

## 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;
  - Government support to assure free circulation of scientists, consistent with the International Science Council “Principle of Universality.”
  
- **Potential venue/venues, including:**
  - Maximum number of participants who could attend;
  - Meeting facilities: number of halls; rooms of various sizes and technical equipments; 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 10 days in length, taking into account availability of facilities and suitability of weather;
  - Possibility to hold virtual and hybrid meetings
  - 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 will take full responsibility for the financial affairs of a General Assembly. However, 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;
  - 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 (consistent with IUGG ByLaw 6). The IUGG Council selects the winning invitation. All invitations will be evaluated by an impartial committee selected for that purpose, and a report will be given to the IUGG Council before their final vote.