



SAIP OFFICE CONFERENCE MANAGEMENT SERVICES SERVICE GUIDELINE

The SAIP office can help with conference planning and management for physics related conferences and workshops. We have a wide network of contacts within the physics and related fields as well as within science policy community which will help in making your event a success.

Once requested to coordinate a conference, SAIP office will participate fully in meetings of the Local Organising Committee. We will contribute our experience in areas such as conference budgeting, structuring the committee according to required portfolios and adhere to all deadlines, handle daily enquiries and take minutes of the meetings.

Our main services are summarised below:

Item	Services Summary
1. Venue	<p>In consultation with the LOC we will identify a suitable venue for the conference</p> <ul style="list-style-type: none"> (a) Arrange main conference venue i.e. main plenary room, break away rooms and LOC meeting room if needed. (b) Organise internet café or WiFi facilities for delegates (c) Recommend and book suitable audiovisual company and equipment. (d) Organise refreshments and lunches at the venue (e) Arrange floral decorations for venue
2. Accommodation	<p>We will investigate several types of accommodation to cater for all types of delegates, from the student to the executive. Accommodation services include:</p> <ul style="list-style-type: none"> (a) Booking hotel or B&B accommodation (b) Co-ordination of reservations (c) Negotiating favourable rates for delegates
3. Travel and transport arrangements	<ul style="list-style-type: none"> (a) Booking and arranging air tickets for speakers and funded delegates (b) Meet and greet service (c) Organising transport to and from the airport (d) Organising a daily shuttle service from the accommodation to the conference venue
4. Conference Website	<p>Set up a conference website that handles the following aspects of the conference</p> <ul style="list-style-type: none"> (a) On-line registration and Abstract submission (See http://indico.saip.org.za/) (b) Invoice downloading / or auto invoice email on registration (c) Creates database of all registered delegates (d) Custom website for conference (eg: http://www.saip.org.za/events/)

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5. Marketing and publicity	<p>We have a wide network of physics stakeholders locally in South Africa and abroad. We try our level best to advertise the conference as broadly as possible amongst our networks.</p> <p>Press releases can also be arranged.</p>
6. Conference Budgeting	Compile a conference budget in collaboration with LOC
7. Fundraising	<p>Help the LOC in fund raising through</p> <ul style="list-style-type: none"> (a) Preparing a fundraising prospectus for the conference (b) Submitting sponsorship/funding applications
8. Financial Management	<ul style="list-style-type: none"> (a) Get all quotations for items to be procured (b) Arrange payments after approval from LOC (c) Maintain an Income expenditure account and prepare a report at end of conference
9. Delegate liaison & VISA	<ul style="list-style-type: none"> (a) Maintain communication with all delegates and keep them updated (b) Help with enquiries regarding the conference (c) Send Invitation/VISA letters to foreign delegates
10. Sponsored delegates selection	Help with sponsored students/delegates applications & selections when given a set of selection criteria. This will be done in close collaboration with LOC
11. Social Events Planning & Coordination	<p>Identify venue, catering and entertainment for</p> <ul style="list-style-type: none"> (a) Welcome reception and official opening (b) Conference banquet/dinner (c) Conference photographer can be organised
12. VIPs Invitations	In consultation with LOC we will invite the appropriate dignitaries and government officials to attend or open functions and conferences
13. Social Tour	<ul style="list-style-type: none"> (a) Arrange areas delegates will tour (b) Arrange transport for the tour (c) Organise tour operators if needed
14. Conference Stationary	<ul style="list-style-type: none"> (a) Programme book printing & binding (Liaise with scientific committee) (b) Purchase bags / folders (See http://shop.saip.org.za/) (c) Print Name tags & Important signage (d) Lecture room materials - Pens, pointers, etc.
15. Exhibitions	<p>An exhibition service can be provided that will involve:</p> <ul style="list-style-type: none"> (a) Establish an appropriate list of potential exhibitors (b) Communicate and correspond with the traders/exhibitors (c) Find an exhibition company to provide exhibition space design (d) Arrange payments by exhibitors
16. Registration	<ul style="list-style-type: none"> (a) Prepare all registration desk info (b) Run Registration desk & provide all necessary information (c) Prepare name badges, delegates' bag and/or folders. (d) Provide staff for registration (e) Be on-site during Conference.

Item	Services Summary
17. Secretarial Services Support	(a) Printing and photocopying services (b) Phone and Fax (c) Provide information services at Reception Desk

CONFERENCE SERVICES MANAGEMENT FEE (One week conference)

The Conference Services Management Fee / Facilitation Fee, which includes the above services is **R650.00 per delegate (negotiable, depending on needs) Rates for events extending over one week can be discussed.**

This cost does not include the following, which will be billed separately:

- Overseas telephone calls
- Faxing
- Postage
- Printing
- Graphic design
- Audiovisual technician
- Buses
- Catering
- Security
- Venue hire
- Travel and accommodation of SAIP office during preparations for the event e.g. site inspections
- Any to other costs incurred by your conference