Subject: 42nd COSPAR Scientific Assembly RFP NO. DV202

To Whom It May Concern:

California Institute of Technology (Caltech) is inviting your firm to submit a proposal for the planning and management of the 42nd COSPAR Scientific Assembly in accordance with the requirements set forth in the attached Request for Proposal (RFP) and Specimen Contract.

If you intend to respond to the RFP, the attached notice of intent should be submitted to me by fax, or, preferably, by e-mail, and be received no later than March 13, 2015 5:00 PM PST. Your notice of intent does not bind you to submit a proposal by the due date. Please email the notice of intent to daniel.vest@caltech.edu or fax to (626) 628-0458 Attn: Daniel Vest.

The proposal shall be submitted by USB flash drive, fax, or, preferably, by e-mail no later than April 17, 2015 2:00PM PST or your proposal will be considered late. Please email proposals to daniel.vest@caltech.edu or fax to (626) 628-0458 Attn: Daniel Vest. If you are hand-delivering your proposal by USB flash drive, please deliver to the following address:

California Institute of Technology
Purchasing Services Dept. Mail Code 103-6
1200 E. California Blvd.
Pasadena, CA 91125

It is anticipated that an award will be made by approximately June 1, 2015 to the Contractor whose proposal is determined to offer the best value and is most advantageous to Caltech.

All questions and inquiries should be submitted by email to Daniel Vest, Contracting Officer, at daniel.vest@caltech.edu.

Sincerely,

Daniel Vest
Contracting Officer
California Institute of Technology
Request for Proposal NO. DV202

Purchasing Services
1200 E California Blvd. M/C 103-6, Pasadena CA 91125
Daniel Vest (626) 395-2567 Fax: (626) 625-0458
daniel.vest@caltech.edu

42nd COSPAR Scientific Assembly

This is a Request for Proposal (RFP) only and does not constitute an order. If you are unable to quote, please indicate so, and why, on this form and return it to the Caltech Requestor above. This request does not commit Caltech to pay any costs incurred in the preparation of this RFP.

Date of Issuance: March 06, 2015
All bids must be submitted to the Contact named above no later than
Due Date and Time: April 17, 2015-2:00PM PST.
Proposals received after this time will not be accepted.
All Questions or Requests for Clarification: please submit to Daniel Vest via email no later than March 20, 2015. An addendum will be provided on March 27, 2015.

SECTION 1. STATEMENT OF WORK
Please provide proposal with pricing for the following:

RFP DV202- 42nd COSPAR Scientific Assembly

This RFP invites proposals with bids for services as described in the attached RFP with the additional background and information attached. Proposals should provide written responses to this RFP. Proposals should include all elements as described in the SCOPE OF WORK and APPENDIX A in the RFP, a history of the firm, its specializations, professional staff expertise, process and anticipated timeline, at minimum 3 references, and identification of any factors that could be perceived as a conflict of interest.

Please provide your company's pricing per Section 2. (see below). If you are providing a quote generated from your computer system, please check the box, Contractor's Quotation Attached (see below), and make sure that all information requested in Section 2. is included. In any event, Section 3. of this form must be completed, signed, and returned with your quote.

SECTION 2. CONTRACTOR'S PRICING

☐ Contractor's Proposal Attached

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Prices quoted herein shall remain fixed. Contractor must give Caltech thirty (30) days written notice in advance of price changes. Caltech may reject any such price changes.

SECTION 3. CONTRACTOR INFORMATION (to be completed by bidder)

Company Name & Address | Phone | Fax | E-mail |
|------------------------|-------|-----|--------|

Authorized Representative Printed Name | Title | Signature |

Any order arising from this Request For Proposal will be governed by Caltech's Terms & Conditions which can be found at: https://procurement.caltech.edu/documents/95-commercialitemsorservices.pdf Any exceptions to these Terms & Conditions taken by bidder shall be noted on a separate sheet of paper and attached to your response. A detailed explanation of the exceptions, including rationale is required.

1200 East California Boulevard ◊ Mail Code 103-6 ◊ Pasadena ◊ California ◊ 91125
(626) 395-2567 Fax: (626) 628-0458
E-Mail: daniel.vest@caltech.edu
REQUEST FOR PROPOSAL NO. DV202

California Institute of Technology
Purchasing Services
1200 E California Blvd. M/C 103-6, Pasadena CA 91125
Daniel Vest (626) 395-2567 Fax: 626-628-0458
Daniel.Vest@Caltech.edu

42\textsuperscript{nd} COSPAR Scientific Assembly
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I. BACKGROUND

On behalf of the Committee on Space Research (COSPAR) and the National Academy of Sciences, the California Institute of Technology (Caltech or the Institute) and the Jet Propulsion Laboratory (JPL) were selected to host the 42nd COSPAR Scientific Assembly to be held on July 14 to July 21, 2018 in Pasadena, California. Caltech and JPL are recognized on a global scale for prominent advances in astrophysics, astronomy, medicine, geology, and space exploration.

II. EVENT OVERVIEW

The COSPAR Scientific Assemblies promote research in astrophysics, astronomy, space science, space biology, and medicine through exchanges of information and open discussions. It is the most prominent scientific assembly in the world today. The COSPAR Scientific Assemblies are held every other year at various international locations; the 42nd Scientific Assembly is projected to attract more than 3,500 participants to Pasadena, California in 2018.

III. STATEMENT OF WORK

a. PURPOSE

Caltech is seeking a Contractor to plan and manage the 42nd COSPAR Scientific Assembly to be held on July 14, 2018 to July 21, 2018. This Request for Proposal (RFP) is to invite event planning and management firms to submit proposals in accordance with but not limited to the SCOPE OF WORK and APPENDIX A (General Guidelines for COSPAR Scientific Assemblies).

b. SCOPE

In collaboration with the Local Organizing Committee (LOC), Scientific Program Committee (SPC), Pasadena Center Operating Company (PCOC), Hilton Pasadena, and Sheraton Pasadena, the Contractor shall plan and manage the 42nd COSPAR Scientific Assembly in accordance with but not limited to the SCOPE OF WORK and APPENDIX A.
c. PROJECT SCHEDULE

This schedule is based on a projection of current timelines, but is subject to change.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Deadline</th>
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<tr>
<td>Contract Host (PCOC)</td>
<td>December 31, 2014</td>
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<td>Contract Main Hotel Blocks (Five Hotels)</td>
<td>January 31, 2015</td>
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<td>Contract Event Planner</td>
<td>June 1, 2015</td>
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<tr>
<td>COSPAR 2018 Website (Go-live)</td>
<td>July 30, 2016</td>
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<td>Contract Overflow Hotel Blocks</td>
<td>September 1, 2016</td>
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<td>Early Registration Starts</td>
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<td>Finalize Event Programs</td>
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<td>June 30, 2018</td>
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<td>COSPAR Conference</td>
<td>July 14-21, 2018</td>
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<tr>
<td>Event Summaries Submitted to Space Research Today</td>
<td>September 30, 2018</td>
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IV. PROPOSAL SUBMISSION PROCEDURE

a. RFP SCHEDULE

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<td>RFP Delivered</td>
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<td>March 13, 2015</td>
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<td>Questions from Contractors</td>
<td>March 20, 2015</td>
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<td>RFP Addendum</td>
<td>March 27, 2015</td>
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<td>April 17, 2015</td>
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<td>Completion of Site Visits</td>
<td>May 15, 2015</td>
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<td>Best and Final Offer (BAFO)</td>
<td>May 22, 2015</td>
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<tr>
<td>Contractors Notified of Selection</td>
<td>June 1, 2015</td>
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b. CONTRACTOR RESPONSE – The Contractor agrees to be responsible for fully understanding the requirements in the SCOPE OF WORK and APPENDIX A of the RFP. In the event the Contractor does not understand the requirements outlined in this RFP, the Contractor will ask questions to ensure such understanding is gained. Caltech retains the right to disqualify nonresponsive bids and Contractors who do not demonstrate a clear understanding of the requirements.

Contractors shall include all elements as described in the SCOPE OF WORK and APPENDIX A in the RFP, a history of the firm, its specializations, professional staff expertise, process and anticipated timeline, at minimum three references, and identification of any factors that could be perceived as a conflict of interest.
c. **LATE PROPOSALS** – Any proposals, portion of a proposal, or unrequested proposal revision received at Caltech after the due date and time specified in this RFP will be considered late. Late proposals will not be considered for award, except under the following circumstances:

Caltech determines that the late receipt was due solely to a delay by the U.S. postal service for which the Contractor was not responsible. Timely postmark or receipt of registered, certified, or express mail “next-day service,” establishing the time of deposit, must be evidenced.

Caltech determines that the proposal was late due solely to mishandling by the Institute after receipt at Caltech, provided that the timely receipt at Caltech is evidenced.

d. **COMMUNICATION** – All communications shall not be effective, unless the Contracting Officer responsible for managing the RFP process formally confirms these communications in writing. Verbal communications shall not govern over written communications.

A “Notice of Intent to Submit Proposal” will be sent to all Contractors along with this RFP and shall be returned by fax or e-mail no later than 5:00 PM PST, March 13, 2015.

Please submit your proposal on or before **April 17, 2015 by 2:00 PM PST**

All questions related to this RFP will only be accepted via email to:

**Daniel Vest**  
**Contracting Officer**  
California Institute of Technology  
Purchasing Services  
1200 E California Blvd. MC 103-6  
Pasadena, CA 91125  
Phone: (626) 395-2567  
Fax: (626) 628-0458  
daniel.vest@caltech.edu

i. **SITE VISITS** - Oral presentations and site visits may be conducted with all Contractors for the purpose of clarification or with the highest ranking Contractors after review of all written proposals. In conducting these discussions, there shall be no disclosure of any information obtained from any competing Contractor. If the RFP requires or permits oral interviews as part of the proposal evaluation, top scoring Contractors shall be given an equal opportunity to interview. Interviews and site visits should be used to clarify and elaborate on the written proposal.
ii. **BEST AND FINAL OFFER** - Caltech may exercise the option to seek Best and Final Offers (BAFO) from one or more Contractors if additional information is necessary in order to make a final decision.

e. **EVALUATION CRITERIA**

An award will be made to the Contractor whose proposal is determined to offer the best value to the Institute after consideration of all evaluation factors.

“Best value” is defined as the procurement process that results in the most advantageous acquisition decision for the Institute performed through an integrated assessment and trade-off analysis among price and non-price factors.

