



**AFRICAN
SCIENCE
COMMUNICATION
CONFERENCE**
SCIENCE IN SOCIETY | SOCIETY IN SCIENCE



SAASTA
SOUTH AFRICAN AGENCY FOR SCIENCE
AND TECHNOLOGY ADVANCEMENT

2nd AFRICAN SCIENCE COMMUNICATION CONFERENCE

Call for proposals for conference organising and event management by the South African Agency for Science and Technology Advancement (SAASTA)

The South African Agency for Science and Technology Advancements (SAASTA, is a business unit of the National Research Foundation (NRF). SAASTA is to take a leadership position in promoting broad public awareness, appreciation and understanding of science, engineering and technology in South Africa.

On the 18th to the 21st of February 2009, SAASTA will be hosting the 2nd African Science Communication Conference. The theme of this conference is "Shaping Africa's future – Science Communication's contribution to Science, Technology and Innovation, and the development of democracy in Africa.

CALLS FOR PARTICIPATION

SAASTA invites creative and innovative proposals from the Events Management Companies/Organisations, which will handle the logistical arrangements of the Conference.

ONLY one proposal per applicant with a clear budget breakdown will be considered. Targeted conference size is approximately 250.

Suggested Deliverables Includes:

- Follow up with the following databases to ensure all registration, travel and accommodation needs are met.
 - Invited guests list
 - Registered delegates
 - 2nd ASCC contact list
 - Speakers
- Arrange flight, accommodation and airport transfers for specially invited guests.
- Local transport for all delegates
- Registration and registration material
- Conference venue logistics management
- Conference branding – development of all promotional / print material including conference packs, conference communiqué, corporate gifts, etc.
- Social programme profiling local places of interest
- Opening and/or closing cocktail parties / gala dinner which will include:
 - Secure venue close to or at the conference
 - Décor
 - Entertainment
 - Gifts
 - Catering
 - Branding

Conference Date and Venue

The conference will be held in Gauteng from 18- 21 February 2009 with a welcoming reception being held on the evening of the 18th.

Closing Date

The deadline for submitting proposals is close of business, 12 September 2008. Proposals received after this date will not be considered.

Selection Requirements

The following criteria will be considered in the selection of project co-ordinator:

- Creativity and innovativeness of approach in meeting criterions
- Cost effectiveness of the proposal
- Clear time lines
- Budget

SAASTA is a business unit of the



**National
Research
Foundation**

Enquiries and submission can be sent to:

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Fore more information, please visit our website on

www.saasta.ac.za