

**Proposed Terms of Reference
GSDI ASSOCIATION
Conference Planning Committee
October 2004**

One of the major responsibilities, as set forth by the strategic and implementation plans and again by the survey on the membership, is the regular conduct of GSDI Association technical conference and business meeting. This typically can include a technical conference, workshops, training sessions, committee meeting, and business meetings.

The conference will be jointly planned by the GSDI Conference Planning Committee (CPC), the GSDI Secretariat, and an on-site Local Organizing Committee (LOC) which commonly will be populated by a GSDI member and/or partner. Partnership and involvement of another international and/or national/local organization would be encouraged.

Membership of the Conference Planning Committee will be constituted by the GSDI President, under the advice of the Board. The composition will include:

- A GSDI Board Member nominated to serve as Co-Chair of the CPC.
- Members nominated to the CPC by the GSDI President, upon advice from the GSDI board.
- The Committee will be supported by the GSDI Secretariat, as essential.

The overall responsibility of the CPC initially will be:

- Develop a Conference Organization Guideline document detailing the responsibilities of GSDI and the LOC offering to host the Conference or any other activity. This Conference Guideline should be approved by the Board and should be implemented for GSDI – 9 and beyond. This document can be made widely available so that potential hosts can refer to it in making an offer.
- Collaborate to develop a Conference Contract with the LOC offering to host the GSDI Conference or any other event. The Contract would contain technical, financial and logistical aspects clearly defined for both sides. On approval by the GSDI Board, the GSDI Secretary would conclude the contract with the local agency. Such contracts would be mandatory for all GSDI events from GSDI-9 forward.

On approval of the Board the CPC will implement the Conference Planning.

With the approval of the GSDI Board to add Co-Chair(s) from the Local entities hosting the GSDI Conference(s), The local organization(s) Co-Chair(s) would be renewed every year based on the Conference activity and hosting organizations.

The expanded CPC will have the following responsibilities:

- Serve as the single point interface with the LOC for the overall planning, implementation and execution of all GSDI Conferences or any other event.

- Advise the GSDI President on matters related to the Conference or any other activity.
- Brief the GSDI Board on developments related to the Conference and other activities.

In addressing the above, the following items should be considered:

- How to generate proposals for coming meetings
- Generation of letters of intent
- Site selection
- Formation of a LOC
- Additionally, the CPC, on behalf of GSDI,, and working with the LOC, and any other partners will consider:
 - Chair, Deputy Chair, Secretary, Treasurer and other officers of the LOC as well as the GSDI and other business managers, and treasurers.
 - Budget development/pricing, review, and approval
 - Theme(s) and logo selection
 - Revenue sharing, policies and principles
 - Banking -- bank deposits/withdrawals/signatories/checks and balances
 - Contract negotiations, insurance
 - Hotel/venue liaison and interaction – hotel rates and registration
 - Audio visual support contract
 - Scholarships for attendance at the meeting
 - Conference marketing
 - Production schedule
 - Website development and maintenance
 - Proceedings preparation
 - Exhibit prospectus, pricing, advertisement, hall lay-out and management
 - Registrations pricing, schedule, early registrations, on-site responsibilities
 - Publication of the exhibitor’s prospectus, first announcement, preliminary program, final program, exhibitors’ manual, final program, etc.
 - Signage
 - Workshop coordinator
 - Technical program coordinator
 - Technical program subcommittees
 - Users’ groups coordinator
 - Keynote & plenary session coordinator
 - Student volunteer coordinator
 - Corporate/ministry sponsorship coordinator
 - Technical tours coordinator
 - Social tours coordinator
 - Social event coordinator
 - On-site responsibilities of the LOC
 - Meeting/session room assignments
 - Materials shipping
 - On-site staff

- Registration, directions, tours, banquets, session and meeting rooms
- And the timing associated with all of the above

This list should not be considered as either all inclusive nor mutually exclusive. All other related and semi related items need to be included as the need becomes apparent.