of the Society is to bring together sugar technologists who are members to promote the technical discussion of field and factory problems (Article IX: Sub-clause 2.3.3).

The Society recognises that Congress Organising Committees may be unable to influence or alter Government policies in respect of entry to that country of all members who may register to attend Congress. Please indicate:

10.1 Limitations to entry (if any):

.....

10.2 Special visa requirements (if any):

.....

10.3 International Centres for issuing visas (please list)

.....

.....

11. PROPOSED FIELD AND FACTORY TOURS

The successful applicant for Congress is required to provide facilities for the observation of sugar production methods and related activities in the host country during the period of Congress and, under certain circumstances, in neighbouring countries (Article II: Clause 2.2). While the proposed programme is to be presented here, full details of these tours must be presented to the Executive and TPC at the mid-term meeting, including visits to key sites/institutions. The same applies for item 6 below.

11.1 Please ATTACH a broad outline including time schedule of proposed Field and Factory Tours to be conducted prior to or in conjunction with meetings of Technical Sections during Congress, and specify:

11.1.1 The location of sites proposed for Field and Factory Tours, relative to the Convention Centre(s).

1.

2.

3.

4.

.....

11.1.2 The Proposed arrangements for transport and, if necessary, supplementary accommodation (9.2 below).

.....

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.....

.....

11.1.3 Whether guides will accompany the tours and whether descriptive brochures/handouts will be distributed to participants.

.....

.....

11.2 Please indicate if an Affiliated Member in a neighbouring country has been contacted and is willing to conduct a Post- Congress Tour.

11.2.1 Name of Affiliated Member:

11.2.2 Duration of Tour:.....

11.3 If the applicant is willing to conduct a Post-Congress Tour in its own country, please complete and attach the application to host a POST- CONGRESS TOUR. (FORM 2)

11.4 Timing of Field and Factory Tours and Congress:

- 11.4.1 Dates of Field Tour:
- 11.4.2 Dates of Factory Tour:
- 11.4.3 Dates of Congress:
- 11.4.4 Dates of Post Congress Tour:

11.2 Field and Factory Tours/Participants

Please indicate if supplementary accommodation (11.1.2 above) is necessary for Field and/or Factory Tours. If yes, list hotels, rating and number of rooms available.

11.2.1 Field Tours - **YES/NO** Hotel Rating Rooms Proximity Current Room Price (Star) (No.) (Distance) Single Double

Hotel	Rating Stars	No. of rooms	Single rate	Double rate	Maximum increase

11.2.2 Factory Tours - YES/NO

Hotel Rating Rooms Proximity Current Room Price (Star) (No.) (Distance) Single Double

Hotel	Rating Stars	No. of rooms	Single rate	Double rate	Maximum increase

On behalf of Affiliated Member:

Name: Signature:

Position held: Date:



INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS

CONTRACT

Agreement is reached between

The International Society of Sugar Cane Technologists (ISSCT)

Represented by the Chair of the ISSCT Council

And

The _____ Society of Sugar Cane Technologists (_SSCT)

Represented by the Chair of its Managing Committee

on the following terms and conditions:

1. Following the bid made by XSSCT, the ISSCT Council has awarded the organisation of its Congress to XSSCT at its meeting held on (date).....at the ISSCT Congress.
2. The Office Bearers of the Congress Organising Committee (COC) are:
 - Honorary President
 - Congress Chairman
 - Congress Vice-Chairman
 - Congress Secretary-Treasurer
 - Other Office Bearers
3. The Congress will be held from to in(Venue, City, State, Country)
4. The XSSCT has contracted as Congress Management Company
5. COC will be giving opportunity to update and provide additional information to be included in the ISSCT Newsletters which will be posted on the ISSCT website according to the schedule in the ISSCT Congress Manual.
6. COC will set up by a dedicated website containing all information related to Congress including the newsletters, venue, accommodation, programme, costs, registration fee, partners programme, etc...
7. The venue of the Congress will be
8. The venue has all the facilities requested by ISSCT e.g. Auditoria for the five commissions, four meeting rooms for Council, TPC, etc..., area for poster sessions, broadband connection, sound system, telephone, catering facilities etc...
9. The format/programme of the Congress will be as follows:

Sunday

Monday

Tuesday

Wednesday

Thursday

10. The social events of the Congress will be as follows:

10.1 Opening Ceremony

10.2 Cultural Evening

10.3 Banquet

11. A Pre-Congress will be organised with the following programme: to include field tours etc...

11.1 Agriculture (including Biology)

11.2 Factory (including Co-Products)

11.3 Management and Technology Transfer

12. A Trade Exhibition will be organised as follows:

13. A Partners' Programme will be available as follows:

14. Delegates will be accommodated in the following hotels:

Hotel names, rating (star), rooms (number), distance from Congress venue, room rate (single/double)

Hotel	Rating Stars	No. of rooms	Distance to Congress venue	Single rate	Double rate	Maximum increase

15. Possibilities of partial programme are available

15.1 Attendance at congress only (Registration fee USD)

15.2 Attendance at congress and pre-congress (Registration fee USD)

15.3 Attendance at congress/pre-congress with accommodation at delegates own will (not in the hotels proposed) (Registration fee USD)

16. COC will assist ISSCT Secretariat for the preparation of the Proceedings in electronic form with the appointment of a local Editorial contact.... Specify name.

17. XSSCT will use advances in technology for the widest possible diffusion of the congress sessions through the internet as follows.

18. COC shall pay to ISSCT as per Article IX, Clause 5.5 of the ISSCT Constitution a fee of USD for holding the Congress. COC shall pay to the ISSCT Secretariat the said fee six months before Congress.

19. COC shall pay the cost for the General Secretary and the Editor to attend the Mid-Term Meeting and the Congress.
20. All payments made by XSSCT to ISSCT including Congress Fee, Editor Fee, Production Editor Fee, membership dues collected by COC, refund of expenses for the attendance of the General Secretary and Editor to the Mid-Term Meeting and Congress should be exempt from tax and any withholding tax should be settled by COC. That is to say all dues to the ISSCT should be as quoted after tax.
21. COC will deliver certificate of attendance at congress to all delegates wishing to avail themselves of this document.
22. XSSCT guarantees that there will be no limitation of entry for ISSCT members provided they secure an entry visa as necessary and as per the country's regulations.
23. XSSCT has taken all necessary measures to ensure the security of the delegates at the congress and associated activities.
24. The date of the Mid Term Meeting will be set no later than _____.

Name of Chair ISSCT Council (the New Chair elected at Congress)

Physical address:

Tel:

Fax:

Email:

Signed at this day of2013

.....

Chair ISSCT

Witnesses: 1.

2.

Name of Chair XSSCT

Physical address:

Postal Address:

Tel

Fax

Email:

Signed at this day of2013

.....

Chair XSSCT

Witnesses: 1.

2.