GENERAL GUIDELINES FOR ORGANIZING
COSPAR SCIENTIFIC ASSEMBLIES

PREAMBLE

The priority for COSPAR is to ensure that its biennial Assembly takes place in the best possible conditions in order to guarantee maximum visibility and attendance, from all countries interested in space research and in particular from those with major space agencies and well-established programs, and to provide the desired comfort and environment for the worldwide space research community to work and exchange in the best possible conditions.

I   BASIC CONDITIONS

An invitation to hold a COSPAR Scientific Assembly may be considered and accepted only once four conditions are met. These conditions, or the most important elements thereof, will be included in a contract or memorandum of understanding to be signed by appropriate COSPAR and host country authorities.

1. A formal invitation is received. The invitation must include a guarantee issued by the appropriate institutional authorities that all bona fide participants will be allowed entry into the host country, as required by ISC (International Science Council: https://council.science/what-we-do/freedoms-and-responsibilities-of-scientists/freedom-of-movement-and-association/) rules. ISC rules are spelled out in an information pamphlet that can be forwarded on request. Visa issuing requirements should be investigated and communicated to the Secretariat well in advance (before the printing of the Call for Papers).

2. The inviting party states in writing that the registration fee is to be agreed upon between COSPAR and the Local Organizing Committee (LOC) soon after formation of the latter and that COSPAR's share thereof will amount to an agreed upon sum. As an indication of expected financial arrangements and _subject to negotiation and confirmation_:

    (a)   A minimum rebate of €315,000, to be paid to COSPAR regardless of the number of Paying Participants
    (b)   A €35,000 contribution to the COSPAR Grants Program
    (c)   A 25% share of the potential profits to be generated by the Assembly
    (d)   30 young scientists identified through the COSPAR Grants Program will be provided with registration fee waivers
    (e)   Up to 35 participants from the COSPAR staff, Bureau members and selected VIPs identified by the COSPAR Secretariat will be provided with registration fee waivers
    (f)   Host will provide accommodation for up to 15 members of the COSPAR staff and leadership team for the duration of the Assembly, and for those whose work schedule or travel arrangements require it, beginning up to three nights prior to first Council session and including the night following the final Council session.

3. Capacity to accommodate a hybrid format in order to allow attendance at the Assembly by virtual means (videoconference). It is mandatory that remote participants are able to contribute in real-time and by video within all scientific sessions.

4. All material needs for the proper conduct of the Scientific Assembly will be satisfied.

Below please find a general outline of COSPAR's material needs. This information, as well as that above, is subject to change depending on each individual Scientific Assembly situation and the advance of available technology. Similarly, the information may be modified because of future changes in COSPAR or Scientific Assembly structure. Hosts may also wish to propose alternative measures to satisfy COSPAR's material needs. Hence, the information contained herein should be understood to be a general guideline, particularly if it is used for planning an Assembly to take place several years later.

II GENERAL SCHEDULE

Recent COSPAR Scientific Assemblies have been scheduled over nine days, Saturday through Sunday, with events generally distributed more or less as indicated in the table below.   The Secretariat and Executive Director begin work three days before the first event of the Assembly. Other administrative offices are usually made available one or two days before the first event of the Assembly. A typical schedule might look something like:

	Sat.	*Sun.*	*Mon.*	*Tues.*	*Wed.*	*Thurs.*	*Fri.*	*Sat.*	*Sun.*
Morning	IAA Day	*Sessions*	*Session*	*Lecture, Sessions*	*Lecture, Sessions*	*Lecture, Sessions*	*Lecture, Sessions*	*COSPAR Bureau, Sessions*	*COSPAR Council*
Afternoon	IAA Day, Student Day	*Sessions*	*Opening Day Lectures*	*Sessions*	*Sessions*	*Sessions*	*Sessions*	*Sessions*	
Early Evening	*COSPAR Council*	*Lecture*	*Opening/ Awards*	*Business meetings*	*Business meetings*	*Business meetings*			

III SCIENTIFIC SESSIONS AND BUSINESS MEETINGS

A. ROOMS

- 1 large room with the possibility of seating a number of guests approximately equal to all registered participants for large sessions such as the Opening Ceremony and Evening Sessions open to a general audience. The room should be equipped with modern projection facilities. COSPAR estimates that attendance at the opening ceremony will be somewhat over two-thirds the number of expected participants. To this figure needs to be added the number of local personalities, scientists, and audience that the LOC intends to invite.

