



Call for Proposals to Host the Africa Academy of Management Biennial Conference January 2020

The Africa Academy of Management is seeking proposals for local hosts in Africa for its 2020 Biennial Conference. Previous conferences sites in 2014, 2016, and 2018 were respectively in Gaborone, Botswana; Nairobi, Kenya; and Addis Ababa, Ethiopia. We are seeking a local host for 2020. This call also contains a description of the minimum requirements to be considered as host. All proposals are due by 1 November, 2017 and should be sent to Prof David Zoogah (Secretary of AFAM) at Zoogahd@xavier.edu. The proposals should also include a letter from the appropriate University or Faculty official indicating support for the proposal. There should also be an indication of attendance (from academic staff) at previous AFAM conferences. Proposals will be evaluated by the Executive Committee of AFAM on a competitive basis and the selected host will be notified by 4 December 2017.

Proposals to host the conference should explicitly indicate the ability and commitment to fulfil the requirements (see minimum requirements listed below) and how your institution will achieve each of the requirements. For example, proposals should include information about facilities in terms of room and space availability, quality and availability of catering services, audio visual and IT facilities, staffing resources, hotel options, etc. The proposal should clearly indicate who will be the designated Chair of the local host committee and his/her affiliations. We also need to know what institutional processes are required to finalize a formal Memorandum of Understanding (MOU) and how the MOU would be implemented in terms of administration of funds. Proposals can also provide details of any other proposed activities or contributions that would add value to the conference and delegate experiences.

Minimum Requirements of MOU for AFAM 5th Biennial Conference in January 2020 Conference—AFAM and Co-Host Responsibilities

Conference Proposed Dates: First week of January 2020 Delegate Target: 160-200

REQUIREMENT	AFAM	Local Host
Set Conference Dates	√	√
Set Dates for Pre-conference workshops	√	√
Programme Committee	√	-
Conference Theme Definition	√	-
Select Track Chairs	√	-
Issue Call for Papers	√	-
Organise pre-conference doctoral workshop	√	-
Registration System and Process	√	-

Prepare name badges for delegates	√	-
Conference Bags for delegates	√	
Paper submission system	√	-
Paper review process	√	-
Acceptance of Papers and notification of submitters	√	-
Preparation of Proceedings	√	-
Preparation and Printing of Programme	√	-
Organise and provide leadership for Local Organising Committee with required skills for managing the local arrangements	-	√
Provide venues for pre-conference workshops and small group sessions, paper presentations, symposium, opening and closing receptions	-	√
Secure Funding for pre-conference and conference from AFAM sponsors	√	-
Secure Funding for conference from local sponsors	-	√

REQUIREMENT	AFAM	Local Host
<p>Provide following room types and requirements (provide also a reasonable amount of conference equipment, i.e., chairs, tables, podiums, note pads, pencils, water, and water glasses, and other equipment). Details to be provided on number of each size room</p> <ul style="list-style-type: none"> ▪ Flat Rooms with movable tables and chairs <ul style="list-style-type: none"> • # of rooms : _____ • Capacity: 20-25 _____ • Technical Setup: data projector; computer, screen, flip chart ▪ Tiered rooms <ul style="list-style-type: none"> • # of rooms : _____ • Capacity: 200 _____ • Technical Setup: data projector; computer, screen, podium • 1 Flat Large Open Room (for opening reception and closing reception) suitable for catering and bar service • 1 meeting room for use of AFAM (work room) during the conference (Large Table, Chairs, Printer, and internet access) • Appropriate space for registration desk • Space with tables and chairs for sponsors (must provide for 4-5 exhibitors) near registration desk • Venue for meals and tea breaks during conference • Lounge and informal areas for delegates to mingle 	-	√
<p>Availability to host visit from AFAM Programme Chairs during mid-2017 to preview venues and meet local host committee</p>	√	√
<ul style="list-style-type: none"> • Signage <ul style="list-style-type: none"> ○ Prepare signs needed ○ Types <ul style="list-style-type: none"> ▪ Standard: Directional, Restrooms, Registration, Eating Facilities, Other Important Features ▪ Paper Session information/details (and change over of signs as needed between sessions) 	-	√
<ul style="list-style-type: none"> • Staffing During Conference and Pre-Conference • Overall on site management <ul style="list-style-type: none"> ○ AFAM Lead ○ # of AFAM Staff: 4__ ○ Local Lead and staff <ul style="list-style-type: none"> ▪ Local support staff (local hosts and hired staff (e.g. IT, AV, sound, security, etc.). • # of local support staff: _____ <p>NOTE: Will require work over a weekend!</p>	√	√
<p>Catering Costs During Conference (Shared responsibility)</p> <ul style="list-style-type: none"> • Tea breaks (a.m. and afternoon) (Local Host) • Water throughout conference (Local Host) • Lunch (AFAM) • Local Host must provide AFAM with three different entertainment providers for Open Reception and Closing Ceremony. AFAM will select the preferred provider and be responsible for the costs. 	√	√

REQUIREMENT	AFAM	Local Host
Conference Venue Decoration, Set-up (1 day prior to beginning of registration)	-	√
Secure at least three options for Catering Services and arrange delivery (Final choice of caterer, and menus will be made by AFAM The three options must be submitted to AFAM 12 months before date of conference for budgeting purposes.	-	√
Organise and Arrange 3-4 Local Experiential Learning Events <ul style="list-style-type: none"> Identify value adding experiences related to conference theme (with input from AFAM programme committee) Preview experiential trip Arrange and sponsor transport to and from experiential sites 	-	√
Identify optional local tours for delegates (delegates will pay own costs)	-	√
Identify Hotels for Delegates At least four hotels (to accommodate 200-250 delegates) ranging from budget to 4 Star (to highest cost of \$150 per night). Negotiate special conference rate with hotels Management of the housing process (could be directly through hotels)	-	√
Local Host is to identify three different local service providers for daily transportation from hotels to conference site (am and pm). AFAM will make decision on preferred service provider and be responsible for cost.	√	-
Provide free access to internet for delegates during conference (dedicated arrangement)	-	√
Audio visual equipment (data projectors, computers (laptops or built into rooms)	-	√
Identify keynote speaker for opening reception Identify and encourage submission of papers, symposia and participation in the conference from local host institution as well as other business schools and faculties in the country and region	-	√
Photographer (Joint responsibility)	√	√

Note: AFAM and the selected local host institution will enter into a formal MOU signed by both parties.