The basis for the award will be a detailed, integrated evaluation by the Institute on the basis of how well the proposal achieves solicitation requirements and satisfies the evaluation criteria specified herein. Accordingly, the Institute may award any resulting contract to other than the lowest priced Contractor or other than the Contractor with the highest technical merit rating.

i. **Factor 1 Management (Knowledge and Experience)** – This factor considers the Contractor’s breadth and depth of knowledge and experience of management in working on similar projects. The Institute will assess the Contractor’s familiarity with venue and contacts with local vendors; and it will assess the Contractor’s management plan for the degree to which it comprehensively addresses the SCOPE OF WORK in accordance with APPENDIX A. The staff assigned to the project demonstrates at a minimum the qualifications listed in the SCOPE OF WORK and they are qualified to the level of importance depending on their job function and relevant to requirements listed in the SCOPE OF WORK.

ii. **Factor 2 Past Performance** – The Institute will evaluate a Contractor’s past performance by contacting references and using available information to assess their record of meeting cost, schedule, and quality objectives on similar projects. The Institute may seek additional information directly from other references and other available information.

iii. **Factor 3 Price** – Price reasonableness will be evaluated by considering the Contractor’s quoted prices, competitor prices, and market prices for the supplies and services listed in the Contractor’s proposal.
V. SCOPE OF WORK

a. PLAN

   i. PRE-EVENT SCHEDULE – Create a pre-event schedule with the LOC that outlines the project’s goals, key milestones, and deadlines.

   ii. THEME – Assist the LOC with providing a theme to use for all promotional items including the website, conference bags, handouts, signage, poster sessions, and any other promotional materials used for the event.

   iii. BUDGET – Coordinate with Caltech’s delegated financial contact to manage event planning budget and subcontracts.

   iv. CONFERENCE SCHEDULE – Create daily schedules, manage presentation sessions, and poster sessions in coordination with the Scientific Program Committee (SPC), LOC, and PCOC.

b. SPONSORS AND PRESENTATIONS

   i. SPONSORS – Coordinate with the LOC and communicate directly with sponsors of the event to ensure certain requirements, deadlines, and deliverables.

   ii. PRESENTATIONS – Coordinate with the SPC and LOC to identify and communicate requirements, deadlines, and deliverables for presentations to ensure adequate preparation.

   iii. EXHIBITOR LOGISTICS – Provide all coordination for exhibitor setups for all sponsors and exhibitors.

   iv. POSTER SESSION – Organize and manage session logistics including obtaining poster boards.

c. EVENT PROMOTIONS

   i. WEBSITE – Design and manage a website that includes online registration, hotel reservations, visa information for international participants, local transportation, a customer service help-line, email support, event schedules, and a mobile app that is compatible with the website.
ii. **PROMOTIONAL AND CONFERENCE MATERIALS** – Produce and coordinate assembly posters, printed pocket guide, abstract, personal badges, messages, daily programs, congress bags, signs, and displays for COSPAR publications as outlined in APPENDIX A.

iii. **MARKETING** – Support the LOC with the distribution of marketing materials and relevant publications.

**d. EVENT PLAN AND LOGISTICS**

i. **RECEPTIONS** – Work with the LOC and PCOC to coordinate receptions and dinners.

ii. **AWARDS** – Coordinate with the LOC or delegated party to manage production of award ceremonies.

iii. **AUDIO VISUAL** – Select and work with an audio visual contractor, PCOC, and hotels for all audio, visual, and projection requirements for all sessions.

iv. **ON-SITE SIGNAGE** – Create all on-site signage in accordance with the promotional conference material requirements above.

v. **PHOTOGRAPHY AND VIDEOGRAPHY** – Provide photographers and videographers for receptions and other official functions.

vi. **STAFF COORDINATION** – Manage all communications with support staff including marketing, sales, customer service and speakers.

vii. **MEDIA RELATIONS** – Coordinate with the LOC to ensure available space for journalists along with the required equipment as outlined in APPENDIX A.

viii. **LOCAL TRANSPORTATION** – Coordinate with the PCOC and hotels to ensure sufficient transportation methods as outlined in APPENDIX A.

ix. **SAFETY AND SECURITY** – Shall coordinate with the PCOC to provide and contract on-site security and on-site emergency services including an Emergency Medical Technician (EMT); ensure all safety and security services are in accordance with the Americans with Disabilities Act of 1990 (ADA) regulations.
c. FACILITIES

i. ASSEMBLY LOCATIONS – The 42nd COSPAR Scientific Assembly will be held at the Pasadena Convention Center, Civic Auditorium, Hilton Pasadena, and Sheraton Pasadena. PCOC is contracted to provide room rentals and the following services: electrical/utilities, telecommunications, box office, catering/concessions, security, ushers, house sound system, and rigging. Given the services available or required by PCOC, the Contractor shall consult with the PCOC prior to subcontracting out such services.

ii. ROOMS AND OFFICES – Work with the LOC to manage all the space and requirements including scientific sessions and business meetings, rooms, projection requirements, office equipment, offices for the COSPAR President, Vice Presidents, Executive Director, Secretariat, Editorial Offices, Program Committee Chair, and the LOC Chair.

iii. SPEAKER READY ROOMS – Coordinate with the LOC to ensure sufficient Speaker Ready Rooms at the Pasadena Convention Center and Hilton Pasadena to allow presenters the opportunity to view their presentations and to obtain any technical support required prior to their scheduled scientific sessions. Technicians shall also be present in the Speaker Ready Rooms to assist the participants with uploading presentations and assisting with any technical troubleshooting.

iv. ACCOMODATIONS – LOC contracted five hotels in Pasadena: Hilton Pasadena, Sheraton Pasadena, Courtyard by Marriott, The Westin Pasadena, and The Langham. The Contractor shall contract with additional overflow and low-cost hotels to ensure sufficient accommodations for 2,500 to 3,500 participants. In addition, the Contractor shall be prepared to use third-party software to manage all hotel reservations.

f. ON-SITE MANAGEMENT

i. ON-SITE SERVICES – Ensure on-site services are offered to participants as outlined in APPENDIX A.

ii. ASSEMBLY STAFFING – Manage registration desk, name badges, and distribution of promotional and conference materials; Provide coordinators for presentation rooms, runners for COSPAR officers, help-desk, technical support for session rooms at Hilton Pasadena, Sheraton Pasadena, and PCOC.
iii. **CHILD CARE**—If required, select subcontractor or work with WorkLife Services Coordinator at Caltech to provide fee-based child-care at the event.

iv. **DAYTIME AND EVENING EVENTS**—Available staff on-site to manage logistics with hotel staff to ensure a successful event.

g. **SOCIAL EVENTS AND TOURS**

i. **SOCIAL EVENTS**—Work with the LOC and the PCOC to coordinate any social events in addition to the opening and closing receptions.

ii. **TOURS**—Work with the LOC and PCOC to provide potential offerings for tours for participants. All tours must be certified for accommodation for disabled persons and ADA compliant.

VI. **CONTRACTOR INFORMATION**

All Contractors must submit the following information:

a. **CORPORATE OVERVIEW**—An overview of your firm, legal name, history, and number of employees.

b. **SERVICES**—A description of all services and products provided, any specializations, professional staff expertise, and a detailed fee structure along with payment schedules.

c. **MARKETS SERVED**—A description of industry markets served.

d. **REFERENCES**—A list of at least three references.
APPENDIX A
GENERAL GUIDELINES FOR ORGANIZING
COSPAR SCIENTIFIC ASSEMBLIES

III SCIENTIFIC SESSIONS AND BUSINESS MEETINGS

A. ROOMS

- 1 large room with the possibility of seating a number of guests approximately equal to all registered participants for large sessions such as the Opening Ceremony and Evening Sessions open to a general audience. The room should be equipped with modern projection facilities. Simultaneous translation and recording facilities may be necessary in some cases although is not the norm at COSPAR Assemblies. COSPAR estimates that attendance at the opening ceremony will be somewhat over half the number of expected participants. To this figure needs to be added the number of local personalities, scientists, and audience that the LOC intends to invite.

- About 28 - 30 large meeting rooms for scientific meetings, the two closed sessions of the COSPAR Council, and for business meetings. Room capacity should range from approximately 60-300 with the average room seating about 100 - 130. The number of rooms ultimately needed will depend on limits to parallel event scheduling.

- A smaller room should be equipped for the session of the COSPAR Bureau (about 20 people). Required set-up: members and guests will sit around a central table.

- A suitable space (large centrally located hall, foyer, etc.) for poster presentations. Appropriate lighting and supplies for fixing posters should be provided, and the organization of posters by session and individual poster identification system must be considered.

- Poster board(s) in a suitable spot or exhibition space for COSPAR Associated Supporters wishing to present general information about their activities to congress participants.

Rooms used for Bureau and Council meetings should be supplied with water, tea, and coffee.

IMPORTANT: The local organizers should send the seating capacity of each available room in the congress facility to the COSPAR Secretariat before the first Program Committee Meeting which takes place in the winter of the year preceding the Assembly.

B. PROJECTION REQUIREMENTS:

Each scientific session room should be suitably equipped with a computer, projector, screen, etc. A centralized projection system may be used in addition to or replace the PC and projector. Some overhead projectors should be available upon request.

In case of a double projection or of equipment breakdown, there should also be a reserve of projectors.

Projection requirements and possibilities are changing rapidly and exact details will need to be worked out with the Program Committee for any given Assembly.
C. OTHER EQUIPMENT (for each session room)

- speaker stand or other appropriate set up
- pointers, preferably laser
- 1 or 2 large tables at the entrance of each room for document distribution
- bulletin board near door large enough to post daily program and other announcements
- signs posted outside each session room to identify clearly the event held within

IV COSPAR SECRETARIAT

A. ROOMS/OFFICES (interconnecting, if possible)

- COSPAR President: 1 office
- Vice-Presidents: 2 offices of the same size, 1 for each of the Vice-President
- Exec. Director: 1 office, about 25 sq m
- Secretariat: 1 large office (or two smaller if interconnecting), about 100 sq m, for the Secretariat staff, photocopier, extra work tables, etc.
- Editorial Offices: 1 office of adequate size (see below)
- Program Com. Chair 1 medium size room for the Chair of the Scientific Program Committee and staff
- LOC Chair 1 medium size room for the Chair of the Local Organizing Committee and staff

The Secretariat and Editorial Office staff and COSPAR officers should have access to these rooms at any time of the day or night. Access must also be available for the period beginning several days before the first business meeting and lasting through the last day of the Assembly. All rooms should have locks with at least one set of keys (two sets for the Secretariat). Additional offices may be required depending on the plans for each Assembly.

