

Selection of Professional Event Manager for AsCA-2015 (posted on March 16, 2012)

The annual Asian Crystallographic Association conference in 2015 (AsCA-2015) is proposed to be held in Kolkata sometime during the last quarter of the year. The meeting would be organized by a Local Organizing Committee under the aegis of the Indian Crystallographic Association and the National Committee for IUCr, INSA. The duration of the meeting would be for four days and there would be 600-700 participants, of which 30-50% would be from abroad.

Quotations/Interest are sought from Professional Conference Organizers/Event Management Companies to support the organization of AsCA-2015. The Company should have experience in organizing large international meeting and have an office in Kolkata.

The responsibility would include:

- 1) The company is expected to prepare the bid document for AsCA-2015 to be presented at AsCA-2012 to be organized at the Adelaide Convention Centre, December 2-5, 2012 (<http://www.sapmea.asn.au/conventions/crystal2012/index.html>), where the proposal to organize the meeting in Kolkata would be ratified. A presence of the company representative at the above meeting would be useful.
- 2) Software support for a) web site design, b) abstract management, c) online/offline registration with payment gateway, d) online/offline hotel registration with payment gateway, e) project management tool for deadlines with category-wise breakup
- 3) Securing visa, equipment import-export permission (to be used for exhibition)
- 4) Secretarial management (registration desk, arranging poster boards, email connection, printing facility, sound system, arrangement of cultural programme, catering service, banquet etc)
- 5) Transport and local hospitality for delegates

Interested companies should send their documents to the following address and are expected to make presentation in Kolkata in the last week of April, 2012 (the venue and time would be intimated):

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