



8TH GLOBAL CONFERENCE ON GENDER IN AQUACULTURE AND FISHERIES

CALL FOR APPLICATIONS TO HOST GAF8 IN 2021

HOST SELECTION CRITERIA AND INDICATIVE TIMELINE

The Gender in Aquaculture and Fisheries Section of the Asian Fisheries Society (GAFS, AFS) is seeking bids by **Friday 20 September 2019** from research, academic or other suitable organisations wishing to host the 8th Global Conference on Gender in Aquaculture and Fisheries (GAF8). For GAF8, we require a safe, convenient, cost effective venue and capable organising partner or partners. The hosts will be actively assisted by a formal conference committee structure with responsibilities for the program, awards, publications, communications, etc. The hosts are expected to be members of GAFS and AFS, with experience of attending previous GAF conferences/symposia of AFS.

Our objectives for the successful hosting of GAF8 are:

- An amenable venue for the Conference enabling participants to exchange ideas, present their work and hear the work of others in a comfortable, convenient and safe environment.
- Reasonable conference fees and other costs (accommodation) that makes participation affordable to participants from a wide range of countries.
- A smoothly and well conducted Conference that is participant-friendly, including for family and friends who may accompany the participants.
- The GAF8 partner(s) of GAFS and the host venue and location create an attractive combination for attracting sponsorship and raising funds.
- Reasonable Conference running costs so that financial objectives are covered, including all Conference costs, fulfilling GAFS and host partner targets for institutional needs over and above the costs of running the Conference.

The Executive Committee of the GAFS will make the selection of the host organisation. The host organiser will be expected to sign a formal contract with GAFS over the management of GAF8.

We welcome your applications to make GAF8 a great success. In your application, please address the criteria provided and forward it to GAFS-GAF8 at the following address:

GAF8conference@gmail.com

Closing date 20 September 2019

CRITERIA AND INFORMATION REQUIRED

1. **GAF8 date – April 2021.** GAF8 will be held over 4 days including one day for a field trip. Depending on competing offers, flexibility to the extent of a month in either direction may be considered. An approximate timeline is at Attachment A.
2. **Conference venue.** Please describe the conference venue or venue options and give their location(s). Please provide information on the convenience of the venue, i.e., transport (international and local), access to shops, restaurants, safety issues, etc. Please provide approximate costs for the venue.
3. **Host country.** The host country should be readily accessible for participants from many nationalities and provide efficient visa arrangements. The host agency will be expected to provide participants who need it support for obtaining visas, e.g., through letters of invitation, liaison with relevant authorities and providing participants with sources of current visa information. Participants will be responsible for their own visas.
4. **Accommodation.** Please list the available options for accommodation in or nearby the conference venue and provide approximate price ranges. Clarify the type of accommodation, e.g., hotel, conference center guest rooms, student accommodation, etc. Accommodation accessible to public transport is preferred.
5. **Host organisation.** Please indicate experience in hosting international events including how your agency has handled socio-cultural preferences in a sensitive and flexible way, including food options such as halal and vegetarian, availability of prayer rooms.
6. **Local Organising Committee.** Please indicate who will be on the Local Organising Committee (LOC) and who will be its Chair. The LOC will be expected to have one or more members of GAFS and AFS, including the Chair, and include experience of attending or helping organise prior GAF conferences/symposia. Prior experience in organising conferences is highly desirable.
7. **Proximity to local researchers, agencies with interest in gender.** Please indicate whether the host institution has active research and/or teaching on gender in aquaculture and fisheries or related themes and whether students in this field will be involved. Proximity to government or relevant local/national institutions would be an advantage.
8. **Fund raising and financial management.** The host for GAF8 is required to: have access to international standard financial management services; manage all funds for GAF8 in a rigorous and transparent manner; be cost conscious in financial dealings; assist in fund raising and to take the lead in raising local sponsorship, including in-kind resources.
9. **Local management of GAF8 affairs.** The host for GAF8 is required to designate a local manager for the event, responsible to the Chair of the LOC, and be able to mobilise additional help as needed, including secretarial assistance during the meeting, through volunteers from the institute, the student body or otherwise, perhaps including from among participants. The local management will be responsible for handling conference registration, maintaining the www.gafconference.org website and all matters over the operation of the Conference (see Attachment B for responsibilities).
10. **Establish crèche for children of participants.** The host is required to provide crèche services to the infants and young children of participants.
11. **Field Trip.** The host is required to select and conduct a suitable field visit for participants at the end of the Conference. The field trip may be conducted by other local partners and may even be funded by other organisations, or participants may be charged a small fee to cover costs.
12. **Other factors.** Please mention any other factors that you consider important.

Attachment A: Indicative Timeline for GAF8

Milestone	Date
GAF8	April 2021
End of early bird registration	Jan 2021
Applicants notified of decisions	Dec 2020
Abstract submission closes	Oct 2020
Selection of special sessions and workshops; abstract submission opens	Jan 2020
Widespread dissemination of information about GAF8	Oct 2019-Oct 2020
First call for proposals for special sessions and workshops; launch of GAF8 conference website	Oct 2019
Overall Organising Committee, Programme Committee, Fund Raising Committee to start work; GAF8 website launched; Host selected	Oct 2019
GAF8 committees formed, website launched	Oct 2019
GAF8 venue and dates advertised	Early Oct 2019
Host selected and notified, contract negotiated with host	End Sep 2019
Call for bids to host GAF8	Closing date mid Sept 2019

Attachment B: Responsibilities for GAF8 Committees

Note: cells shaded in dark grey indicate leading responsibility.

Committee/ Responsibility	Overall Organising Committee	Host Organisation and Local Organising Committee	Programme Committee	Fund Raising Committee	Comm- unication Committee
Overall direction and management					
Budget, management of funds, budget outcome					
GAF8 website					
Fund raising, resource mobilisation, partnerships		(local sources)			
Event organisation: registration, payments, volunteers, child minding, F&B, conference rooms and facilities					
Programme: themes, special sessions and workshops, keynote and opening addresses, opening and closing sessions, awards and recognition		(Opening and closing sessions, management of space)			
Field trip					
GAF 8 products, including publications, reports					
Reports and research publications					
Communications including social media, photos of conference, prize winners					
Impact assessment, evaluation					
Wrap up (appreciation letters, etc)					