B. OFFICE EQUIPMENT - minimum requirements

COSPAR PRESIDENT

- large desk and chair
- large table
- 5 to 6 armchairs
- telephone
- wastebasket
- internet/web connection

VICE-PRESIDENTS (both should have the same equipment)

- desk and chair
- table
- several armchairs
- telephone
- wastebasket
- internet/web connection

EXECUTIVE DIRECTOR

- large desk with chair and foot rest if possible
- several chairs or armchairs
- telephone with own extension number
- PC with internet and web access
- good quality safe for valuables
- a medium size table
- good lighting
- wastebasket
- set of letter trays

SECRETARIAT

- 4 desks/tables, preferably with locking drawers
- medium or large sized copy machine with collator and that accepts stacks of paper (not just sheet by sheet feeding). This copier must be in good working order, have a service contract which provides same-day technician visits (including weekends), and come with extra toner. A model with integrated electric stapler (with lots of extra staples) would be very useful. Access to one or more backup machines at all times, including late nights before Bureau and Council meetings, will be necessary.
- At least 10 boxes of photocopy paper with access over the course of the Assembly to approximately 30,000 sheets of paper in total. The amount of paper used varies greatly from one Assembly to the next, but the LOC/congress center should be sure to have a sufficient stock.
- 4 fairly powerful PCs with USB ports. All PCs will be equipped with the appropriate operating system (a recent version of Windows), printer drivers, and standard office software package (recent versions of Word, Excel, Access, PowerPoint, Acrobat Reader, and web browser) in English. PCs will be connected to the internet and have access to the web. At least one should have a CD-rom bay.
- 2 letter quality printers connected to the 4 Secretariat computers
- one or two large locking cupboards or closets with keys
- Five or six extra tables available for ad hoc displays, work space, etc.
- 4 or 5 large wastepaper baskets
- telephone with direct line
- list of telephone numbers (LOC staff, registration desk, editorial office, press room, technical support, hospital, fire, police, emergency medical services, etc.)
- fax machine (access to a fax at the LOC office or elsewhere in case of need is sufficient)
- drinking water
- at a minimum complimentary morning and afternoon coffee, tea, juice service for Secretariat/Editorial office staff
- good lighting
- standard office supplies such as paper, staplers (hand held and heavy duty electric if photocopier not equipped), staples, staple removers, scissors, pens, glue, tape, post-its, etc.
- 1 large bulletin board (or wall space and tacks/tape)
- about 170 folders for Bureau, Council, and Publications Committee meeting documents, ideally, three different colors in approximately the following quantities: 30, 70 and 70. Folders should have upper, lower, and side flaps to keep papers from falling out and some kind of mechanism for holding them closed.

EDITORIAL OFFICES

Requirements for Editorial Office, COSPAR Assembly 2012

One room of adequate size, which allows reasonably simple approach of meeting participants (potential authors). The room should be close to the meeting rooms if possible, with some signs directing people to the room.

2-3 PC computers with connection to the Internet – hard-wired high speed internet connection is preferred. All PCs should be equipped with at least Windows 2000 or later (but not VISTA) and standard office software package of Word. All computers should have "flash" (USB) adaptable connections.

1 student/postdoc assistant to help run the office and be there when no editor is present –
1 laser printer connected to PCs plus extra paper. (Paper should be the same as in the photocopier). Two extra connections to printer for editor’s laptops. Hewlett Packard compatible, extra toner cartridge

2 additional connections to the Internet (for people with laptops).

We will need to have multiple connections to the Internet such that 2 people can submit their manuscripts at the same time. These should also be connected to the printer so authors can print out their pdf files if necessary.

7-8 tables for working area.

8-10 chairs

High speed photocopier with collator (and paper) for editorial staff. There should be a pay copier somewhere in the facility to which we can point when individuals need things printed. If possible, the photocopier in the Editorial office should be "out of sight" of the work area (perhaps behind some room dividers) so that individuals will not ask for free copies. If difficult, available free copier nearby would also be acceptable.

A cabinet with shelves and possibly a locking devise on the door if the cabinet has a door. 2 wastebaskets

Supplies as follows:
25 folders for paper (manila type is fine)
Pens - about 12, assorted red and black; medium and/or fine point
Pencils (about 12) with sharpener
Erasers (about 4)
4 highlighter marking pens Post-a-Notes assorted sizes
A box of paper clips
50 large elastics
50 medium sized elastics
Scotch (cello) tape dispenser plus 2 refills
2 scissors
3 staplers plus box of refill staples
Water and paper cups
50 binder clips - medium size
50 binder clips - small size
2 rulers (with cm and inches)
String (to tie items like scissors to table so they "don't walk away") Additional COSPAR program book for Editorial Office use
One telephone - local calls (in case of problems may be discussed if yes or no) 6 pads of paper (standard size)

Administrative supplies may be negotiated if there are some problems with their supply.

Important – bottled water, several bottles.

SCIENTIFIC PROGRAM COMMITTEE and LOCAL ORGANIZING COMMITTEE OFFICES (ONE OFFICE EACH)

- table and chairs
- wastepaper basket
- locking cupboard with keys
- check with Committee Chair for additional needs
VII GENERAL PREPARATIONS

A. ASSEMBLY POSTER

The LOC produces a poster to complement the Call for Papers produced by COSPAR. The poster generally uses an image produced for the LOC web site or other promotional materials and presents the following information: name and number of Assembly, city and country, dates, web site, conference logo, COSPAR logo, main organizers, abstract deadline. Inclusion of additional information is possible.

The mock-up of the poster should be sent to the COSPAR Secretariat for review in July or August of the year preceding the Assembly. COSPAR maintains a database of about 1100 institutions that have sent several participants to the Assembly in the past, and the LOC is encouraged to use this database when distributing the poster. An electronic version of the poster may also be distributed to COSPAR Associates for printing and display in their institutes.

B. SCIENTIFIC PROGRAM BOOK, POCKET GUIDE, AND ABSTRACT CD

The LOC shall be responsible, at its own expense, for printing the Assembly program book and reproducing the CD of abstracts. Camera-ready pages or electronic files, for the program book, and a master CD, for the abstracts, will be supplied by COSPAR approximately one month before the Assembly (front and back covers plus local information to be added by LOC). The LOC should also prepare and print a pocket guide abbreviated program. The LOC should be prepared to design and produce the pocket guide on short notice since it generally contains local information available only shortly before the Assembly and, in any case, cannot be prepared before room scheduling is definitively finalized, i.e., at the time the Program Book is submitted to the LOC. Samples from previous Assemblies are available in the COSPAR Secretariat.

Printing of the program and copying of abstract CDs are done locally to save on transportation costs and to ensure that the finished documents are available in time for registration.

The International Standard Serial Number (ISSN) for the abstract CD is indicated below. According to the ISO standard on ISSN, the ISSN number must be printed prominently on the label and sleeve of each CD-ROM, preceded by the letters ISSN.

ISSN 1815-2619
Title: COSPAR Scientific Assembly 20XX Abstracts

This ISSN is valid as long as the above title remains unchanged. Other changes such as the publisher’s name, place of publication (town/country of publication), frequency, etc., do not affect the ISSN, although the International ISSN Center wishes to receive a copy of each Assembly’s CD for bibliographic data in its records.

A distinct ISSN must be assigned if different versions of the abstracts, e.g., languages, online, etc., are published.

C. VISUAL RECORD OF THE ASSEMBLY

The LOC is expected to make arrangements for an appropriate visual record of the Assembly, e.g., photos of the opening and awards ceremonies and other official functions for publication in post-Assembly reports.

D. PERSONAL BADGES
Identification badges are necessary for controlling entry to the congress center, session rooms, and social events. Badges in different colors are useful to quickly identify the different categories of persons attending the Scientific Assembly:

- participants
- accompanying persons
- LOC members
- COSPAR Bureau
- COSPAR Secretariat
- congress center staff

Badges that include geographic identification must use names as agreed under ICSU statutes. Be sure to consult the COSPAR Secretariat about proper appellations.

E. MESSAGES

An efficient system for distributing messages between participants and from the LOC to participants is useful. A system should also exist for informing participants that messages have been left for them. Congress center video monitors work well for this purpose.

F. DAILY PROGRAM

Should changes occur in the program or room scheduling, a system should also be foreseen for diffusing modifications (video monitors, bulletin boards, etc.). Modifications to the schedule printed in the program are to be avoided and can only be made after consulting with the Chair of the Program Committee and/or COSPAR Secretariat. The system for announcing any changes may also be used to supply information about daily social programs, messages to participants, etc.

H. CONGRESS BAGS

It is customary to offer at least one item that is inscribed with "(a year or Assembly number) COSPAR Scientific Assembly, city, country and dates." Congress bags, distributed at registration, are standard. Usually congress bags contain, among other documentation:

- COSPAR program book, pocket program, and abstract CD
- maps of the congress venue and any last minute information not included in the program book, e.g., schedule of associated events, programs for public lectures, speakers for interdisciplinary events, last minute changes to the scientific program, schedule of business meetings, etc.
- information from the LOC advising participants about the host city, its attractions and transportation system, nearby restaurants, pharmacies, copy shops, etc.
- a block of writing paper and pen
- invitations to open receptions and information on social events
- three, one-page COSPAR flyers (to be photocopied on regular paper by the LOC)
- announcements from Assembly sponsors or other entities wishing to pay or offer services in exchange

Participants also appreciate receiving a token that is representative of the host city or country or theme of the Assembly. Examples include a folk music record in Mar del Plata, a paperweight containing material brought back from space in Washington, D.C., etc.

I. SIGNS

Large, clear signs should be placed in halls, outside buildings, in front of offices and session rooms and at other crucial spots where participants might get lost. These signs should provide clear directions to areas where Assembly events are taking place (Bureau and Council meetings, regular and evening sessions, opening ceremony, etc.) and indicate the activities taking place.
within halls. Posting a multitude of clear signs is particularly important when Assembly events are organized on a university campus or split between different buildings.

**J. HOTEL ACCOMMODATIONS**

The LOC, in conjunction with the local congress and/or tourism authority, should ensure that sufficient accommodations will be available for Assembly participants. It is very important to secure a number of low cost accommodations in dormitories, hostels, with host families, or elsewhere for young participants or those from less rich or non-convertible currency countries.

Complimentary accommodations are offered to the Presidential couple and Secretariat/Editorial Office staff brought from COSPAR. Hotels providing accommodations for congresses usually reserve complimentary or reduced price rooms for organizers. These rooms should, if at all possible, be in one hotel close to the Assembly site and Secretariat.

**K. ON-SITE SERVICES OFFERED TO PARTICIPANTS**

- access to pay phone, fax and photocopy services, i.e., participants should not be sent to the Secretariat to make calls, send or receive faxes, or make photocopies
- spacious, well-staffed registration area
- banking and money exchange facilities (optional)
- a computer/internet facility where participants can do light work and send/receive e-mail without having to wait too long for access to facilities
- light refreshments for participants of the main Scientific Commission/Panel business meetings (traditionally offered by the LOC or hosts, the Secretariat can provide participation statistics for past business meetings)
- attendance certificates available from registration desk for participants whose institutions or sponsors require such documents
- tables and bulletin boards in the registration or other central area for the free dissemination of COSPAR national reports, information, brochures, meeting announcements, etc.
- travel agency desk (optional)
- postal service (optional)
- emergency medical care close to the Scientific Assembly site
- insurance (optional)
- sufficient food service arrangements to provide lunch to participants in a relatively brief period of time and refreshment stands open all day.
- complimentary tea, coffee, and water during the morning and afternoon breaks
- lost and found
- photographs of special events such as the opening ceremony available for sale (optional)

**L. DISPLAY FOR COSPAR PUBLICATIONS**

It is necessary to foresee several chairs and large tables in a central area for displaying COSPAR publications. These tables should be arranged so as to accommodate the person who will be tending them, generally a representative of COSPAR’s publisher. If an exhibition will be organized in conjunction with the Assembly, the Committee’s publisher will be offered a complimentary stand.

