

Asian Planning Schools Association

Guidelines for Organizing International Congress and Procedures of the General Assembly of the Asian Planning Schools Association

- 1) The Congress will be run on a self-financing basis.
- 2) Welcoming presentation of the Congress should be made in the Congress immediately preceding the one that is to be organized.
- 3) Call for Papers and 1st Notice should preferably be announced one year before the Congress.
- 4) The hosting school shall provide free accommodation at the university guest house for the executive committee members who will visit the host one year before the Congress and free accommodation at the university guest house and registration fee for the executive committee members during the Congress.
- 5) The hosting school should provide the Executive Committee a proposal and budget before the Congress and a one-page report after the Congress.
- 6) Registration fee should cover conference papers/proceedings, lunches, and tea and coffee. The hosting school should find local and international sponsors for the Congress, such as funding congress participants, hosting dinners, etc.
- 7) The registration fee should preferably be around the rate of the Singapore's Congress in 1995 (US\$150), with 10% annual increase to cover inflation. Discounts should be applied to members of the Association and early registration.
- 8) No differential registration rate will be given to paper presenters. Papers will not be printed in the proceedings if authors do not pay the full registration fee one month before the Congress. However, they are welcome to present their papers in the Congress if they attend the Congress.
- 9) All abstracts presented in the Congress should be printed for the Congress. The full papers may be made available in the form of conference proceedings. An APSA Paper Selection Committee should be formed before the Congress for selecting papers for publication in the monograph of APSA. The Paper Selection Committee should finish their paper selection before the end of the Congress. The monograph will be available free to member schools. It is preferable for the design and colour of the cover of the monograph to be similar to that of Vol. 1 of APSA's monograph.
- 10) Location maps of hotels and congress venue and travel instructions on how to get to hotels and congress venue in English and the local language should be sent to participants at least one month before the Congress.
- 11) An official paper acceptance and Congress invitation letter should be sent out to every participant to facilitate them in applying for passport, visa and funding for attending the Congress.
- 12) The organizer of the next Congress should be given a time slot to welcome participants to the next Congress and the flag of the Association should be passed to the hosting school of the next Congress in the Closing Ceremony of the Congress.
- 13) Representatives of Full Member Schools should be given opportunity to sit together in social events, such as lunches and congress dinners, in order to know each other

better during the Congress.

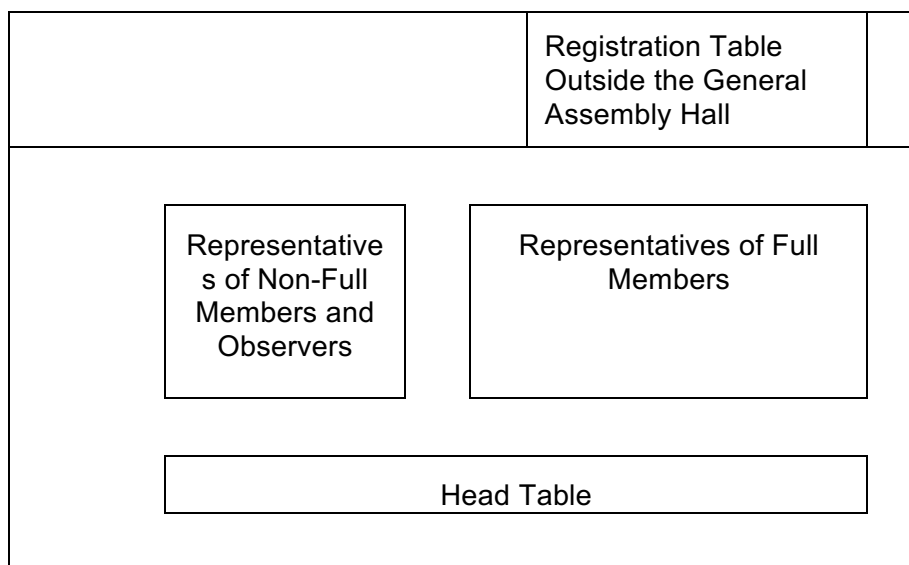
- 14) To facilitate interactions during the Congress, the name tag of the Congress should contain the name of the participant, the name of the school/organization, city, and country. The family name should be in UPPER CASE. For example :

<p>?th International Congress of Asian Planning Schools Association</p> <p>John SMITH University of X City Y</p> <p>COUNTRY NAME</p>

- 15) It is preferable to print a participant list arranged according to countries with addresses, telephone and fax numbers, and e-mail addresses of the participants to facilitate future interactions.
- 16) There should be tables and notice boards for APSA and its member schools to display their curriculum and publications. Member schools should be informed before the Congress that they can bring their curriculum and publications to be displayed in the Congress.
- 17) There should be a desk for APSA to display its publications and to deal with membership registration.
- 18) The following meetings **need** to be arranged but not necessarily included in the Congress programme :
- a. Meeting of outgoing Executive Committee (2 hrs.)
 - b. General Assembly (1.5-2 hrs.)
 - c. Council Meeting (1 hr.)
 - c. Meeting of the newly elected Executive Committee (1 hr.)
- 19) The local organizer will assist the Association in organizing the General Assembly and Council Meeting.

