

**From:** IUPAP Secretary General IUPAP.SecGen@ntu.edu.sg

**Subject:** Hosting of 2017 General Assembly of IUPAP

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**Cc:** B H J Mckellar bhjmckellar@mac.com, IUPAP Office Secretariat IUPAP.Admin@ntu.edu.sg

Dear All,

The next General Assembly of the International Union of Pure and Applied Physics will be held in October or November of 2017. IUPAP asks that members wishing to host the 2017 GA provide a one page expression of interest to me by 20 April.

The Executive Council and the Commission Chairs will then begin discussions with short listed potential hosts with the aim of making a decision towards the end of this year.

I remind you that the IUPAP General Assembly is a small meeting, of 100 to 150 delegates, and to allow all members to attend it does not charge a registration fee. It is preceded by a meeting of the Executive Council and the Commission Chairs (about 40 participants) at the same venue. The General Assembly lasts 3 days and is primarily a business meeting. Traditionally it has had about half a day devoted to scientific presentations, allowing delegates to become familiar with advances in physics by the host, popularising science in the host county, or both. The evening between the meeting of the Executive Council and the Commission Chairs is devoted to a reception and the evening before the final day to a dinner, providing opportunities for interactions among the delegates and between delegates and physicists in the host country.

Because of the business nature of the meeting, delegates will require power for their laptops and it is convenient if they can sit at tables rather than a lecture theatre format.

Because of the absence of a registration fee, hosting an IUPAP General Assembly is not an opportunity for the host to make money. Indeed, a successful General Assembly requires significant support from the host who provides the venue and refreshments during the meeting, and in many cases has provided the reception and the dinner. In some cases the host has provided the meeting website, and in others the IUPAP website has served that role.

Your letter of intent should specify the location of the meetings, the location and costs of accommodation for delegates, the level of support you hope to provide and your thoughts on the format of the meeting and associated publicity

Best Regards

K K Phua  
Secretary General IUPAP