**M. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR ASSEMBLIES**

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Assemblies.

**N. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR SYMPOSIA**

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Symposia.
O. DISPLAY FOR COSPAR ASSOCIATED SUPPORTERS

COSPAR Associated Supporters (organizations or companies which support COSPAR financially) have the right to modest displays of one sort or another, e.g., posters or banners in the registration or exhibition areas of the Assembly. Satisfactory agreements will need to be made on a case by case basis in cooperation with the Secretariat and any interested Associated Supporters.

P. DISPLAY RELATED TO SCIENTIFIC TOPICS OF ASSEMBLY

A central area may be needed to accommodate displays of instruments, data processing hardware, specimens of substances, etc. that are related to the scientific content of the Assembly.

Q. EXHIBITION

It has become usual for LOCs to consider the organization of an exhibition of some sort on space research. National space agencies, academies of sciences, industrial firms, publishers, university departments, etc. are possible exhibitors.

An exhibition can provide great exposure and considerable financial receipts. COSPAR does not ask for a percentage of exhibition exhibitor's or visitor's fees but does request that registered Assembly participants be allowed complimentary admission. COSPAR Associated Supporters should be offered a reduced price on exhibition space should they wish to participate, and LOCs may wish to offer National Scientific Institutions that are members of COSPAR a small space at the exhibition free of charge or at reduced price for mounting displays (request contact names and addresses from the COSPAR Secretariat well in advance).

R. ASSOCIATED EVENTS

It is COSPAR’s policy to welcome Associated Events. Associated Events are organized by other entities to take advantage of the presence of many of their members at the Assemblies. Associated Events generally consist of fewer than fifteen small business meetings but may also be small scientific or even social events. Participants of Associated Events are generally expected to register for the Assembly. These events often, therefore, help boost registration. However, persons coming only for an Associated Event are usually issued special badges allowing complimentary participation only in the meeting in question. Local organizers have no specific responsibilities for Associated Events except to facilitate logistical arrangements. COSPAR has no objections if the local organizers ask for payment of expenses relevant to special requests by organizers of Associated Events. COSPAR does expect that every effort will be made to avoid charges by scheduling Associated Events in unused meeting rooms, providing standard audiovisual equipment provided for Assembly scientific sessions, etc. Associated Events are, however, accorded lower priority overall than other Scientific Assembly needs.

Since 2006 the International Academy of Astronautics (IAA) has organized regularly an Associated Event for approximately 100 persons. This event generally takes place the day of the first session of the COSPAR Council, i.e., on the day before scientific sessions begin. The advantages to having this link with the IAA are multiple.

S. LOCAL TRANSPORTATION

- Special shuttle service should be offered if hotels are far from the Scientific Assembly site and no reliable, public and safe means of transportation exists. Many cities now offer congress participants free public transportation during the days of the Assembly and immediately prior and after the event. Local organizers should investigate this possibility.
- A car with driver is sometimes put at the disposition of the COSPAR President.
- Transportation should be provided for the Secretariat staff if hotels are far from the Assembly site. This transportation should be available outside of regular business hours since the Secretariat staff often begin work early and stay late.
- Buses may be needed to transport participants to social events and back.

T. PRESS

A large room should be made available to journalists. This room should be equipped with computers, desks, access to phones, faxes and e-mail, coffee, and tea. Special press badges allowing entry to Assembly and exhibition sites should be issued after verification of credentials.

N.B. LOCs should arrange special press briefings or events and be sure, in general, that the Assembly is well-covered by various national and international media concerns.

The Program Committee and Secretariat can assist in identifying authors of hot topics, but this sort of action needs to be planned well in advance of the Assembly.

The COSPAR Secretariat would appreciate receiving after the Assembly copies of any articles that appeared in the press and may of come to the attention of the LOC.

V. SOCIAL PROGRAM

Generally, one or two large receptions are held for all registered participants and accompanying persons. The opening reception is usually scheduled immediately after the inaugural and awards ceremonies, and some LOCs have organized very successful closing receptions to maintain momentum and encourage registrations through the end of the Assembly week. In addition, one or two smaller receptions for important personalities, e.g., COSPAR Council members, and Assembly organizers/staff are usually arranged. These receptions are normally organized and "sponsored" by the LOC, National Academy of Sciences, National COSPAR Committee, or other bodies and may take a variety of forms, e.g., embassy receptions, cocktails/dinners in historic monuments or museums, etc.

In addition, the LOC should arrange a variety of complimentary or reduced price evening social events (concerts, theater, folk music shows, tours, etc.) as well as daytime activities for accompanying persons.

Non-local COSPAR Secretariat and Editorial Office staff, as well as the President, should be invited on a complimentary basis to all Assembly social events.
## APPENDIX B

### List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSPAR</td>
<td>Committee on Space Research</td>
</tr>
<tr>
<td>JPL</td>
<td>Jet Propulsion Laboratory</td>
</tr>
<tr>
<td>LOC</td>
<td>Local Organizing Committee</td>
</tr>
<tr>
<td>PCOC</td>
<td>Pasadena Center Operating Company</td>
</tr>
<tr>
<td>SPC</td>
<td>Scientific Program Committee</td>
</tr>
</tbody>
</table>
The attached Specimen Contract is a *sample* of the type of contract to be awarded by Caltech.

1. Caltech reserves the right to amend this Specimen Contract based upon the results of this RFP

2. Contractor must provide written agreement or exceptions to the provisions in this contract along with its response.

Contractor agrees to the attached Specimen Contract in its entirety.

___________________________________________________________________________

Authorized Signature & Title

Contractor takes the following exceptions (*please list on separate sheet*).

___________________________________________________________________________

Authorized Signature & Title
FIXED-PRICE CONTRACT

CONTRACT NO. ____________

BETWEEN

CALIFORNIA INSTITUTE OF TECHNOLOGY
(The "Institute")
1200 E. California Boulevard
Pasadena, CA 91125

AND

_________________________________
_________________________________
_________________________________

THIS CONTRACT FOR
Planning and Management of the 42nd COSPAR Scientific Assembly

FIXED PRICE: $___________
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EXHIBITS

EXHIBIT1 – General Guidelines for COSPAR Scientific Assemblies

TERMS AND CONDITIONS

Section 1 - Commercial Items or Services Contract General Provisions
PREAMBLE

This Contract, entered into on by and between the CALIFORNIA INSTITUTE
OF TECHNOLOGY, (hereinafter called “Caltech or the "Institute"), a corporation organized and
existing under the laws of the State of California, and , a California corporation
(hereinafter called the “Contractor”).

WITNESSETH THAT:

The Contractor agrees to furnish and deliver the supplies and perform the services set
forth in this Contract for the consideration stated herein.
ARTICLE 1. STATEMENT OF WORK

In collaboration with the Local Organizing Committee (LOC), Scientific Program Committee (SPC), Pasadena Center Operating Company (PCOC), Hilton Pasadena, and Sheraton Pasadena, the Contractor shall plan and manage the 42nd COSPAR Scientific Assembly in accordance with but not limited to the following ARTICLE 2, SCOPE OF WORK and EXHIBIT 1.

ARTICLE 2. SCOPE OF WORK

a. PLAN
   i. PRE-EVENT SCHEDULE – Create a pre-event schedule with the LOC that outlines the project’s goals, key milestones, and deadlines.

   ii. THEME – Assist the LOC with providing a theme to use for all promotional items including the website, conference bags, handouts, signage, poster sessions, and any other promotional materials used for the event.

   iii. BUDGET – Coordinate with Caltech’s delegated financial contact to manage event planning budget and subcontracts.

   iv. CONFERENCE SCHEDULE – Create daily schedules, manage presentation sessions, and poster sessions in coordination with the Scientific Program Committee (SPC), LOC, and PCOC.

b. SPONSORS AND PRESENTATIONS

   i. SPONSORS – Coordinate with the LOC and communicate directly with sponsors of the event to ensure certain requirements, deadlines, and deliverables.

   ii. PRESENTATIONS – Coordinate with the SPC and LOC to identify and communicate requirements, deadlines, and deliverables for presentations to ensure adequate preparation.

   iii. EXHIBITOR LOGISTICS – Provide all coordination for exhibitor setups for all sponsors and exhibitors.

   iv. POSTER SESSION – Organize and manage session logistics including obtaining poster boards.
c. EVENT PROMOTIONS
   i. WEBSITE – Design and manage a website that includes online registration, hotel reservations, visa information for international participants, local transportation, a customer service help-line, email support, event schedules, and a mobile app that is compatible with the website.

   ii. PROMOTIONAL CONFERENCE MATERIALS – Produce and coordinate assembly posters, printed pocket guide, abstract, personal badges, messages, daily programs, congress bags, signs, and displays for COSPAR publications as outlined in EXHIBIT 1.

   iii. MARKETING – Support the LOC with the distribution of marketing materials and relevant publications.

d. EVENT PLAN AND LOGISTICS
   i. RECEPTIONS – Work with the LOC and PCOC to coordinate receptions and dinners.

   ii. AWARDS – Coordinate with the LOC or delegated party to manage production of award ceremonies.

   iii. AUDIO VISUAL – Select and work with an audio visual contractor, PCOC, and hotels for all audio, visual, and projection requirements for all sessions.

   iv. ON-SITE SIGNAGE – Create all on-site signage in accordance with the promotional conference material requirements above.

   v. PHOTOGRAPHY AND VIDEOGRAPHY – Provide photographers and videographers for receptions and other official functions.

   vi. STAFF COORDINATION – Manage all communications with support staff including marketing, sales, customer service and speakers.

   vii. MEDIA RELATIONS – Coordinate with the LOC to ensure available space for journalists along with the required equipment as outlined in EXHIBIT 1.

   viii. LOCAL TRANSPORTATION – Coordinate with the PCOC and hotels to ensure sufficient transportation methods as outlined in EXHIBIT 1.

   ix. SAFETY AND SECURITY – Shall coordinate with the PCOC to provide and contract on-site security and on-site emergency services including an Emergency Medical Technician (EMT); ensure all safety and security services are in accordance with the Americans with Disabilities Act of 1990 (ADA) regulations.
e. FACILITIES

i. ASSEMBLY LOCATION – The 42nd COSPAR Scientific Assembly will be held at the Pasadena Convention Center, Civic Auditorium, Hilton Pasadena, and Sheraton Pasadena. PCOC is contracted to provide room rentals and the following services: electrical/utilities, telecommunications, box office, catering/concessions, security, ushers, house sound system, and rigging. Given the services available or required by PCOC, the Contractor shall consult with the PCOC prior to subcontracting out such services.