- 30 or more large meeting rooms for scientific meetings, the two closed sessions of the COSPAR Council, and for business meetings. Room capacity should range from approximately 60-300 with the average room seating about 100 - 130. The number of rooms ultimately needed will depend on limits to parallel event scheduling.

- A smaller room should be equipped for the session of the COSPAR Bureau (about 20 people). Required set-up: members and guests will sit around a central table.

- A suitable space (large centrally located hall, foyer, etc.) in the conference venue for poster presentations. Appropriate lighting and supplies for fixing posters should be provided, and the organization of posters by session and individual poster identification system must be considered.

- Poster board(s) in a suitable spot or exhibition space for COSPAR Associated Supporters wishing to present general information about their activities to congress participants.

  Rooms used for Bureau and Council meetings should be supplied with water, tea, and coffee.

IMPORTANT: The local organizers should send the seating capacity of each available room in the congress facility to the COSPAR Secretariat before the first Program Committee Meeting which normally takes place in the winter of the year preceding the Assembly.

B. PROJECTION REQUIREMENTS:

Each scientific session room should be suitably equipped with a computer, projector, screen, etc. As is now frequently the case, a centralized projection system may be used in addition to or replacing the PC and projector.

C. OTHER EQUIPMENT (for each session room)

- speaker stand or other appropriate set up
- laser pointers
- 1 or 2 large tables at the entrance of each room for document distribution
- bulletin board near door large enough to post daily program and other announcements; modern electronic screens tend to replace classic boards, with the advantage of flexibility in posting and changing programs and messages, thus making bulletin boards near the entrance unnecessary
- signs posted outside each session room to identify clearly the event held within

IV COSPAR SECRETARIAT

A. ROOMS/OFFICES

-	COSPAR President:	1 office
-	Vice-Presidents:	2 offices of the same size, 1 for each of the Vice-President
-	Exec. Director:	1 office
-	Secretariat:	1 large office (or two smaller if interconnecting), about 50 sq m, for the Secretariat staff, photocopier, extra worktables, etc.
-	Editorial Offices:	1 office (as close as possible to the speaker preparation room)
-	Program Com. Chair	1 medium size room for the Chair of the Scientific Program Committee and staff

The Secretariat and Editorial Office staff and COSPAR officers should have access to these rooms at any time of the day or night. Access must also be available for the period beginning several days before the first business meeting and lasting through the last day of the Assembly. All rooms should have locks with at least one set of keys (two sets for the Secretariat). Additional offices may be required depending on the plans for each Assembly.

B. OFFICE EQUIPMENT - minimum requirements

COSPAR PRESIDENT

- large desk and chair
- large table
- 5 to 6 armchairs
- telephone
- good lighting
- wastebasket
- broadband internet/web connection

VICE-PRESIDENTS (both should have the same equipment)

- desk and chair
- table
- several armchairs
- telephone
- good lighting
- wastebasket
- broadband internet/web connection

EXECUTIVE DIRECTOR

- large desk with chair
- several chairs or armchairs
- broadband internet/web connection
- a medium size table
- good lighting
- wastebasket

SECRETARIAT

- 4 desks/tables, preferably with locking drawers
- Access if needed to a medium or large sized photocopy machine <u>with collator and that accepts stacks of paper (not just sheet by sheet feeding)</u>. This copier must be in good working order, have a USB port and scanning function and have a service contract which provides same-day technician visits (including weekends), and come with extra toner. A model with integrated electric stapler (with lots of extra staples) would be very useful. <u>Access to one or more backup machines at all times, including late nights before Bureau and Council meetings, will be necessary</u>.

