



AOGS Annual General Meetings – Meeting Venue

General Requirements

- (1) Good accessibility of the proposed site from an international airport connected with major cities,
- (2) Availability of a conference venue with appropriate size, facilities, connectivity, and an affordable price. Include materials on the facility showing the layout and pricing structure.

Facility	Purpose	Capacity
Auditorium x 1	Plenary Session (Half Day – PM)	700 Theatre Seats minimum
Breakouts x 16	Scientific Sessions (5 Days)	50 to 150 Theatre Seats per room
Meeting Rooms x 3	Executive Meeting & Secretariat	25 to 40 per room
Activity Centre	<ul style="list-style-type: none"> ➤ Poster Session (4 days) ➤ Exhibition (4 days) ➤ Refreshment Service (5 days) ➤ Wired Internet Zone (5 days) ➤ After-Plenary Session Reception (1) 	150 to 200 boards (landscape preferred) 40 to 60 booths (9sqm each) Coffee/Tea/Juice (2000 pax daily) Internet Café (10 to 12 stations) 700 people
Showcase & Networking Area	<ul style="list-style-type: none"> ➤ Wireless Zone (5 days) 	~ 30 rounds x 6 chairs ~ 40 x 6ft x 3ft broads

- (3) Affordable meals for delegates within the convention centre or in nearby cafes and restaurants. Alternatively, food kiosks within or nearby the convention centre. Include materials on these and indicate pricing.
- (4) Range of hotels and other affordable accommodation (e.g., rental apartments or hostels) in the SGD100 to SGD300 per night range. Include materials on these and indicate pricing.
- (5) The selected venue will be required to liaise and work with the AOGS Secretariat Office, which takes instructions from the AOGS Executive Committee and Council.