International Federation of Library Associations and Institutions
IFLA Regional Standing Committee for Asia and Oceania (RSCAO)
IFLA Regional Office for Asia and Oceania

Application Form for Potential Host Countries for the RSCAO Mid-term Meeting & Seminar

International Federation of
Library Associations and Institutions

Background

IFLA Regional Standing Committee for Asia and Oceania (RSCAO) holds its annual Mid-term Meeting in a city of a RSCAO member country. The two-days meeting is followed by a half-day seminar that is open to the local librarians. The topic is mutually agreed between the Section and Library Association of the host country.

Applications for the RSCAO Mid-term Meeting and Seminar

The RSCAO Mid-term Meeting and Seminar is held in February. RSCAO members from libraries and/or library associations can submit their applications to host the RSCAO Mid-term Meeting and Seminar.

Completing the Application Form

Please complete all sections below. Attachments (e.g., support letters from library associations and other organisations) can be included where applicable.

Submitting Your Application

All applications should be submitted electronically to the following:

RSCAO Executive

Sanjay Kumar Bihani   : sanjaykbihani@gmail.com   (Chair)
Tina Yang   : kejunyang3@gmail.com   (Secretary)

IFLA Regional Office for Asia and Oceania
Soh Lin Li   : SOH_Lin_Li@nlb.gov.sg   (Regional Manager)
Janice Ow (NLB)   : Janice_OW@nlb.gov.sg   (Assistant Manager, International
                                                                          Relations & Development Department)

For any assistance in completing this form, please contact the IFLA Regional Office for Asia and Oceania. Applicants will be informed of the outcome after an evaluation of the applications at the RSCAO meeting at the IFLA Congress in August.

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1. Applicant Primary Contact Information

1.1 Organisation or Association Name	
1.2 Contact Person Name	
1.3 Email Address	
1.6 Phone Number	
1.4 Address	
1.5 Country	

2. Proposed Venues

2.1 Please advise on the proposed venues for the two-day RSCAO meeting and the half-day seminar. Please include information on the availability of support facilities e.g. internet accessibility, equipment hire, IT support.

2.2 Please provide the costs of hire under item 4 Proposed Budget, if these venues are to be booked from hotels or other institutions.

As a guide, the venue for the two-day meeting should have a capacity to accommodate 18 participants. For the half-day seminar, it should be a seminar-style setting that can accommodate 100 participants.

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3. Proposed Accommodation

3.1 Please provide the rate per night in both local currency and Euro for <u>three hotels</u> that are preferably in the central area and are <u>easily accessible</u> via the local public transport system. The hotels should be of mid-range, between <u>3 to 4-stars</u>. The proximity of the meeting venues to the proposed accommodation will be taken into consideration.

3.2 The following information is to facilitate in the request of rates:
   a. Group size of 18 pax
   b. Stay period of 3 nights
   c. Type of room: Single
   d. Rates to <u>include breakfast</u>
   e. Internet access in rooms and public area

3.3 Please indicate corporate rates where applicable.

3.4 Terms and conditions of quotations should be attached where available.

4. Proposed Budget

4.1 Please note that IFLA has set a budget of EUR 5,500.

4.2 IFLA HQ has informed that the budget for Mid-term meeting is only catered for RSCAO Standing Committee members.

4.3 IFLA will not be transferring the meeting fund of €5,500 to the RO as was done previously. They will make payment to the host country upon RO sending the certified invoices after the activity.

4.4 The budget available to support the attendance of RSCAO members through the sponsorship of accommodation of 3 night and costs of meals (where possible). Please take this into consideration when working on the accommodation and meals.

4.5 Please note that RSCAO members will be responsible for their travel costs and visas. Host countries may be required to apply for visas for RSCAO members, but are not expected to cover this cost.

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Hotel Accommodation [3 to 4 – stars]

Notes: Currency Conversion Rates of _____ from <Local currency> to Euro as at dd/mm/yyyy.

Option (Please provide 3 hotel quotations)	Unit Price (Per Night)	Computation	Budget Cost €	Remarks
Hotel Name Address		€XX /night x 3 nights x 18pax		- Distance: - Car: - Breakfast included - internet access - extra person charge for two people using one room - Terms and Conditions - Payment mode: Is the hotel able to arrange direct invoice with 30 days period for payment
		€XX/night x 3 nights x 18pax		- Distance: - Car: - Breakfast included - internet access - extra person charge for two people using one room - Terms and Conditions - Payment mode: Is the hotel able to arrange direct invoice with 30 days period for payment
		€XX/night x 3 nights x 18pax		- Distance: - Car: - Breakfast included - internet access - extra person charge for two people using one room - Terms and Conditions - Payment mode: Is the hotel able to arrange direct invoice with 30 days period for payment

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Meeting Expenditure

Option	Unit Price Local Currency	Computation Local Currency	Cost Euros €	Remarks e.g. sponsored / Institution
Meeting Room Rental *capacity of 20pax *with IT facilities				
Seminar Room Rental *capacity of 100pax *with IT facilities				
Tea breaks: *am & pm *Two-days Meeting *budget for 18pax		Unit price x 4 teabreaks x 18 pax	-	
Tea breaks: *Half-day Seminar *budget for 18pax		Unit price x 1 teabreak x 18 pax	-	
Lunch *Two-days Meeting *Half day Seminar *budget for 18pax		Unit price x 3 lunches x 18 pax =		
Dinner *Eve of Day 1 *Two-days Meeting *Half-day Seminar *budget for 18pax		Unit price x 3 dinner x 18 pax =		
Airport Transfers *round trip *budget for 18pax		Unit price x 18 pax =		Airport- Hotel round trip
Transport *round trip *budget for 18pax				- The transport fare to the meeting venue and cultural visiting. - Price is for group of 18 pax
Social Programme *admission fee *budget for 18pax		Unit price x 18 pax =		Cultural visits: ●
Total				

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Comparative Table of the Total Amount

Options	Hotel Name	Accommodation Cost (€)	Meeting Expenditure (€)	Total (€)	Remarks Within / Exceed Budget
1					
2					
3					

Recommendations

5.   Involvement of Local Library Association and Local Library Community

5.1 Please provide information on the level and type of involvement of the local library association and the local library community in hosting the meeting.

5.2 Please identify the benefits to the local library community of holding the RSCAO Mid-term Meeting and half-day seminar in this city/ country.

5.3 What are some areas of interest that the local library community has that are relevant to the IFLA Asia and Oceania Section and that may be possible topics for the half day seminar?

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6. Other Information

6.1 Please provide any other information you feel is appropriate to clarify or support your application.

6.2 If you wish to suggest alternatives to the proposed RSCAO Mid-term Meeting format and dates given above, please state your reasons why this would be necessary or desirable (for example; transport links, venue availability etc.).