- 2 fairly powerful PCs with USB ports. All PCs will be equipped with the appropriate operating system (a recent version of Windows), printer drivers, and standard office software package (recent versions of Word, Excel, Access, PowerPoint, Acrobat Reader, and web browser) in English. PCs will be connected to the internet and have access to the web.
- 2 letter quality printers connected to the Secretariat's computers, including our laptops. Technical support should be rapidly available from arrival through the end of the Assembly to connect the laptops to the printers and in case of problems during the week.
- one or two large locking cupboards or closets with keys
- Five or six extra tables available for ad hoc displays, work space, etc.
- wastepaper baskets
- telephone with direct line
- list of telephone numbers (LOC staff, registration desk, editorial office, press room, technical support, hospital, fire, police, emergency medical services, etc.)
- drinking water
- at a minimum complimentary morning and afternoon coffee, tea, juice service for Secretariat/Editorial office staff
- good lighting
- standard office supplies such as paper, staplers (hand held and heavy duty electric if photocopier not equipped), staples, staple removers, scissors, pens, glue, tape, post-its, etc.
- 1 large bulletin board (or wall space and tacks/tape)

EDITORIAL OFFICE

- 1 office (as close as possible to the speaker's preparation room) with:
- 2 computers
- wireless or additional internet access
- 1 printer/copier with USB key access
- 1 meeting table with 6-8 chairs
- 1-2 extra small table with chairs (for laptop users)
- electrical outlets for laptops
- paper and office supplies
- 1 cabinet with lock and keys
- 1 student (speaking English, to open and close the room and to take appointments)
- water with cups

Office supplies for Editorial Office

TBC

SCIENTIFIC PROGRAM COMMITTEE OFFICE

- table and chairs
- wastepaper basket
- locking cupboard with keys
- check with Committee Chair for additional needs
- internet/web connection

V   PERSONNEL

A. COSPAR SECRETARIAT

Two staff members (one may be provided by COSPAR), preferably with flexible schedules and available to work weekends who are familiar with local arrangements and speak both English and the language of the host country. The staff will assist in the receipt, typing, proof-reading, copying, and distribution of documents. Staff will also help with other general office/congress tasks. At a few busy moments before Council meetings the Secretariat may need additional help and would appreciate it very much if staff could be lent on an ad hoc basis as necessary.

B. EDITORIAL OFFICE

One staff member. The individual provided by the LOC should speak both English and the language of the host country. Duties include answering questions, copying forms, sorting documents, assembling information for reports necessary for the Council and Bureau, and assisting editors and Assembly participants when the need arises.

C. Technicians to staff the office uploading scientific presentations if there is a centralized projection system. Enough stations and staff should be available to handle smoothly and rapidly great number of presentations, especially toward the beginning of the Assembly.

D. Technicians who can provide immediate servicing of scientific session room equipment, Secretariat computers/programs, photocopiers, etc.

E. Staff or volunteers to assist if needed in running equipment in the scientific session rooms.

VI   PAYMENTS

LOC cashiers should be prepared to execute all financial transactions with participants including:

1.   payment in local currency of sums allocated as COSPAR support to participants (the early registration fee may be subtracted from these payments),

2.   payment in local currency, Euros, or dollars of reimbursements offered by COSPAR to participants for any other reason,

3.   payment of COSPAR Secretariat operational expenses, e.g., emergency office supplies, ad hoc honoraria, transportation, communications, postage, receptions, etc.

All payments, as described immediately above and after agreement on accounts, are to be subtracted from the Assembly fee paid to COSPAR by the LOC. A detailed record of all financial accounting should be submitted to the COSPAR Secretariat within two months of the Assembly. Final payment to COSPAR, minus any funds advanced to cover on-site expenses, should be made within four months of the Assembly or before the end of the calendar year, whichever comes first. Organizers should contract sufficient insurance to cover the COSPAR share of registration fees should participation be lower than expected or the Assembly cancelled

VII   GENERAL PREPARATIONS

A. ASSEMBLY POSTER

The LOC produces a poster to complement the Call for Papers produced by COSPAR. The poster generally uses an image produced for the LOC web site or other promotional materials and presents the following information: name and number of Assembly, city and country, dates, web site, conference logo, COSPAR logo, main organizers, abstract deadline. Inclusion of additional information is possible.

