

CATSA CONFERENCE BIDDING PROTOCOL



The purpose of this protocol is to outline the requirements and procedures that the Catalysis Society of South Africa applies for bidding to host a CATSA conference.

1. All potential CATSA conference organizers must submit a bid to the CATSA committee.
2. Bids should be made by August two years before the conference is to be held (in Nov) (bids to be made to the CATSA chairperson).
3. The venue or short list of venues should have been identified.
4. Venues should normally provide for “captivity” of the participant – accommodation should be on-site. City centre venues should be used only where there is no alternative.
5. Accommodation normally should run to 250, with about 30% of the participants being able to enjoy single accommodation.
6. There should be at least some idea of who the main sponsor will be.
7. Choice of venue should be such that normal costs of attendance of the conference (viz. registration & meals & accommodation) should not exceed the 3-year average (contact CATSA treasurer for details) of the costs of attending the previous conferences by an acceptable margin – probably around 5-10% in the current inflationary environment.
8. The bidder should express some suggestions concerning the ‘theme’ for the conference or for part of it and also have suggestions concerning plenary speakers and the CATSA Eminent Visitor.
9. CATSA is a face-to-face conference. The implementation of hybrid sessions or presentations should be the exception and needs to be motivated to the CATSA committee in due time.
10. The bidder should express clearly the willingness to accept responsibility for raising the required sponsorships.
11. The bidder needs to be able to demonstrate that suitable arrangements will be in place for handling the financial aspects of the conference, this includes a draft list of the proposed conference organizing committee and assigned portfolios.
12. Financial matters of a conference should be closed out between 01 March and 01 September of the year following the year the conference took place.
13. The conference bidder/organiser needs to provide the CATSA Committee with the electronic list of the conference delegates as current members of CATSA and e-mail contacts within 3 months after the conference was held.