

## MEMORANDUM

### ON PROPOSALS TO HOST AN IUGG GENERAL ASSEMBLY

**A proposal to host an IUGG General Assembly should include:**

- **The inviting body/bodies, including:**
  - The official host body;
  - Other supporting institutions; and
  - Government support to assure free movement of scientists, consistent with the ISC “Principle of Freedom and Responsibility in Science”.
  
- **Potential venue/venues, including:**
  - Maximum number of participants who could be accommodated;
  - Meeting facilities: number of halls; rooms of various sizes and technical equipment; poster facilities, etc.
  - Space and facilities for the Bureau, Finance Committee and Association offices;
  - Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee;
  - Accommodations: range of lodging types and costs; distance from meeting facilities;
  - Proposed dates for an Assembly of up to 8 days in length;
  - Possibility to hold virtual and hybrid meetings; and
  - Sustainable practices offered by the venue (e.g., reductions of greenhouse gas emissions, use of plastic, food/paper/energy waste etc.).
  
- **Financial aspects:**

IUGG expects that the host takes full responsibility for the financial affairs of a General Assembly. In addition, 6% of the total General Assembly registration fee has to be remitted to IUGG after the General Assembly. IUGG will remit this amount to the IUGG Associations according to the identification of the registrants’ affiliation to the Associations at the time they register for the General Assembly. It is desirable to have the following information:

  - Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly;
  - Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees; and
  - Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly.
  
- **Deadline:**

Inquiries to the IUGG Secretariat regarding a potential invitation are welcome at any time. The official invitation should be received by the Secretary General at least six months before the next General Assembly at which the host will be determined (consistent with IUGG By-Law 6). All invitations will be evaluated by a committee selected for that purpose, and a report will be presented to the IUGG Council before their final vote. The IUGG Council selects the winning invitation.