The electronic file of the poster should be sent to the COSPAR Secretariat for review in July or August of the year preceding the Assembly. COSPAR maintains a database of about 1300 institutions that have sent several participants to the Assembly in the past, and the LOC is

encouraged to use this database when distributing the poster. The poster file may also be distributed to COSPAR Associates for printing and display in their institutes.

B. SCIENTIFIC PROGRAM BOOK, POCKET GUIDE, ABSTRACT CD/USB STICK, AND APP

The LOC shall be responsible, at its own expense, for making available to participants the Assembly Final Program Book. Electronic files of the scientific program pages of the Final Program Book will be supplied by COSPAR approximately one month before the Assembly (front and back covers plus local information to be added by LOC). The LOC should also prepare and print a pocket guide with an abbreviated program and make it available through whatever electronic format is most appropriate. In particular, the LOC will be responsible for developing and supplying an app for the Assembly, to be downloaded by participants on their smartphones, tablets or computers, and containing all the relevant information for the Assembly, as described above, and including information concerning local/congress centre logistics and information. Such material should be designed and produced on short notice since it generally contains local information available only shortly before the Assembly and, in any case, cannot be prepared before room scheduling is definitively finalized, i.e., at the time the Program Book is submitted to the LOC.   Samples from previous Assemblies are available in the COSPAR Secretariat.

Abstracts are now generally published on the Assembly website and made available through the Assembly app. If the LOC plans a book or USB stick of abstracts, COSPAR can provide them in a suitable format. If a book/USB stick is produced, the International Standard Serial Number (ISSN) for the publication of abstracts is indicated below. According to the ISO standard on ISSN, the ISSN number must be indicated prominently in all relevant documents, preceded by the letters ISSN.

ISSN 1815-2619
Title: COSPAR Scientific Assembly 20XX Abstracts

This ISSN is valid as long as the above title remains unchanged. Other changes such as the publisher's name, place of publication (town/country of publication), frequency, etc., do not affect the ISSN, although the International ISSN Center wishes to receive a copy of each Assembly's published material for bibliographic data in its records.

A distinct ISSN must be assigned if different versions of the abstracts, e.g., languages, online, etc., are published.

C. VISUAL RECORD OF THE ASSEMBLY

The LOC is expected to make arrangements for an appropriate visual record of the Assembly, e.g., photos of the opening and awards ceremonies and other official functions for publication in post-Assembly reports.

D. PERSONAL BADGES

Identification badges are necessary for controlling entry to the congress center, session rooms, and social events.   Badges in different colors are useful to quickly identify the different categories of persons attending the Scientific Assembly:

-       participants
-       accompanying persons
-       LOC members
-       COSPAR Bureau
-       COSPAR Secretariat
-       congress center staff

Badges that include geographic identification must use names as agreed under ISC statutes. Be sure to consult the COSPAR Secretariat about proper appellations.

E. MESSAGES

An efficient system for distributing messages between participants and from the LOC to participants is useful, and should ideally be included in the app Congress center video monitors also work well for this purpose.

F. DAILY PROGRAM

Should changes occur in the program or room scheduling, a system should also be foreseen for diffusing modifications (app alerts, video monitors, bulletin boards, etc.). Modifications to the schedule printed in the program are to be avoided and can only be made after consulting with the Chair of the Program Committee and/or COSPAR Secretariat. The system for announcing any changes may also be used to supply information about daily social programs, messages to participants, etc.

G. PARTICIPANT LISTS AND STATISTICS

Access to an up-to-date electronic participant list is essential for the Secretariat and often useful to participants and organizers.

Within two weeks of the Assembly a final participant list in Excel or other compatible electronic file, with complete contact information (hard copy mail and e-mail addresses are both needed), must be sent to the COSPAR Secretariat. Accompanying persons should be identified or deleted. Please inform the Secretariat when the person(s) or service(s) responsible for designing/using the participant data base are identified so that every effort may be made to see that the systems used by the LOC/Congress Center and COSPAR are compatible.

