



**INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS**

**SECRETARIAT**

**APPLICATION TO HOST AN ISSCT CONGRESS**

**FORM 1**

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:**

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.....

**1.3 Contact Information:**

Address .....

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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.

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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.

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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.

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

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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:-----

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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.

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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

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3.2.6. Congress Programme

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

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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.

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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.

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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				
1st concurrent session Agricultural Commission				
2nd concurrent session Biological Commission				
3rd concurrent session Factory Commission				
4th concurrent session Co-Products Commission				
5th concurrent session				

5.1.2 Audio-visual Facilities:.....

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

5.3 Details of rooms for administration:

Council and TPC meetings.....

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Secretariat Office: Will the ISSCT secretariat office be equipped as stated in the manual?

Yes / No - if no explain

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5.4.1 Location of Catering Facilities:.....

5.4.2 Capacity: .....

5.4.3 Give details of caterer's experience

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.....

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)

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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):

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10.2 Special visa requirements (if any):

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10.3 International Centres for issuing visas (please list)

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**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.

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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

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 of .....2013

.....  
Chair ISSCT

Witnesses: 1. ....

2. ....

Name of Chair XSSCT

Physical address:

Postal Address:

Tel:

Fax:

Email:

Signed at ..... this ..... day of .....201..

.....  
Chair XSSCT

Witnesses: 1. ....  
2. ....