20) **Procedures of the General Assembly** are :

- a. All are welcome to the General Assembly.
- b. The venue of the General Assembly should divide the participants into two sides to facilitate the differentiation of representatives of Full Members from non-Full Members. Representatives of Full Members will sit at right side of the hall facing the front table and non-Full Members and observers will sit at left side of the hall.

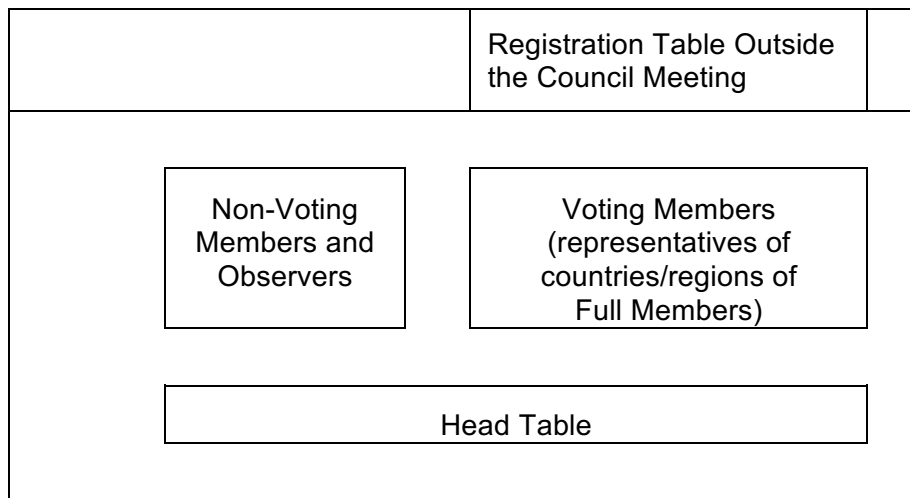


- c. List of Representatives of Full Member Schools will be posted in the General Assembly Hall.
- d. The President, Vice-President and Secretary-General would sit at the Head Table of the General Assembly Hall.
- e. There should be a desk outside the venue of the General Assembly for school representatives to register.
- f. Representative of Full Members will sign and get a School Sign to be put in front of their desk when they enter the hall for voting purposes.
- g. They will be given the Minutes of last General Assembly, Agenda, Financial Report, and Constitution when they enter the hall.
- h. Representative and Membership lists will be circulated for updating and corrections. Members will be reminded to pay the membership fees, if applicable..
- i. The Secretary General will check the quorum.
- j. New Members will be introduced and welcomed by the General Assembly.
- k. Ballot form will be distributed to the Full Members if voting is necessary.

21) **Procedures of the Council Meeting** are :

- a. The Council Meeting will be held in the same or another room 10 minutes after the General Assembly.
- b. Representatives of countries/regions are the voting members in the Council Meeting.
- c. The venue of the Council Meeting should divide the participants into two sides to facilitate the counting of votes. Voting members will sit at right side of the

hall facing the front table and non-voting members and observers will sit at the other side of the hall.



- d. List of Representatives of Countries/Regions of Full Member Schools will be posted in the Council Meeting Hall.
 - e. The President, Vice-President and Secretary-General would sit at the Head Table of the General Assembly Hall.
 - f. There should be a desk outside the venue of the Council Meeting for Representatives of Countries/Regions to register.
 - g. Representative of Countries/Regions of Full Members will sign and get a Country/Regions Sign to be put in front of their desk when they enter the hall for voting purposes.
 - h. They will be given the Minutes of last Council Meeting, Agenda, Financial Report, and Constitution when they enter the hall.
 - i. The Secretary General will check the quorum.
 - j. Ballot form will be distributed to the Full Members if voting is necessary.
- 22) The Organizing Committee should submit a Congress report, financial statement and mailing list of the participants within one month after the Congress.
- 23) Other Suggestions:
- a. a web page for the Congress and online registration.
 - b. maps and instructions in local language for taxi drivers.
 - c. exhibition of local planning system and plans and work of the local hosting planning school.
 - d. book exhibition.
 - e. free internet facilities.

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revised on 12 July 2001, Shanghai, China; 13 September 2003, Hanoi, Vietnam; 22 July 2004, Penang, Malaysia; 11 July 2005, Penang, Malaysia; 11 August 2014, Johor Bahru, Malaysia