



## **ANNOUNCEMENT: 3<sup>rd</sup> GENERAL ASSEMBLY**

The Board of Directors of AFRICOM is pleased to announce that preparations are underway for the organisation of **the 3rd General Assembly and Conference in 2009**. Approximately 200-250 heritage professionals from Africa and beyond are expected to participate.

We hereby invite Museums, Heritage institutions, National ICOM committees and other related bodies in Africa, to **submit bids** to host AFRICOM's 3rd General Assembly and International Conference in November/December 2009.

The main responsibilities of the host body include the establishment of a Local Organising Committee under the authority of a Coordinator, to see into logistics for:

- identifying and securing a venue for the 3-day event, including:
  - accommodation for approx. 200 people; please indicate various price ranges and hotel class(es)
  - auditorium for 200 people, and smaller rooms for breakaway workshops (up to 75 people); all fully equipped with AV facilities
  - meals, breaks
- Liaising with relevant government/immigration officials regarding facilitation of entry of participants (visas, etc)
- identifying simultaneous translators (English-French-English)
- identifying AV and computer equipment (at least 12 PCs) for the event; in addition to Internet access
- arrangement of Local Organising Committee and AFRICOM Secretariat office space for the week of the event
- airport transfers and local transport
- arrangement of a social programme(s): catering and entertainment
- provision of stationeries
- arrangement of publicity and publicity material: media coverage, poster, banners, conference bags, t-shirts

An important consideration shall be that AFRICOM will be operating on a limited budget raised from donors and other partners. The Local Host Organisation will be encouraged to raise funds locally in order to enhance

the event. *This important event shall only take place subject to availability of adequate funds.*

The opportunity to host museum/heritage professionals from almost 50 African countries, and from as far as Latin America, Europe and Asia, provides a unique opportunity to bring visibility and interest to your national heritage institutions, and indeed your country as a whole. Such an event opens many doors for collaboration and programme development.

While the AFRICOM Secretariat shall be responsible for the major fundraising and organisation of the content of the General Assembly and Conference, the host country's ability to raise resources locally will influence the success of the bid. AFRICOM will also be interested and willing to jointly fund-raise for the remaining amount, and mobilise resources where possible.

Please submit your expression of interest, to reach the AFRICOM Secretariat **NO LATER THAN 15<sup>th</sup> August 2008** to be followed by a completed bid to be submitted with full details **by 15<sup>th</sup> September 2008**.

Deirdre Prins-Solani  
President  
on behalf of the AFRICOM Board of Directors