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

1. **Applicant Contact Information**

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| --- | --- |
| **1.1 Organisation or Association Name** |  |
| **1.2 Contact Person Name (person responsible for the application and meeting)** |  |
| **1.3 Contact Person Email** |  |
| **1.6 Contact Person Phone Number** |  |
| **1.4 Address** |  |
| **1.5 Country** |  |

**2. Proposed Venues**

2.1 Please indicate 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 4. Proposed Budget if these venues are to be booked from hotels or other institutions.

As a guide, the venue for the two-day RSCAO meeting should have a capacity to accommodate between 15–20 participants. For the half-day seminar, it should preferably be a seminar-style setting that can accommodate between 100-150 participants.

3. Proposed Accommodation

3.1 Please provide the rate per night in both local currency and Euro for three hotels that are preferably in the central area and are easily accessible via the local public transport system. The hotels should be of mid-range, between 3 to 4-star. 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 10–15 pax

b. Stay period of 3–4 nights

c. Type of room: Single

d. Rates to include breakfast

3.3 Please indicate corporate rates where applicable.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Hotel and Address** | **Rate (per night)** | | **Travelling Distance to Proposed Meeting Venue** |
| **EUR** | **Local Currency** |
| **Option 1** |  |  |  |  |
| **Option 2** |  |  |  |  |
| **Option 3** |  |  |  |  |

**4. Proposed Budget**

Please provide an estimate of the costs below in both local currency and Euro. Any sponsorship, full or partial, from the applicant, library association or other organisations should also be indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **EUR** | **Local Currency** | **Amount of Sponsorship**  **(if applicable)** |
| **Meeting room hire (per day)**  **\*Capacity of 15–20 participants**  **\*With IT facilities and support** |  |  |  |
| **Seminar room hire (half day)**  **\*Capacity of 100–150 participants**  **\*With IT facilities and support** |  |  |  |
| **Tea breaks (per service for 15–20 pax)** |  |  |  |
| **Airport transfer – round trip (per pax)** |  |  |  |
| **Official welcome dinner (per pax)** |  |  |  |
| **Meals**  **Lunch (per pax)**  **Dinner (per pax)** |  |  |  |
| **Social programme (per pax)**  **\*Please propose a half-day programme.** |  |  |  |
| **Administrative costs e.g., printing and stationery (if applicable)** |  |  |  |
| **Other costs (if applicable)** |  |  |  |

1. Typically, a budget of EUR 5,500 (subject to change) is available to support the attendance of RSCAO members through the sponsorship of accommodation and costs of meals (where possible). Please take this into consideration when working on the accommodation and meals.

2. 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.

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?

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.).

6.3 Note to Organiser: Organiser to provide a cut-off RSVP date for registrants so as to determine the expenditure for the mid-term meeting 4 weeks before the start of the meeting. Afterwhich, the organiser is to provide an updated budget list to Regional Office and Section Chair/Treasurer. This is to aid the Regional Office to prepare necessary funds for the trip and to ascertain good use of the funds.