XXXIII SCAR Biennial meetings
Including the
2014 SCAR Open Science Conference
Executive Summary

Title: XXXIII SCAR Biennial meetings including the 2014 SCAR Open Science Conference

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Introduction/ Background: Biennial SCAR meetings and Open Science Conference to be held in Auckland NZ. See web site www.scar2014.com.

Important Issues or Factors: General organizational details.

Recommendations/Actions and Justification:

1. Discuss an additional Delegate reception with ICSU
2. See budget items below
3. Decision on Abstract handling
4. Do we have any additional room requirements (e.g. SCAR receptions)?

Expected Benefits/Outcomes:

1. Avoid additional expense by securing rooms early
2. Stronger links with ICSU
3. Reduce financial burden on host nation, New Zealand.
4. Increased efficiency for handling abstracts

Partners: COMNAP, ICSU.

Budget Implications:

1. $20k to support international student registrations: $10k Major Meeting Fund plus a suggested additional $10k (cf Portland 2012).
2. If Abstract handling covered by LOC then $20k to cover abstract handling charges by the local organizing committee for the OSC 2014: Covered by reassigning Secretariat Salary assigned for this purpose.
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Venue

The 2014 biennial SCAR meetings including the Open Science Conference (OSC) will be held in Auckland, New Zealand. The OSC and the Business and Delegates meetings will be held at the SKYCITY Auckland Convention Centre, which features state of the art convention facilities in the heart of Auckland. Associated SCAR workshops will be held in the Owen Glenn Building at Auckland University on Saturday 23rd and Sunday 24th August with the potential to use the SKYCITY Centre on Friday 22nd to Sunday 24th if required. The COMNAP AGM will be held in two venues, the first half will overlap with SCAR at the SKYCITY Centre in Auckland with the second half being held separately in Christchurch (COMNAP decision). ICSU Board meeting and General Assembly (Wed 27th Aug – 4th Sept) will also be held at the SKYCITY Centre. Their meetings will overlap with the second part of the OSC and the SCAR Delegates meeting.

The SKYCITY Centre is conveniently situated near Queen Street (the central city) and The Viaduct, home to some of the city's most popular dining spots. SKYCITY Auckland Convention Centre is a 20-30 minute drive from Auckland International Airport and is within walking distance of all public transport options. The Convention Centre is connected to two hotels: the SKYCITY Grand, which is built directly above the Convention Centre and SKYCITY Hotel, which is part of the SKYCITY complex that includes restaurants, bars, the Sky Tower and a Theatre. The Centre has wireless internet connection throughout and available to all attendees.

Events

SCAR workshops (Fri 22 Aug). Eleven 20-30 pax rooms are being held at the SKYCITY Centre. We have to make a decision by end July 2-13 if we need to hold onto these rooms.

SCAR workshops (Sat 23 Aug). Eight variable size rooms (20-70 pax) are booked at the Owen Glenn Centre at Auckland University (no cost); they are not available on Fri 22 Aug hence the decision to reserve rooms at the SKYCITY Centre for Friday 22nd. Eleven 20-30 pax rooms are also being held at the SKYCITY Centre for Sat 23 Aug. We have to make a decision by end July if we need to hold onto these rooms – LOC and SCAR Secretariat to negotiate on this.

SCAR Business meetings (Sun 24 Aug). Three rooms are booked at the SKYCITY Centre. The Owen Glenn Centre is reserved for workshops if required/permitteed.

Icebreaker (Sun 24 Aug). To be held at SKYCITY Centre and opened by Prime Minister at 6.00 pm.

OSC (Mon 25th to Thurs 28th Aug). Up to eleven variable sized rooms available for different sized sessions up to 1100 pax. Room for SCAR EXEC reserved. Evening meetings are possible. Lunch is included in the registration fees for Mon and Tuesday only. Space also available for Posters, refreshments and exhibits.


SCAR Business meetings (Fri 29th Aug). Three rooms booked at SKYCITY Centre.

SCAR Outreach. A series of public events will be held in Auckland during the OSC involving international speakers etc.
SCAR Delegates reception (Sun 31st Aug). Venue to be organised.

SCAR Delegates Meeting (Mon 1st Sept to Wed 3 Sept). Rooms booked at SKYCITY Centre.

SCAR Delegates dinner (Tue 2 Sept). Venue to be organised.

Joint reception with ICSU. Possibly Mon 1st Sept. To be discussed.

ICEFEST (Fri 29th to Sun 31); Local Antarctic events to be held in Christchurch. It is hoped that SCAR registrants will attend these events with cheap air link from Auckland to Christchurch. SCAR will be profiled at these ICEFEST events.

SCAR-COMNAP EXCOMs MEETING: No arrangement has been made yet. Options include; Before the OSC; During the first two days of the OSC; During the ICEFEST weekend in Christchurch. We need to consult with COMNAP.

Finances

OSC: Suggested fees in NZ dollars.

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Early Bird Fee</th>
<th>Regular Fee</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early bird registration</td>
<td>$625 before end May 2014</td>
<td>$825 before end July 2014</td>
<td>$900 after end July 2014</td>
</tr>
<tr>
<td>Day registration</td>
<td>$275 regular before end July</td>
<td>$325 late after end July</td>
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<tr>
<td>Student</td>
<td>$100 for first 200 international registrants</td>
<td>$350 for remaining students and for all NZ based students.</td>
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COMNAP No charge for Mon or Tues in Akl.

The SCAR events are being supported financially by Antarctica New Zealand.

Request: It would be appreciated if SCAR could contribute $20 000 to support international student registrations in a similar manner to Portland 2012. This would consist of $10k Major Meeting fund plus an additional $10k in the 2014 budget.

Abstracts

For OSC 2012 Portland abstracts were handled by the SCAR Cambridge office. Therefore the 2014 local organising committee (LOC) did not arrange or budget for The Conference Company (TCC) to manage abstract submissions for SCAR 2014 OSC. However, following discussions with the SCAR Secretariat, and having received a quote from the TCC to handle all abstract submissions as well as OSC registrations (at a significantly reduced rate) we now have two options with a similar cost to handle Abstract Registrations:

1. Abstract Submissions to be handled by the SCAR Secretariat as in 2012
   
   Advantages – consistency from 2012.

2. Abstract Submissions handled by TCC/LOC
   
   Advantages – Consistency across OSC/Delegates and Business Meetings; reduced workload for SCAR Secretariat (already very heavy) and no need to hire additional Secretariat staff.
The original idea behind the SCAR Secretariat handling the abstract submissions was to ensure a consistent system year on year. The advantage of this should not be underestimated. Also to reduce cost since having external management companies handle this process was often very expensive. The disadvantages of this system are that the workload is significantly higher than expected – the Secretariat has no capacity to handle this process without hiring temporary staff (cost ~$20k), which has to be budgeted for. In particular experience has shown that someone is needed full time for the two weeks leading up the close of abstract registrations and after to handle queries. Even with hiring temporary staff the EO in particular has to spend significant time on this activity.

For OSC 2014 EXCOM should consider the option of having the LOC handle the process – a reduced quote was received from the company (TCC) handling the organisation of the SCAR meetings. The cost associated with this is the same for the Secretariat handling the procedure. The LOC preference is for this latter route.

**Request:** Decision on how 2014 abstract should be handled. If handled by the LOC/TCC then the LOC request that the $20k assigned to Secretariat Salary should be reassigned to the LOC.