ii. ROOMS AND OFFICES – Work with the LOC to manage all the space and requirements including scientific sessions and business meetings, rooms, projection requirements, office equipment, offices for the COSPAR President, Vice Presidents, Executive Director, Secretariat, Editorial Offices, Program Committee Chair, and the LOC Chair.

iii. SPEAKER READY ROOMS – Coordinate with the LOC to ensure sufficient Speaker Ready Rooms at the Pasadena Convention Center and Hilton Pasadena to allow presenters the opportunity to view their presentations and to obtain any technical support required prior to their scheduled scientific sessions. Technicians shall also be present in the Speaker Ready Rooms to assist the participants with uploading presentations and assisting with any technical troubleshooting.

iv. ACCOMODATIONS – LOC contracted five hotels in Pasadena: Hilton Pasadena, Sheraton Pasadena, Courtyard by Marriott, The Westin Pasadena, and The Langham. The Contractor shall contract with additional overflow and low-cost hotels to ensure sufficient accommodations for 2,500 to 3,500 participants. In addition, the Contractor shall be prepared to use third-party software to manage all hotel reservations.

f. ON-SITE MANAGEMENT

i. ON-SITE SERVICES – Ensure on-site services are offered to participants as outlined in EXHIBIT 1.

ii. ASSEMBLY STAFFING – Manage registration desk, name badges, and distribution of promotional and conference materials; Provide coordinators for presentation rooms, runners for COSPAR officers, help-desk, technical support for session rooms at Hilton Pasadena, Sheraton Pasadena, and PCOC.

iii. CHILD CARE – If required, select subcontractor or work with WorkLife Services Coordinator at Caltech to provide fee-based child-care at the event.
iv. DAYTIME AND EVENING EVENTS – Available staff on-site to manage logistics with hotel staff to ensure a successful event.

g. SOCIAL EVENTS AND TOURS

i. SOCIAL EVENTS – Work with the LOC and the PCOC to coordinate any social events in addition to the opening and closing receptions.

ii. TOURS – Work with the LOC and PCOC to provide potential offerings for tours for participants. All tours must be certified for accommodation for disabled persons and ADA compliant.

ARTICLE 3. DELIVERY OR PERFORMANCE SCHEDULE

(a) The term of this Contract shall commence effective ________ and shall continue through September 30, 2018. This period may be extended by written modification to the Contract.

(b) The Contractor shall furnish and deliver the supplies and perform the services required by but not limited to ARTICLE 1, STATEMENT OF WORK, ARTICLE 2, SCOPE OF WORK, and EXHIBIT 1.

ARTICLE 4. PRICE AND PAYMENT

(a) The fixed price of this effort is $__________. The following payment schedule is contingent and subject to change upon receipt by the Institute of continuation funding from sponsors, registration fee revenue, and progress of the Contractor. The dates and percentages of the following payment schedule are subject to change:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>due upon Contract Execution</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>20%</td>
<td>due upon Preparation for Instanbul Assembly</td>
<td>May 31, 2016</td>
</tr>
<tr>
<td>20%</td>
<td>due upon Early Registration</td>
<td>May 31, 2017</td>
</tr>
<tr>
<td>20%</td>
<td>due upon Preparation for Assembly</td>
<td>May 31, 2018</td>
</tr>
<tr>
<td>20%</td>
<td>due upon Completion of Assembly</td>
<td>September 30, 2018</td>
</tr>
</tbody>
</table>

(b) Maximum Obligations

Caltech’s maximum obligation at all times is limited to the amount allocated to this Contract as shown in paragraph (a) above.

(c) Contract Adjustments

The Total Fixed Price shall be subject to adjustment when the work under this Contract is increased or decreased by Contract Modification expressly agreed upon in writing by Contractor and Caltech.
In accordance with paragraph (a) above, the Contractor may invoice for actual costs incurred on the payment schedule dates. The cumulative value of all invoices submitted under this Contract shall not exceed the Total Fixed Price.

All invoices shall reference the Purchase Order assigned to this Contract and shall be approved for payment by the Caltech delegated Financial Contact or designee prior to payment. Invoices shall be submitted via email to accountspayable@caltech.edu or to the following address:

**California Institute of Technology**  
Attention: Payment Services, Mail Code 103-6  
1200 E. California Boulevard  
Pasadena, California 91125

**ARTICLE 5. NOTICES**

All notices required by this Agreement shall be made in writing and sent prepaid by certified mail. For purposes of this Agreement the addresses of the parties are as follows:

- **Caltech:** Tina Lowenthal, Director of Procurement Services  
  Mail Code 103-6  
  1200 E. California  
  California Institute of Technology  
  Pasadena, CA 91125

- **Contractor:** _____________________  
  _____________________  
  _____________________  
  _____________________

**ARTICLE 6. ADDITIONAL PROVISIONS**

The following documents are incorporated herein by reference and are made a part hereof:

1. **EXHIBIT 1 – COSPAR REQUIREMENTS**

2. **Section 1 – COMMERCIAL ITEMS OR SERVICES CONTRACT GENERAL PROVISIONS CALIFORNIA INSTITUTE OF TECHNOLOGY (“INSTITUTE”) CIT 0005 R05/10**

**ARTICLE 7. ORDER OF PRECEDENCE**

In the event of conflicting conditions, the following order of precedence shall apply:

- Contract
- Section 1
ARTICLE 8. ENTIRE AGREEMENT

This Contract and attachments hereto contain the entire agreement between the two parties. All modifications must be in writing and signed by the duly authorized officials of Caltech and Contractor. No oral Contracts or conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Contract.
IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

CALIFORNIA INSTITUTE OF TECHNOLOGY

By ________________________________

______________________________

CONTRACTOR

By ________________________________

______________________________

Printed Name & Title

Instructions to Contractor: Do not insert date on Preamble page.
EXHIBIT 1
GENERAL GUIDELINES FOR ORGANIZING
COSPAR SCIENTIFIC ASSEMBLIES

III SCIENTIFIC SESSIONS AND BUSINESS MEETINGS

A. ROOMS

- 1 large room with the possibility of seating a number of guests approximately equal to all registered participants for large sessions such as the Opening Ceremony and Evening Sessions open to a general audience. The room should be equipped with modern projection facilities. Simultaneous translation and recording facilities may be necessary in some cases although is not the norm at COSPAR Assemblies. COSPAR estimates that attendance at the opening ceremony will be somewhat over half the number of expected participants. To this figure needs to be added the number of local personalities, scientists, and audience that the LOC intends to invite.

- About 28 - 30 large meeting rooms for scientific meetings, the two closed sessions of the COSPAR Council, and for business meetings. Room capacity should range from approximately 60-300 with the average room seating about 100 - 130. The number of rooms ultimately needed will depend on limits to parallel event scheduling.

- A smaller room should be equipped for the session of the COSPAR Bureau (about 20 people). Required set-up: members and guests will sit around a central table.

- A suitable space (large centrally located hall, foyer, etc.) for poster presentations. Appropriate lighting and supplies for fixing posters should be provided, and the organization of posters by session and individual poster identification system must be considered.

- Poster board(s) in a suitable spot or exhibition space for COSPAR Associated Supporters wishing to present general information about their activities to congress participants.

Rooms used for Bureau and Council meetings should be supplied with water, tea, and coffee.

IMPORTANT: The local organizers should send the seating capacity of each available room in the congress facility to the COSPAR Secretariat before the first Program Committee Meeting which takes place in the winter of the year preceding the Assembly.

B. PROJECTION REQUIREMENTS:

Each scientific session room should be suitably equipped with a computer, projector, screen, etc. A centralized projection system may be used in addition to or replace the PC and projector. Some overhead projectors should be available upon request.

In case of a double projection or of equipment breakdown, there should also be a reserve of projectors.

Projection requirements and possibilities are changing rapidly and exact details will need to be worked out with the Program Committee for any given Assembly.
C. OTHER EQUIPMENT (for each session room)

- speaker stand or other appropriate set up
- pointers, preferably laser
- 1 or 2 large tables at the entrance of each room for document distribution
- bulletin board near door large enough to post daily program and other announcements
- signs posted outside each session room to identify clearly the event held within

IV COSPAR SECRETARIAT

A. ROOMS/OFFICES (interconnecting, if possible)

- COSPAR President: 1 office
- Vice-Presidents: 2 offices of the same size, 1 for each of the Vice-President
- Exec. Director: 1 office, about 25 sq m
- Secretariat: 1 large office (or two smaller if interconnecting), about 100 sq m, for the Secretariat staff, photocopier, extra work tables, etc.
- Editorial Offices: 1 office of adequate size (see below)
- Program Com. Chair: 1 medium size room for the Chair of the Scientific Program Committee and staff
- LOC Chair: 1 medium size room for the Chair of the Local Organizing Committee and staff

The Secretariat and Editorial Office staff and COSPAR officers should have access to these rooms at any time of the day or night. Access must also be available for the period beginning several days before the first business meeting and lasting through the last day of the Assembly. All rooms should have locks with at least one set of keys (two sets for the Secretariat). Additional offices may be required depending on the plans for each Assembly.

B. OFFICE EQUIPMENT - minimum requirements

COSPAR PRESIDENT

- large desk and chair
- large table
- 5 to 6 armchairs
- telephone
- wastebasket
- internet/web connection

VICE-PRESIDENTS (both should have the same equipment)

- desk and chair
- table
- several armchairs
- telephone
- wastebasket
- internet/web connection

EXECUTIVE DIRECTOR

- large desk with chair and foot rest if possible
- several chairs or armchairs
- telephone with own extension number
- PC with internet and web access
- good quality safe for valuables
- a medium size table
- good lighting
- wastebasket
- set of letter trays

SECRETARIAT
- 4 desks/tables, preferably with locking drawers
- medium or large sized copy machine with collator and that accepts stacks of paper (not just sheet by sheet feeding). This copier must be in good working order, have a service contract which provides same-day technician visits (including weekends), and come with extra toner. A model with integrated electric stapler (with lots of extra staples) would be very useful. Access to one or more backup machines at all times, including late nights before Bureau and Council meetings, will be necessary.
- At least 10 boxes of photocopy paper with access over the course of the Assembly to approximately 30,000 sheets of paper in total. The amount of paper used varies greatly from one Assembly to the next, but the LOC/congress center should be sure to have a sufficient stock.
- 4 fairly powerful PCs with USB ports. All PCs will be equipped with the appropriate operating system (a recent version of Windows), printer drivers, and standard office software package (recent versions of Word, Excel, Access, PowerPoint, Acrobat Reader, and web browser) in English. PCs will be connected to the internet and have access to the web. At least one should have a CD-rom bay.
- 2 letter quality printers connected to the 4 Secretariat computers
- one or two large locking cupboards or closets with keys
- Five or six extra tables available for ad hoc displays, work space, etc.
- 4 or 5 large wastepaper baskets
- telephone with direct line
- list of telephone numbers (LOC staff, registration desk, editorial office, press room, technical support, hospital, fire, police, emergency medical services, etc.)
- fax machine (access to a fax at the LOC office or elsewhere in case of need is sufficient)
- drinking water
- at a minimum complimentary morning and afternoon coffee, tea, juice service for Secretariat/Editorial office staff
- good lighting
- standard office supplies such as paper, staplers (hand held and heavy duty electric if photocopier not equipped), staples, staple removers, scissors, pens, glue, tape, post-its, etc.
- 1 large bulletin board (or wall space and tacks/tape)
- about 170 folders for Bureau, Council, and Publications Committee meeting documents, ideally, three different colors in approximately the following quantities: 30, 70 and 70. Folders should have upper, lower, and side flaps to keep papers from falling out and some kind of mechanism for holding them closed.

