

**2016**

# **AFRAC GENERAL ASSEMBLY HOSTING GUIDELINES**

**AFRICAN ACCREDITATION COOPERATION**

*This document is a general guideline to assist an organisation that wishes to host an AFRAC General Assembly.*

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## **1. PURPOSE**

- 1.1 This document is a general guideline to assist an organisation that wishes to host an AFRAC General Assembly and is not meant as a prescriptive document.

## **2. OFFERS TO HOST THE AFRAC GENERAL ASSEMBLY MEETING**

- 2.1 Each year AFRAC holds its General Assembly – preferably during the second half of the year. AFRAC welcomes offers by all Members to host the General Assembly.
- 2.2 Any member country which is offering to host the General Assembly should ensure that the country/city where the meeting is proposed to be held is without discrimination to any Members on the basis of nationality, gender, colour, religion or customs.
- 2.3 Offers to host General Assemblies should be communicated to the AFRAC Secretariat at least one year in advance.

## **3. PREPARATIONS FOR HOSTING THE GENERAL ASSEMBLY**

In preparing to host the General Assembly, the following points can assist with the preparations, such as:

- 3.1 Contacting the host of the previous AFRAC General Assembly and the Secretariat and obtaining as much information as possible on the preparations for, and the running of that meeting;
- 3.2 Obtaining copies of registration forms, conference brochures (if necessary), meeting schedules, action lists of preparations, budgets, etc. ; and
- 3.3 Information on the total number of delegates that attended the previous General Assembly, the delegate's contact details, General Assembly attendance lists, etc.

## **4. BUDGET PREPARATION**

- 4.1 It is important to note that the hosting organisation may incur some costs as the host. The host may identify a donor/sponsor for the General Assembly.
- 4.2 Delegates attending AFRAC General Assemblies are encouraged to cover the costs of their travel, accommodation and incidentals. However, delegates who are not in a position to cover their own travel, accommodation and incidentals may approach a possible donor to cover these costs.
- 4.3 AFRAC does not sponsor delegates' attendance to its General Assembly.
- 4.4 The EXCO is to determine the registration fee for General Assembly meetings. This fee may be reviewed by the EXCO from time to time.

## **5. PLANNING GUIDELINES**

The host should perform the following in preparation for the General Assembly:

- 5.1 Book the venue for the meeting and block book rooms in a hotel for the expected number of delegates. While it is preferable that the delegates all stay in one hotel, one or two lower cost alternatives may be provided as accommodation options.
- 5.2 Where possible, the meeting venue and the main hotel for the delegates to be in the same building, or at least within short proximity.

- 5.3 If a gala dinner or conference dinner is to take place, this is to be included in the meeting schedule, and communicated to the Secretariat.
- 5.4 The host is encouraged to prepare invitation letters to assist delegates in obtaining visas. The invitation letter should include full details of the hotel where possible (street address, telephone and fax numbers, email addresses, room charges etc).
- 5.5 The invitation letter should be sent out at least three (3) months before the General Assembly takes place, and should specify a cut-off date for delegate registration, which should be at least four (4) weeks before the General Assembly.
- 5.6 The registration forms should include details for making a hotel room booking (If the hotel requires a credit card number or financial deposit to secure the booking that information should be noted in the invitation information).
- 5.7 Delegates are required to make their own bookings directly with the hotel (except in cases where delegates are being funded). If a special rate has been negotiated with the hotel, delegates should be informed about how they are to identify themselves in order to obtain this rate.
- 5.8 Information on how to get from the airport to the hotel should be readily available. If shuttle buses or other transport are being arranged by the host, full details of how to access them should be supplied to delegates.
- 5.9 If the host has made some preliminary arrangements for tours for delegates, this information should be circulated to delegates ahead of time.

## **6. HOTEL AND MEETING VENUE SELECTION**

- 6.1 The host is encouraged to negotiate and block rooms in two hotels (one with a budget rate and one with a regular rate), and submit the hotel information to the Secretariat for the information to be included in the event invitation.
- 6.2 The host may provide transportation to and from the airport.
- 6.3 Promotional material with the printed information about the General Assembly with the AFRAC logo and the host body's logo are to be arranged by the host.

## **7. GENERAL ASSEMBLY MEETING ROOM REQUIREMENTS**

The following guidelines outline the meeting room requirements for the General Assembly:

- 7.1 A name plate at each delegate's place showing the acronym of the Member's organisation and country in large letters. Information for the name plates will be supplied by the Secretariat in the lead up to the meetings.
- 7.2 The Chair, Vice-Chair and Secretariat sit at a high table, to allow them to be seen by all delegates.
- 7.3 A large screen.
- 7.4 A data projector.
- 7.5 Sound reinforcing equipment with feedback control and a technician to operate, as well as fixed microphones.
- 7.6 Power outlets available in front of each table. International adapters may also be supplied if required.

7.7 Meeting rooms should be locked during refreshment and lunch breaks.

## **8. SECRETARIAT REQUIREMENTS**

8.1 The Secretariat and Chair will require a meeting space for the duration of the General Assembly.

8.2 The stationery requirements include paper, paper clips, a stapler and blank CDs.

8.3 A photocopier and printer (recommended) may be required for the duration of the meeting as delegates may need to have copies made of various documents for distribution at short notice.

## **9. CATERING REQUIREMENTS**

9.1 Times for morning and afternoon refreshments and lunch should be agreed with the Secretariat, and arrangements made to ensure that refreshments are available at the agreed times.

9.2 The host should ensure that the registration form requests information on any special dietary needs.

9.3 Food served in buffet style should to be clearly labelled for people with religious and dietary needs.

## **10. DELEGATE REGISTRATION**

10.1 The host should provide for a suitable location for the registration of delegates.

10.2 Name tags with the person's name, organisation and country should be prepared, and the Secretariat is to provide this information once all the delegates have confirmed their attendance.

10.3 At registration delegates may be provided with any additional materials, tourist information and promotional materials.

10.4 Promotional materials are optional and may include folders, t-shirts, laptop cases or bags, stationary or the host body's brochures.

## **11. FEEDBACK**

11.1 The Secretariat shall prepare an electronic feedback form which will be distributed to delegates after the General Assembly.

**APPENDIX A: Sample Conference Registration Form**

<b>AFRAC GENERAL ASSEMBLY (DATE &amp; VENUE)</b>			
<b><u>REGISTRATION FORM</u></b>			
<b>Title:</b> ( <i>Ms, Mrs, Mr, Dr, Eng., Prof.</i> )			
<b>Name and Surname</b> ( <i>as per passport</i> )			
<b>Name for name tag</b>			
<b>Name of Organisation/REC Represented:</b>			
<b>Organisation Physical &amp; Postal Address:</b>			
<b>Contact No:</b>			
<b>Fax No:</b>			
<b>E-mail:</b>			
<b>Passport Number:</b>			
<b>Date Passport Issued:</b>			
<b>Expiry date of Passport:</b>			
<b>Country of issue of passport:</b>			
<b>Dietary requirements:</b>			
<b>Date of arrival:</b>			
<b>Date of departure:</b>			
<b>Will you require a shuttle from the airport to the hotel and back?</b> ( <i>tick appropriate box</i> )	YES	NO	
<b>Signature</b>			

**PLEASE FAX OR EMAIL YOUR COMPLETED FORM BY (DEADLINE) TO:**

**XXXXX  
FAX: XXXX  
EMAIL: XXXX**