On the last day of the Assembly, a count of participants, broken down by category must be supplied. Useful categories are: total number of registered participants, number of participants paying the full registration fee, number of participants accorded fee waivers, student registrations, accompanying persons, day registrations (if applicable), breakdown by country, gender, age group, etc.

Future LOCs appreciate good statistics on any number of items (hotel rooms reserved using the Assembly accommodation service, participation in interdisciplinary, other special, and public lectures, participation in social events, rate of presentation uploads, liters of coffee served, etc.). This information, if available on time, also makes for a good closing presentation to the COSPAR Council on the last day of the Assembly.

The European Union's General Data Protection Regulation (GDPR) came into force in 2016. The changes introduced by this regulation make it necessary for the Assembly registration procedure to ask for explicit consent on the usage of the data provided during the registration process. Please be sure that registration procedures and sub-contractors are aware of and comply with these regulations, in particular by explicitly asking that participants allow names and contact information obtained during the registration process to be shared with COSPAR.

H. CONGRESS BAGS

It is customary to offer at least one item that is inscribed with "(a year or Assembly number) COSPAR Scientific Assembly, city, country and dates." Congress bags, distributed at registration, are standard. Usually congress bags contain, among other documentation:

-       It is strongly recommended to provide most material through electronic means (app and/or USB stick). Should this option not be available, the bag should contain the program book or pocket program in print
-       maps of the congress venue and any last minute information not included in the program book, e.g., schedule of associated events, programs for public lectures, speakers for interdisciplinary events, last minute changes to the scientific program, schedule of business meetings, etc.
-       information from the LOC advising participants about the host city, its attractions and transportation system, nearby restaurants, pharmacies, copy shops, etc.
-       a block of writing paper and pen

-       invitations to open receptions and information on social events
-       three, one-page COSPAR flyers (to be photocopied on regular paper by the LOC)
-       announcements from Assembly sponsors or other entities wishing to pay or offer services in exchange

Participants also appreciate receiving a token that is representative of the host city or country or theme of the Assembly. Examples include a folk music record in Mar del Plata, a paperweight containing material brought back from space in Washington, D.C., etc.

I. SIGNS

Large, clear signs and/or electronic boards should be placed in halls, outside buildings, in front of offices and session rooms and at other crucial spots where participants might get lost. These signs should provide clear directions to areas where Assembly events are taking place (Bureau and Council meetings, regular and evening sessions, opening ceremony, etc.) and indicate the activities taking place within halls. Posting a multitude of clear signs is particularly important when Assembly events are organized on a university campus or split between different buildings.

J. HOTEL ACCOMMODATIONS

The LOC, in conjunction with the local congress and/or tourism authority, should ensure that sufficient accommodations will be available for Assembly participants. It is very important to secure a number of low cost accommodations in dormitories, hostels, with host families, or elsewhere for young participants or those from less rich or non-convertible currency countries.

Complimentary accommodations are offered to the Presidential couple and Secretariat/Editorial Office staff brought from COSPAR. Hotels providing accommodations for congresses usually reserve complimentary or reduced price rooms for organizers. These rooms should, if at all possible, be in one hotel close to the Assembly site and Secretariat.

K. ON-SITE SERVICES OFFERED TO PARTICIPANTS

-       receipts for all payments including registration, social activities, etc.
-       spacious, well-staffed registration area
-       banking and money exchange facilities (optional)
-       good wireless connections throughout the conference building(s) and computer/internet facility where participants can do light work and send/receive e-mail without having to wait too long for access to facilities
-       light refreshments for participants of the main Scientific Commission/Panel business meetings (traditionally offered by the LOC or hosts, the Secretariat can provide participation statistics for past business meetings)
-       attendance certificates available from registration desk for participants whose institutions or sponsors require such documents
-       tables and bulletin boards in the registration or other central area for the free dissemination of COSPAR national reports, information, brochures, meeting announcements, etc.
-       travel agency desk (optional)
-       emergency medical care close to the Scientific Assembly site
-       insurance (optional)
-       sufficient food service arrangements to provide lunch to participants in a relatively brief period of time and refreshment stands open all day.
-       complimentary tea, coffee, and water during the morning and afternoon breaks
-       lost and found
-       photographs of special events such as the opening ceremony available for sale (optional)

L. DISPLAY FOR COSPAR PUBLICATIONS

It is necessary to foresee several chairs and large tables in a central area for displaying COSPAR publications. These tables should be arranged so as to accommodate the persons who will be tending them, two representatives of COSPAR's publisher who shall be offered

complimentary registrations. If an exhibition will be organized in conjunction with the Assembly, the Committee's publisher will be offered a complimentary stand.

M. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR ASSEMBLIES

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Assemblies.

N. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR SYMPOSIA

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Symposia.

O. DISPLAY FOR COSPAR ASSOCIATED SUPPORTERS

COSPAR Associated Supporters (organizations or companies which support COSPAR financially) have the right to modest displays of one sort or another, e.g., posters or banners in the registration or exhibition areas of the Assembly. Satisfactory agreements will need to be made on a case by case basis in cooperation with the Secretariat and any interested Associated Supporters.

P. DISPLAY RELATED TO SCIENTIFIC TOPICS OF ASSEMBLY

A central area may be needed to accommodate displays of instruments, data processing hardware, specimens of substances, etc. that are related to the scientific content of the Assembly.

Q. EXHIBITION

It has become usual for LOCs to consider the organization of an exhibition of some sort on space research. National space agencies, academies of sciences, industrial firms, publishers, university departments, etc. are possible exhibitors.

An exhibition can provide great exposure and considerable financial receipts. COSPAR does not ask for a percentage of exhibition exhibitor's or visitor's fees but does require that registered Assembly participants be allowed complimentary admission. COSPAR Associated Supporters should be offered a reduced price on exhibition space should they wish to participate, and LOCs may wish to offer National Scientific Institutions that are members of COSPAR a small space at the exhibition free of charge or at reduced price for mounting displays (request contact names and addresses from the COSPAR Secretariat well in advance).

S. TEACHER TRAINING WORKSHOP

The COSPAR Panel on Education (PE) organizes a Teacher Training Workshop (TTW) at each Scientific Assembly. The TTW is a great opportunity for host country scientific communities since the objective of the workshop, which is partially funded from the COSPAR budget, is to train teachers to teach space related sciences through interactive means and the exchange of expertise and to build a lasting global network of instructors in the field. The expected attendance of the TTW is 2/3 local teachers and 1/3 international instructors.

The TTW requires a room for approximately 60 persons. The room, which is in addition to those required for scientific sessions, should be equipped with:

- at least one computer for every two participants, whenever possible networked
- microphones (at least 1 for the speaker, wearable, 1 for the public)
- projection, if possible with interactive blackboard capability and access to the room sound system
- broadband internet access

As is standard at COSPAR meetings, local teachers are expected to fund their own participation or be supported by the LOC or other host country sources of funding. International participants will be supported by COSPAR and other organizations. Because participants of the TTW would normally not attend COSPAR Assemblies and sources of funding for teachers at this level are difficult to find, LOCs are requested to apply the accompanying person fee.

A member of the LOC should be designated early, ideally in time to attend the TTW at the preceding Assembly, in order to interact with the PE and to coordinate planning of the workshop.

R. ASSOCIATED EVENTS

It is COSPAR's policy to welcome Associated Events. Associated Events are organized by other entities to take advantage of the presence of many of their members at the Assemblies. Associated Events generally consist of fewer than fifteen small business meetings but may also be small scientific or even social events. Participants of Associated Events are generally expected to register for the Assembly. These events often, therefore, help boost registration. However, persons coming only for an Associated Event are usually issued special badges allowing complimentary participation only in the meeting in question. Local organizers have no specific responsibilities for Associated Events except to facilitate logistical arrangements. COSPAR has no objections if the local organizers ask for payment of expenses relevant to special requests by organizers of Associated Events. COSPAR does expect that every effort will be made to avoid charges by scheduling Associated Events in unused meeting rooms, providing standard audiovisual equipment provided for Assembly scientific sessions, etc. Associated Events are, however, accorded lower priority overall than other Scientific Assembly needs.