EDITORIAL OFFICES

Requirements for Editorial Office, COSPAR Assembly 2012

One room of adequate size, which allows reasonably simple approach of meeting participants (potential authors). The room should be close to the meeting rooms if possible, with some signs directing people to the room.

2-3 PC computers with connection to the Internet – hard-wired high speed internet connection is preferred. All PCs should be equipped with at least Windows 2000 or later (but not VISTA) and standard office software package of Word. All computers should have "flash" (USB) adaptable connections.
1 student/postdoc assistant to help run the office and be there when no editor is present – this is important.

3 laser printer connected to PCs plus extra paper. (Paper should be the same as in the photocopier). Two extra connections to printer for editor’s laptops.

Hewlett Packard compatible, extra toner cartridge

4 additional connections to the Internet (for people with laptops).
We will need to have multiple connections to the Internet such that 2 people can submit their manuscripts at the same time. These should also be connected to the printer so authors can print out their pdf files if necessary.

7-8 tables for working area.

8-10 chairs

High speed photocopier with collator (and paper) for editorial staff. There should be a pay copier somewhere in the facility to which we can point when individuals need things printed. If possible the photocopier in the Editorial office should be "out of sight" of the work area (perhaps behind some room dividers) so that individuals will not ask for free copies. If difficult, available free copier nearby would also be acceptable.

A cabinet with shelves and possibly a locking devise on the door if the cabinet has a door. 2 wastebaskets

Supplies as follows:

25 folders for paper (manila type is fine)
Pens - about 12, assorted red and black; medium and/or fine point Pencils (about 12) with sharpener
Erasers (about 4)
4 highlighter marking pens Post-a-Notes assorted sizes
A box of paper clips
50 large elastics
50 medium sized elastics
Scotch (cello) tape dispenser plus 2 refills 2 scissors
3 staplers plus box of refill staples Water and paper cups
50 binder clips - medium size 50 binder clips - small size
2 rulers (with cm and inches)
String (to tie items like scissors to table so they "don't walk away") Additional COSPAR program book for Editorial Office use
One telephone - local calls (in case of problems may be discussed if yes or no) 6 pads of paper (standard size)
Administrative supplies may be negotiated if there are some problems with their supply.

Important – bottled water, several bottles.

SCIENTIFIC PROGRAM COMMITTEE and LOCAL ORGANIZING COMMITTEE OFFICES (ONE OFFICE EACH)

- table and chairs
- wastepaper basket
- locking cupboard with keys
- check with Committee Chair for additional needs
- internet/web connection

VII GENERAL PREPARATIONS

G. ASSEMBLY POSTER

The LOC produces a poster to complement the Call for Papers produced by COSPAR. The poster generally uses an image produced for the LOC web site or other promotional materials and presents the following information: name and number of Assembly, city and country, dates, web site, conference logo, COSPAR logo, main organizers, abstract deadline. Inclusion of additional information is possible.

The mock-up of the poster should be sent to the COSPAR Secretariat for review in July or August of the year preceding the Assembly. COSPAR maintains a database of about 1100 institutions that have sent several participants to the Assembly in the past, and the LOC is encouraged to use this database when distributing the poster. An electronic version of the poster may also be distributed to COSPAR Associates for printing and display in their institutes.

H. SCIENTIFIC PROGRAM BOOK, POCKET GUIDE, AND ABSTRACT CD

The LOC shall be responsible, at its own expense, for printing the Assembly program book and reproducing the CD of abstracts. Camera-ready pages or electronic files, for the program book, and a master CD, for the abstracts, will be supplied by COSPAR approximately one month before the Assembly (front and back covers plus local information to be added by LOC). The LOC should also prepare and print a pocket guide abbreviated program. The LOC should be prepared to design and produce the pocket guide on short notice since it generally contains local information available only shortly before the Assembly and, in any case, cannot be prepared before room scheduling is definitively finalized, i.e., at the time the Program Book is submitted to the LOC. Samples from previous Assemblies are available in the COSPAR Secretariat.

Printing of the program and copying of abstract CDs are done locally to save on transportation costs and to ensure that the finished documents are available in time for registration.

The International Standard Serial Number (ISSN) for the abstract CD is indicated below. According to the ISO standard on ISSN, the ISSN number must be printed prominently on the label and sleeve of each CD-ROM, preceded by the letters ISSN.

ISSN 1815-2619

Title: COSPAR Scientific Assembly 20XX Abstracts
This ISSN is valid as long as the above title remains unchanged. Other changes such as the publisher’s name, place of publication (town/country of publication), frequency, etc., do not affect the ISSN, although the International ISSN Center wishes to receive a copy of each Assembly's CD for bibliographic data in its records.

A distinct ISSN must be assigned if different versions of the abstracts, e.g., languages, online, etc., are published.

I. VISUAL RECORD OF THE ASSEMBLY

The LOC is expected to make arrangements for an appropriate visual record of the Assembly, e.g., photos of the opening and awards ceremonies and other official functions for publication in post-Assembly reports.

J. PERSONAL BADGES

Identification badges are necessary for controlling entry to the congress center, session rooms, and social events. Badges in different colors are useful to quickly identify the different categories of persons attending the Scientific Assembly:

- participants
- accompanying persons
- LOC members
- COSPAR Bureau
- COSPAR Secretariat
- congress center staff

Badges that include geographic identification must use names as agreed under ICSU statutes. Be sure to consult the COSPAR Secretariat about proper appellations.

K. MESSAGES

An efficient system for distributing messages between participants and from the LOC to participants is useful. A system should also exist for informing participants that messages have been left for them. Congress center video monitors work well for this purpose.

L. DAILY PROGRAM

Should changes occur in the program or room scheduling, a system should also be foreseen for diffusing modifications (video monitors, bulletin boards, etc.). Modifications to the schedule printed in the program are to be avoided and can only be made after consulting with the Chair of the Program Committee and/or COSPAR Secretariat. The system for announcing any changes may also be used to supply information about daily social programs, messages to participants, etc.

U. CONGRESS BAGS

It is customary to offer at least one item that is inscribed with "(a year or Assembly number) COSPAR Scientific Assembly, city, country and dates." Congress bags, distributed at registration, are standard. Usually congress bags contain, among other documentation:
- COSPAR program book, pocket program, and abstract CD
- maps of the congress venue and any last minute information not included in the program book, e.g., schedule of associated events, programs for public lectures, speakers for interdisciplinary events, last minute changes to the scientific program, schedule of business meetings, etc.
- information from the LOC advising participants about the host city, its attractions and transportation system, nearby restaurants, pharmacies, copy shops, etc.
- a block of writing paper and pen
- invitations to open receptions and information on social events
- three, one-page COSPAR flyers (to be photocopied on regular paper by the LOC)
- announcements from Assembly sponsors or other entities wishing to pay or offer services in exchange

Participants also appreciate receiving a token that is representative of the host city or country or theme of the Assembly. Examples include a folk music record in Mar del Plata, a paperweight containing material brought back from space in Washington, D.C., etc.

V. SIGNS

Large, clear signs should be placed in halls, outside buildings, in front of offices and session rooms and at other crucial spots where participants might get lost. These signs should provide clear directions to areas where Assembly events are taking place (Bureau and Council meetings, regular and evening sessions, opening ceremony, etc.) and indicate the activities taking place within halls. Posting a multitude of clear signs is particularly important when Assembly events are organized on a university campus or split between different buildings.

W. HOTEL ACCOMMODATIONS

The LOC, in conjunction with the local congress and/or tourism authority, should ensure that sufficient accommodations will be available for Assembly participants. It is very important to secure a number of low cost accommodations in dormitories, hostels, with host families, or elsewhere for young participants or those from less rich or non-convertible currency countries.

Complimentary accommodations are offered to the Presidential couple and Secretariat/Editorial Office staff brought from COSPAR. Hotels providing accommodations for congresses usually reserve complimentary or reduced price rooms for organizers. These rooms should, if at all possible, be in one hotel close to the Assembly site and Secretariat.

X. ON-SITE SERVICES OFFERED TO PARTICIPANTS

- access to pay phone, fax and photocopy services, i.e., participants should not be sent to the Secretariat to make calls, send or receive faxes, or make photocopies
- spacious, well-staffed registration area
- banking and money exchange facilities (optional)
- a computer/internet facility where participants can do light work and send/receive e-mail without having to wait too long for access to facilities
- light refreshments for participants of the main Scientific Commission/Panel business meetings (traditionally offered by the LOC or hosts, the Secretariat can provide participation statistics for past business meetings)
- attendance certificates available from registration desk for participants whose institutions or sponsors require such documents
- tables and bulletin boards in the registration or other central area for the free dissemination of COSPAR national reports, information, brochures, meeting announcements, etc.
- travel agency desk (optional)
- postal service (optional)
- emergency medical care close to the Scientific Assembly site
- insurance (optional)
- sufficient food service arrangements to provide lunch to participants in a relatively brief period of time and refreshment stands open all day.
- complimentary tea, coffee, and water during the morning and afternoon breaks
- lost and found
- photographs of special events such as the opening ceremony available for sale (optional)

Y. DISPLAY FOR COSPAR PUBLICATIONS

It is necessary to foresee several chairs and large tables in a central area for displaying COSPAR publications. These tables should be arranged so as to accommodate the person who will be tending them, generally a representative of COSPAR’s publisher. If an exhibition will be organized in conjunction with the Assembly, the Committee’s publisher will be offered a complimentary stand.

Z. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR ASSEMBLIES

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Assemblies.

AA. DISPLAY FOR REPRESENTATIVES OF FUTURE COSPAR SYMPOSIA

At a minimum, one or two chairs and tables/signboards or an exhibition booth on a complimentary basis in a central area for representatives providing information on future COSPAR Symposia.

