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THE CRITERIA

The organiser must comply with the following:

1. Only member organisations and network of DeafNET Centre of Knowledge are eligible to submit a proposal.
2. The organisation must be a Non-Profit Organisation
3. Enter into Memorandum of Understanding (MOU) with DeafNET Centre of Knowledge.
4. **Accommodation requirements**
 - 4.1 In the vicinity of the airport and the venue
 - 4.2 Easy to reach international airport
 - 4.3 Able to accommodate \pm 170
 - 4.4 Must have single and double beds
 - 4.5 Rooms must be equipped with a safe
 - 4.6 Easy accessible to public transport
 - 4.7 Provide all meals with mid-day meals at the venue
5. **Logistic requirements**
 - 5.1 Provide transport from airport to hotel and back to the airport
 - 5.2 Reception desk at airport
 - 5.3 Provide transport from the hotel, to venue and back to hotel (for the duration of the workshop)
 - 5.4 Provide transport to social event
 - 5.5 Provide transport for an excursion tour
 - 5.6 Standby transport for emergency
6. **Venue & Technical requirements**
 - 6.1 Must be equipped with conference equipment, with excellent audio visual equipment
 - 6.2 Must be equipped with at least 3 Interpreter Booths
 - 6.3 Must at least have 3 break-away rooms and capacity to host plenaries
 - 6.4 Must have exhibition area for at least 10 exhibitions stand space (size 1.5x1.5 meters each)
 - 6.5 Must be able to provide fast internet and Wi-Fi connection
 - 6.6 Must have an office for DeafNET organizing committee
 - 6.7 Must have secretarial facilities (e.g. printer, photocopier, computer, fax, email, telephone, video phone for Deaf will be an advantage)
 - 6.8 Speakers gathering room
 - 6.9 Interpreters room
 - 6.10 Must be accessible for people with physical disabilities
 - 6.11 Provide layout & floor plan (indicate sq. metres) of the venue and its surroundings.
 - 6.12 Provide high quality audio-visual equipment layout in the conference venue
 - 6.13 Must be able to cater for "special needs" (vegetarian, Halaal food, diabetes)

7. Financial Requirements

- 7.1 Detailed budgets including cash flow, audited financial statements for the last 2 years, and other relevant documents must be submitted.
8. A risk assessment with indications of how risks will be managed should be submitted. Must comply with the Management of Health and Safety (at the venue and the hotel) Regulations and the Health and Safety at Work Act
9. An international airport close to the city. Regular and direct connections with all main airports in Africa
10. Capacity for translation in French, English and local language. Qualified Sign Language Interpreters (International SL, Local Sign Language and French SL interpreters should be investigated and submitted. SL interpreters must have a proven track record of competence to do voiceover at meeting and conferences.
11. An official letter from the government will be required to ensure that there will be no problem with visas for delegates from African countries and elsewhere in the world.
12. Ability to market the conference and obtain sponsorship.
13. Ability to liaise with the government and local authorities in the interest of the conference and the delegates.
14. Ability to organise excursions for delegates.
15. Ability to organise a gala dinner, attended by dignitaries.

PLANNING AND ORGANISING COMMITTEE

When considering the structure of planning and organizing committees, the arrangement is as follows:

- Scientific Program Committee
- Local Organizing Committee
- DeafNET Organising Committee

All submitted proposals will be reviewed by the DeafNET Board of Trustees, and the winning host of the DeafNET Africa Quadrennial Conference will be announced at the end of April 2020.

Please note that should none of the proposals received comply fully with the criteria, the DeafNET Executive Committee will appoint an organising committee to find a suitable venue and to organise all aspects of the conference.

Kind Regards

Sanjay Beepat
Africa Coordinator
DeafNET Centre of Knowledge