Since 2006 the International Academy of Astronautics (IAA) has organized regularly an Associated Event for approximately 100 persons. This event generally takes place the day of the first session of the COSPAR Council, i.e., on the day before scientific sessions begin. The advantages to having this link with the IAA are multiple.

S. LOCAL TRANSPORTATION

- Special shuttle service should be offered if hotels are far from the Scientific Assembly site and no reliable, public and safe means of transportation exists. Many cities now offer congress participants free public transportation during the days of the Assembly and immediately prior and after the event. Local organizers should investigate this possibility.
- A car with driver is sometimes put at the disposition of the COSPAR President/Executive Director.
- Transportation should be provided for the Secretariat staff if hotels are far from the Assembly site. This transportation should be available outside of regular business hours since the Secretariat staff often begin work early and stay late.
- Buses may be needed to transport participants to social events and back.

T. PRESS

A large room should be made available to journalists. This room should be equipped with computers, desks, access to phones, faxes and e-mail, coffee, and tea. Special press badges allowing entry to Assembly and exhibition sites should be issued after verification of credentials.

N.B.   LOCs should arrange special press briefings or events and be sure, in general, that the Assembly is well-covered by various national and international media concerns.

The Program Committee and Secretariat can assist in identifying authors of hot topics, but this sort of action needs to be planned well in advance of the Assembly.

The COSPAR Secretariat would appreciate receiving after the Assembly copies of any articles that appeared in the press and may of come to the attention of the LOC.

U. REGISTRATION EXCEPTIONS

The registration fee shall be waived for up to thirty young scientists, to 35 years of age. COSPAR will allocate these waivers to grant applicants highly ranked by scientific event organizers. In addition, one delegate from each intergovernmental organization (UNESCO, UNEP, ITU, etc.) and ISC, as well as one representative from each COSPAR Associated Supporter and a limited number of distinguished guests, shall be allowed to participate in the Assembly without paying the registration fee. The designation of these scientists and delegates shall be the responsibility of COSPAR. COSPAR will be careful to keep the number of registration fee waivers low.

The registration fee will also be waived for COSPAR officers (President, Bureau members, and Finance Committee Chair) and Secretariat/Editorial Office staff as well as for distinguished lecture/panel speakers upon request if not participating in other Assembly events.

Persons whose registration fees are waived should be accorded the same access, registration materials, etc. as paying participants, except in cases where the waiver is only to permit participation in one non-scientific event, i.e., third party organization meetings, the inaugural ceremony, etc. Such persons need not be considered registered participants.

V. SOCIAL PROGRAM

Generally, one or two large receptions are held for all registered participants and accompanying persons. The opening reception is usually scheduled immediately after the inaugural and awards ceremonies, and some LOCs have organized very successful closing receptions to maintain momentum and encourage registrations through the end of the Assembly week. In addition, one or two smaller receptions for important personalities, e.g., COSPAR Council members, and Assembly organizers/staff are usually arranged. These receptions are normally organized and "sponsored" by the LOC, National Academy of Sciences, National COSPAR Committee, or other bodies and may take a variety of forms, e.g., embassy receptions, cocktails/dinners in historic monuments or museums, etc.

In addition, the LOC should arrange a variety of complimentary or reduced price evening social events (concerts, theater, folk music shows, tours, etc.) as well as daytime activities for accompanying persons.

Non-local COSPAR Secretariat and Editorial Office staff, as well as the President, should be invited on a complimentary basis to all Assembly social events.

All COSPAR contacts and transactions with the LOC including those related to:

- scientific event organization,
- other COSPAR officers involved in the conduct of the Assembly,
- ZARM, which acts as a subcontractor to our Committee,

are the sole responsibility of the Secretariat. The above does not preclude, if required, direct contacts on technical matters.

The information provided in this document should not be construed as final and/or complete. The COSPAR Secretariat looks forward to working closely with the LOC and congress center officials up to and throughout the Assembly in order to address matters that may not have been covered herein or that may arise in the interval between submission of this document and the end of the meeting. The Secretariat also looks forward to regular contact with those involved in Assembly planning in order to perfect procedures and adapt policy to new or evolving situations.