BB. DISPLAY FOR COSPAR ASSOCIATED SUPPORTERS

COSPAR Associated Supporters (organizations or companies which support COSPAR financially) have the right to modest displays of one sort or another, e.g., posters or banners in the registration or exhibition areas of the Assembly. Satisfactory agreements will need to be made on a case by case basis in cooperation with the Secretariat and any interested Associated Supporters.

CC. DISPLAY RELATED TO SCIENTIFIC TOPICS OF ASSEMBLY

A central area may be needed to accommodate displays of instruments, data processing hardware, specimens of substances, etc. that are related to the scientific content of the Assembly.

DD. EXHIBITION

It has become usual for LOCs to consider the organization of an exhibition of some sort on space research. National space agencies, academies of sciences, industrial firms, publishers, university departments, etc. are possible exhibitors.

An exhibition can provide great exposure and considerable financial receipts. COSPAR does not ask for a percentage of exhibition exhibitor's or visitor's fees but does request that registered Assembly participants be allowed complimentary admission. COSPAR Associated Supporters should be offered a reduced price on exhibition space should they wish to participate, and LOCs may wish to offer National Scientific Institutions that are members of COSPAR a small space at the exhibition free of charge or at reduced price for mounting displays (request contact names and addresses from the COSPAR Secretariat well in advance).

EE. ASSOCIATED EVENTS
It is COSPAR’s policy to welcome Associated Events. Associated Events are organized by other entities to take advantage of the presence of many of their members at the Assemblies. Associated Events generally consist of fewer than fifteen small business meetings but may also be small scientific or even social events. Participants of Associated Events are generally expected to register for the Assembly. These events often, therefore, help boost registration. However, persons coming only for an Associated Event are usually issued special badges allowing complimentary participation only in the meeting in question. Local organizers have no specific responsibilities for Associated Events except to facilitate logistical arrangements. COSPAR has no objections if the local organizers ask for payment of expenses relevant to special requests by organizers of Associated Events. COSPAR does expect that every effort will be made to avoid charges by scheduling Associated Events in unused meeting rooms, providing standard audiovisual equipment provided for Assembly scientific sessions, etc. Associated Events are, however, accorded lower priority overall than other Scientific Assembly needs.

Since 2006 the International Academy of Astronautics (IAA) has organized regularly an Associated Event for approximately 100 persons. This event generally takes place the day of the first session of the COSPAR Council, i.e., on the day before scientific sessions begin. The advantages to having this link with the IAA are multiple.

**FF. LOCAL TRANSPORTATION**

- Special shuttle service should be offered if hotels are far from the Scientific Assembly site and no reliable, public and safe means of transportation exists. Many cities now offer congress participants free public transportation during the days of the Assembly and immediately prior and after the event. Local organizers should investigate this possibility.
- A car with driver is sometimes put at the disposition of the COSPAR President.
- Transportation should be provided for the Secretariat staff if hotels are far from the Assembly site. This transportation should be available outside of regular business hours since the Secretariat staff often begin work early and stay late.
- Buses may be needed to transport participants to social events and back.

**GG. PRESS**

A large room should be made available to journalists. This room should be equipped with computers, desks, access to phones, faxes and e-mail, coffee, and tea. Special press badges allowing entry to Assembly and exhibition sites should be issued after verification of credentials.

N.B. LOCs should arrange special press briefings or events and be sure, in general, that the Assembly is well-covered by various national and international media concerns.

The Program Committee and Secretariat can assist in identifying authors of hot topics, but this sort of action needs to be planned well in advance of the Assembly.

The COSPAR Secretariat would appreciate receiving after the Assembly copies of any articles that appeared in the press and may of come to the attention of the LOC.

**V. SOCIAL PROGRAM**

Generally, one or two large receptions are held for all registered participants and accompanying persons. The opening reception is usually scheduled immediately after the inaugural and awards ceremonies, and some LOCs have
organized very successful closing receptions to maintain momentum and encourage registrations through the end of the Assembly week. In addition, one or two smaller receptions for important personalities, e.g., COSPAR Council members, and Assembly organizers/staff are usually arranged. These receptions are normally organized and "sponsored" by the LOC, National Academy of Sciences, National COSPAR Committee, or other bodies and may take a variety of forms, e.g., embassy receptions, cocktails/dinners in historic monuments or museums, etc.

In addition, the LOC should arrange a variety of complimentary or reduced price evening social events (concerts, theater, folk music shows, tours, etc.) as well as daytime activities for accompanying persons.

Non-local COSPAR Secretariat and Editorial Office staff, as well as the President, should be invited on a complimentary basis to all Assembly social events.
1. OFFER AND CONTRACT

The following terms, together with such terms, plans, specifications or other documents as attached or incorporated by reference as set forth on the face of this purchase order, constitute the offer of the Institute to Supplier and shall, when accepted, constitute the entire agreement (“Contract”) between the Institute and Supplier. Institute hereby gives notice of its objection to any different or additional terms. This Contract is valid only as written. If price, terms, shipping date or other expressed condition of this Contract are not acceptable, the Institute must be notified and any variation must be accepted in writing prior to shipment or delivery. This Contract shall be deemed to have been accepted (a) in the absence of written notification of non-acceptance by the Supplier within a reasonable time, or (b) upon timely delivery of the products identified to the shipping address specified on the face of the order.

2. TIME OF DELIVERY

Time is of the essence in this Contract. If delivery dates cannot be met, Supplier must notify the Institute immediately. Such notification shall not, however, constitute a change to the terms of this Contract except as the order may be modified in writing by the Institute.

3. IMPROPER DELIVERY

In addition to other remedies provided by law, the Institute reserves the right to refuse any goods or services and to cancel all or any part of this Contract if Supplier fails to deliver all or any part of the goods or services in accordance with the terms and conditions of this Contract. Acceptance of any part of this order shall not bind the Institute to accept any future shipments nor deprive it of the right to return goods already accepted.

4. ASSIGNMENT

The Supplier shall have no right to assign this Contract or any benefits from this Contract without prior written consent of the Institute.

5. AUTHORITY OF INSTITUTE REPRESENTATIVES AND REQUIRED NOTICES; FACSIMILE AND ELECTRONIC SIGNATURES ACCEPTABLE

(a) No order, notice, or direction received by the Supplier and issued pursuant to this Contract shall be binding upon either the Supplier or the Institute, unless issued or ratified in writing by the Institute Purchasing Agent, the Director of Procurement Services, or by representatives designated in writing by either of them.

(b) The parties agree that facsimile (fax) or electronic signature copies of contract documents are just as binding as originally-executed documents.

6. CHANGES

The Institute may at any time, by a written order to the Supplier, make changes within the general scope of this Contract in any one or more of the following: (a) drawings, designs, or specifications; (b) method of shipment or packing; and (c) place of delivery. If any such change causes an increase of decrease in the cost of, or the time required for, the performance of any part of the work under this order, an equitable adjustment shall be made in the order price or delivery schedule or both, and the order shall be modified in writing accordingly. Any claim by Supplier for adjustment under this Article must be asserted within 30 days from the date of receipt by Supplier of the notification of change; provided, however, that the Institute, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this purchase order. Nothing in this clause shall excuse Supplier from proceeding with this order as changed.
7. FORCE MAJEURE
Each party shall not be liable for damages arising out of either its failure to deliver or any delay in delivery caused by strikes, lockouts, fires, war, or acts of God. The Supplier shall notify the Institute in writing as soon as it is reasonably possible after the commencement of any event triggering a delayed delivery or inability to deliver.

8. EXISTING COMMERCIAL COMPUTER SOFTWARE – LICENSING
(This Article is applicable to the acquisition of any existing commercial computer software under this Contract.)

(a) Where the Supplier proposes its standard commercial software license, only those applicable portions that comply with the provisions of this Contract are incorporated into and made a part of this Contract.

(b) If the Supplier does not propose its standard commercial software license until after this Contract has been issued, or at or after the time the computer software is delivered, such license shall nevertheless be deemed incorporated into and made a part of this Contract under the same terms and conditions as in paragraph (a) above. For purposes of receiving updates, correction notices, consultation, and similar activities on the computer software, any authorized user may acknowledge receipt of a registration form or card and return it directly to the Supplier; however, such signing shall not add to or alter any of the terms and conditions of this Contract.

(c) If the specified computer software is shipped or delivered to the Institute, it shall be understood that the Supplier has unconditionally accepted the terms and conditions set forth in this Article, and that the terms and conditions of this Contract (including the incorporated license) constitute the entire agreement between the parties concerning rights in the computer software.

(d) Supplier understands and agrees that the computer software may be:
   (1) Used, or copied for use, in or with any computer owned or leased by, or on behalf of the Institute provided that the software is not used, nor copied for use, in or with more than one computer simultaneously, unless otherwise permitted;
   (2) Reproduced for safekeeping (archives) or backup purposes;
   (3) Modified, adapted, or combined with other computer software, provided that the modified, combined, or adapted portions of the derivative software incorporating restricted computer software shall be subject to the same restricted rights; and
   (4) Disclosed and reproduced for use by Institute designees in accordance with this Article.

(e) Supplier agrees that the software may be used by the Institute in support and furtherance of any of its obligations to the US Government or other funding organization.

(f) Supplier warrants that it has the right to sell, license, or transfer the license for the software furnished to the Institute under this Contract in accordance with the terms of this Contract.

9. EXPORT COMPLIANCE
a) LICENSES. The Supplier shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this Contract. In the absence of available license exemptions/exceptions, the Supplier shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

b) IDENTIFICATION OF EXPORT CONTROLLED ITEMS. The Supplier shall notify the Institute in writing prior to delivery if it will be providing any items under this Contract that are controlled under the International Traffic in Arms Regulations (ITAR) (i.e., hardware, software, technology, components, accessories, etc.). Any such item(s) or its packaging shall be properly marked to alert the Institute of the ITAR restrictions upon delivery to the Institute.

10. DISPUTES AND GOVERNING LAW
(a) Any dispute or claim arising out of, in connection with, or relating to this Contract shall be submitted for resolution to ascending levels of management of the parties. If the dispute cannot be resolved after such negotiations, either party may pursue any appropriate legal recourse not inconsistent with the provisions of this Contract.

(b) Pending any decision, appeal or judgment or the settlement of any dispute, Supplier agrees to proceed diligently with the performance of the requirements of this Contract.

(c) This agreement shall be construed and enforced in accordance with the laws of the State of California. Disputes will be adjudicated in Los Angeles, California.

11. INSPECTION AND ACCEPTANCE
The Institute shall have the right to inspect the work and activities of the Supplier under this Contract in such manner and at all reasonable times as are deemed appropriate. Final inspection shall be at the Institute’s premises unless otherwise agreed in writing. Items rejected as not conforming to this order shall be, at the Institute’s option, returned at Supplier’s expense, including transportation and handling fees, or corrected or replaced by Supplier. Unless the Supplier removes, corrects or replaces the goods or services within the delivery schedule, the Institute may require its delivery and make an equitable price reduction. The Institute may also opt for a refund of the amount paid under this Contract.

12. INSURANCE
   (This Article is applicable when the Supplier will be entering Institute-controlled premises.)

   (a) The Supplier shall, at its own expense, provide and maintain during the entire performance period of this Contract at least the following types and minimum amounts of insurance with the Institute named as an additional insured in policies for comprehensive liability insurance with a carrier licensed and admitted in the State of California:
      
      (1) Workers' Compensation and Employer's Liability Insurance, as required by applicable Federal and State workers' compensation and occupational disease statutes. The Employer's Liability coverage shall be at least $1,000,000, except in states with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers.
      
      (2) Comprehensive Liability Insurance, including automobiles (owned, non-owned, or leased), completed operations, products, and contractual liability, for a combined single limit of not less than $1,000,000 for all deaths, injuries, and property damage arising from one accident or occurrence.

   (b) Insurance Certificates and Endorsements. Before commencing work under this Contract, the Supplier shall furnish (i) certificates of insurance for the coverages specified in paragraph (a) above, and (ii) an additional insured endorsement naming the Institute as an additional insured to the Contract for the coverage specified above. Such certificates and the endorsement shall provide that any cancellation or material change in the insurance policies shall not be effective (i) for such period as the laws of the State in which this Contract is to be performed, or (ii) until 30 days after the insurer or the Supplier gives written notice to the Institute, whichever period is longer. Also, such certificates and the endorsement shall (i) cover contractual liability assumed under this Contract, and (ii) be primary and non-contributing to any insurance procured by the Institute. The Supplier agrees to permit the Institute to examine its original policies, should the Institute so request. Should the Supplier at any time neglect or refuse to provide the insurance required herein, or should such insurance be canceled, the Institute shall have the right to procure same and the costs thereof shall be deducted from monies then due or thereafter to become due to the Supplier.

13. INDEMNIFICATION

   Both parties agree to indemnify the other party and to hold the other party harmless from and against all claims, liability, loss, damage, and expenses including legal fees, arising from or due to any actual or claimed trademark, patent, or copyright infringement and any litigation based thereon, with respect to any part of the goods and work covered by this purchase order. Both parties shall defend any such litigation brought against the other party, provided that the parties notify each other promptly of any such suit. Both parties' obligations hereunder shall survive acceptance of the goods and payment thereof by the Institute.

   From and after the date of this agreement, both parties also agree to indemnify and hold harmless the other party from any and all claims, regardless of by whom such claims may be asserted, for personal injury or property damage or otherwise that may result directly or indirectly from the use, possession or ownership of the goods or services provided by the Supplier pursuant to this agreement. If this order covers labor, a condition of this Contract is that the Supplier will protect and save harmless the Institute from any liability for Worker's Compensation or any other claims due to accidents to such labor or from liability for damages to others or their property which this labor may cause. Supplier shall carry and maintain insurance coverages satisfactory to cover the above, and, upon request, shall furnish to the Institute appropriate evidence of such insurance.

14. NEW MATERIAL

   Unless this Contract specifies otherwise, the Supplier represents that the supplies, are new and are not of such age or so deteriorated as to impair their usefulness or safety. If the Supplier believes that furnishing other than new material will be in the Institute's interest, the Supplier shall so notify the Purchasing Agent in writing and request authority to use such material.

15. ORDER OF PRECEDENCE

   To the extent there is inconsistency among any documents relating to this order, the inconsistency will be resolved in the following order of priority:
(a) These General Provisions;
(b) The details specified on the order, or description of products or services;
(c) The Supplier’s contract provisions.

16. PAYMENT

(a) Invoices shall be submitted in duplicate to the attention of the Institute’s Accounts Payable Department, unless otherwise specified, and shall contain the following information as applicable: (i) Contract number, (ii) item number, (iii) description of supplies or services, (iv) size, (v) quantity, (vi) unit price, (vii) extended totals and (viii) any other information which may be specified on the face of this Contract. Any applicable state sales or use taxes or Federal excise taxes shall be shown separately on the invoice.

(b) The Institute shall pay the Supplier, upon the submission of proper invoices, the prices stipulated in this Contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this Contract.

(c) The Institute shall make its best effort to make payments within the net period, if any, specified in the Contract, measured from the date of receipt of the goods or services at the destination or the date of receipt of the invoice, whichever is later. Discount time periods will be measured from the same date. Payment shall be deemed to have been made on the date the check is mailed or on the date on which an electronic funds transfer was made. In no event will the Institute be liable for or pay a surcharge, interest, or any kind of penalty as a result of the Institute’s payment not being made within the net period, if any, specified in the Contract or the date of payment by electronic funds transfer.

(d) Payment for goods or services in accordance with this paragraph will not waive or otherwise affect the right of the Institute to inspect such goods or services or to reject, or revoke acceptance of, nonconforming goods.

17. USE OF NAME

Supplier agrees not to use the name or trademarks of the Institute or any member its staff in sales promotional work or advertising, or in any form of publicity, without the prior written permission of the Institute.

18. TITLE AND RISK OF LOSS

(a) Title to supplies furnished under this Contract shall pass to the Institute upon formal acceptance by the Institute, regardless of when or where the Institute takes physical possession, unless the Contract specifically provides for earlier passage of title.

(b) Risk of loss shall not pass to the Institute until goods called for in this Contract have been actually received and accepted by the Institute at the destination specified. Supplier assumes all responsibility for packing, crating, marking, transportation and liability for loss or damage in transit, notwithstanding any agreement by Institute to pay freight, express or other transportation charges. Supplier agrees to trace lost or delayed shipments at the request of the Institute.

19. TAXES

(a) Except as may be otherwise provided in this order, the contract price includes all applicable Federal, State, and local taxes and duties. With respect to transactions for which the Institute may be exempt from any tax or duty, the Institute will provide, upon request, evidence to support its claim to such exemption.

(b) The Institute will comply with all Federal and State income tax laws with respect to withholding and year-end tax reporting.

(c) The Internal Revenue Service (IRS) requires the Institute to have on file a Taxpayer Identification Number (TIN) for every US person or US business that receives a payment, regardless if the payment is tax reportable or not. This information is provided on IRS Form W-9. US Citizens and Resident Aliens are required to complete a Form W-9 before receiving any payments from the Institute. A TIN can be any of the following: a Social Security Number (SSN) an Individual Taxpayer Identification Number (ITIN) or an Employer Identification Number (EIN). Failure to provide a TIN will result in delay of payment and/or backup withholding.

(d) Foreign businesses providing services in the US for the Institute are required to provide the appropriate IRS Form W-8 (i.e., Form W-8BEN, W-8ECI, or W-8IMY).

(e) Foreign individuals providing services in the US for the Institute are required to provide an IRS Form W-8BEN or IRS Form 8233 depending on the appropriate tax withholding treatment.

20. TERMINATION

(a) For Cause. The Institute may terminate this Contract, or any part of it, for cause in the event of any default by the Supplier, or if the Supplier fails to comply with any Contract terms and conditions, or fails to provide the Institute, upon request, with adequate assurances of future performance. In the event of
termination for cause, the Institute shall not be liable to the Supplier for any amount for supplies or services not accepted, and the Supplier shall be liable to the Institute for any and all rights and remedies provided by law. If it is determined that the Institute improperly terminated this Contract for cause, such termination shall be deemed a termination for convenience.

(b) For Convenience. The Institute reserves the right to terminate this Contract, or any part hereof, for its sole convenience. In the event of such termination, the Supplier shall immediately stop all work hereunder and shall immediately cause any and all of its subcontractors to cease work. Subject to the terms of this Contract, the Supplier shall be paid a percentage of the Contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Supplier can demonstrate to the satisfaction of the Institute, using its standard record keeping system, have resulted from the termination. The Supplier shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

21. WARRANTY
Supplier expressly warrants all goods and services delivered under this Contract to be free from defects in material and workmanship and to be of the quality, size and dimensions ordered. This express warranty shall not be waived by reason of the acceptance of the goods or services or payment by Institute. The Supplier shall provide the Institute with a copy of any standard warranty which is normally offered on a commercial product deliverable under this Contract. The commercial product warranty shall be deemed to be incorporated by reference and the Institute shall be entitled to all rights under such warranty.

22. OCCUPATIONAL SAFETY AND HEALTH ACT
By accepting this Contract, Supplier certifies that all products and services provided conform to current OSHA requirements.

23. EQUAL EMPLOYMENT OPPORTUNITY
This Contract is subject to the requirements of Executive Orders 11246 and 11375 and the rules and regulations of the Secretary of Labor (41 CFR Chapter 60) in promoting Equal Employment Opportunities.

24. AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM WAR
This Contract is subject to the requirements of Public Laws 92-540 and 93-508, Executive Order 11701, and the regulations of the Secretary of Labor (41 CFR Part 60-250) in promoting employment opportunities for disabled and Vietnam veterans.

25. AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS
This Contract is subject to the requirements of Section 503 of the Rehabilitation Act of 1973, Public Laws 93-112 and 93-516, Executive Order 11758 and the regulations of the Secretary of Labor (41 CFR Part 60-471) in promoting affirmative action in employment of the handicapped.

26. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT – OVERTIME COMPENSATION
This Contract, to the extent that it is of a character specified in the Contract Work Hours and Safety Standards Act (40 USC 327-333), is subject to the provisions of the Act, including overtime requirements and penalties for violation thereof.

27. ANTI-KICKBACK ENFORCEMENT ACT OF 1986
This Contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986, Public Law 99-634 (41 U.S.C. 51-58). By accepting this order, Seller certifies that it has not paid kickbacks directly or indirectly to any Institute employee for the purpose of obtaining this or any other Institute purchase order or to obtain favorable treatment in an Institute matter.

28. SUSTAINABILITY
In support of the Institute’s desire for a more sustainable Campus, the Institute reserves the right to contract with suppliers who demonstrate such appropriate regard to the following and shall make their best effort to (a) give appropriate regard to the protection of the natural environment in the recommendation, sourcing, and provision of products to the Institute, (b) practice a “no paper catalogue” and online option for available products and services, (c) refrain from sending the Institute hard copy marketing materials, (d) minimize the packaging of any materials sold and delivered to the Institute, (e) use recycled materials and implement a take-back program, and (f) provide Supplier’s recycling and sustainability policies and procedures and outline any and all sustainable services Supplier provides with regards to this Contract.

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The undersigned certifies that he/she is authorized to certify and to commit his/her company regarding information on this form and for the total offer amount submitted in response to this solicitation.

Firm: __________________________________________________________

(Name of contracting entity, **not** just operating division)

Name: __________________________________________________________

Title: __________________________________________________________

Signature: ______________________________________________________

Telephone No. _________________________________________________

Fax No. _________________________________________________________

Email Address: _________________________________________________