African Population Conference MANUAL

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Introduction

The Union for African Population Studies (UAPS) organizes every four years the African Population Conference (APC). The aim of the conference is to share and disseminate scientific information on key population, health and development issues facing the African continent and promote the integration of research evidence in policy formulation. The conference provides an opportunity for networking and knowledge sharing between researchers, policy makers, programme managers, international development partners, and other key stakeholders in the population and development field.

Specifically, the objectives of previous conferences have been:
- To facilitate dissemination and critical evaluation of new research findings on emerging issues on population and their implications for the socioeconomic development of Africa;
- To facilitate creation and strengthening of individual and institutional networking between researchers, service providers, policymakers, and other stakeholders in the field of population, health, and development in Africa;
- To promote an integrated approach to the study and application of knowledge on population dynamics in development planning by bringing together a multidisciplinary audience of scholars, practitioners, policymakers, and other stakeholders;
- To enhance the visibility of African population issues on the global scientific and development discourses through the intense publicity of the conference at local, national, regional and international levels;
- To identify key knowledge and methodological gaps to improve quality of science and application of research evidence in formulating effective policies and programmes in Africa;
- To facilitate capacity building and development of analytical and communication skills of the next generation of experts in population and development through various technical workshops and side meetings attached to the conference.

The first African Population Conference was held in 1988 in Senegal, and the second was divided into 4 sub-conferences held in Kenya (1990), Burkina Faso (1991), Botswana (1992) and Côte d'Ivoire (1993). The third conference took place in South Africa in 1999, the fourth was in Tunisia in 2003, the fifth in Tanzania in 2007, the sixth in Burkina Faso in 2011, the seventh in South Africa in 2015 and the eighth in Uganda in 2019.

The purpose of this manual is to provide the UAPS Secretariat, Regional Representatives, Country Focal Points, Members, potential donors, potential host countries, and development partners with a step-by-step guide to organizing a successful conference. It contains material based on past experiences of organizing the conference which will serve as guidelines for the future. Its flexibility gives room for adjustments to various political, social, economic contexts we have on the continent.

The manual has four main parts. Following a brief presentation of the APC, the manual presents an overview of the host country and UAPS responsibilities. The second part of the manual outlines the procedure for selecting the host country, conference theme and logo. The third part focuses on the roles of various conference committees. Finally, the fourth part is devoted to the scientific sessions of the conference.

The African Population Conference

UAPS organizes an international population conference every four years in collaboration with a host country institution. Both UAPS and the host country commit themselves to significant financial and administrative responsibilities by agreeing to organize the conference. The host country collaborators (preferably a population related institution) are expected to set up a National Organizing Committee (NOC) that includes key members of the host country population

community, government agencies, non-governmental organizations (NGOs), and others who will be responsible for the Conference's local logistics. Different arrangements have been and can be proposed by the group in the host country that wishes to collaborate with the UASP in organizing the Conference. For instance, Conference arrangements might be managed by a governmental or private institution; or a single institution or a group of institutions could propose to collaborate; or a national population association could propose to be the host; or a multi-country collaboration could be proposed.

Planning for the next UAPS Conference begins 4 years before the meeting will take place. In the year before its next Conference, the Union invites its members to consider proposing their country as host for the UAPS African Population Conference (APC). At the Closing Ceremony of APC, UAPS will ask whether there is anybody present who represents a group that is planning to submit a proposal to UAPS to host the next Conference. Following the Conference, interested groups would be expected to submit a written proposal to UAPS by **31st March** that would describe their proposal in detail. Items that should be discussed in the proposal would be the structure of the National Organizing Committee (leadership, membership), Conference venue, preliminary budget, and how tasks identified below would be addressed. The proposal would identify the formal organization extending the invitation and its capabilities. In addition to identifying the President and members of the National Organizing Committee (NOC), UAPS should be informed who the local coordinator/conference assistant would be that would handle communications with the UAPS Secretariat. The proposal should include an estimated budget and fundraising plan.

The decision on the next Conference venue will be taken by the new UAPS Council during its second meeting to be held early the second year after the previous conference. The Council will review proposals submitted and make a short list of three potential candidates. A short site visit will be made by the UAPS President, Treasurer and the UAPS Executive Director to the preferred venue shortly after the Council meeting. After this site visit one venue will be formally approved by the Council. The NOC would then organize early the following year a 2-3-day meeting of the International Organizing Committee (IOC) in the host country that would include a visit to the proposed Conference site to review facilities. At this meeting, discussions would resolve what should be the dates of the proposed Conference, what issues in the population and health field should receive special attention at the Conference, and how planning should proceed in the period ahead.

The following section reviews in detail the host-country and UAPS responsibilities in organizing the Conference. The information provided in detail should serve as a guideline though depending on local facilities or changing conditions (such as an exceptionally large number of participants) the tasks may be modified in collaboration with UAPS.

Part 1: Host Country and UAPS Responsibilities

1.0 Overview of Host Country and UAPS Financial and Organizational Responsibilities:
The National Organization Committee (NOC) and UAPS share financial and organizational responsibilities. Generally, the NOC arranges local logistics and pays for all local costs associated with the Conference venue as well as costs associated with preparatory meetings of the International Organizing Committee held in the host country including travel costs of IOC members. The NOC is also requested to support the travel costs of 100-150 young participants on the regular scientific programme and assist participants requiring invitation letters for visa purposes. The NOC should also manage relations with the local and international press.

UAPS manages the scientific programme including preparation and dissemination of the Call for Papers, administration of submissions and the selection of papers for regular sessions, preparation of publications to be disseminated at the Conference (Programme and Abstracts, CD-Rom with Conference Proceedings and, in collaboration with the NOC, General Information Booklet). The UAPS Secretariat handles participant registration including registration fee

payments, which UAPS retains. The UAPS Secretariat sets up and maintains a Conference website where prospective participants can learn more about the Conference, register and pay registration fees on-line, and apply for financial assistance. UAPS can also set up online forms for side meeting room and exhibit space requests.

A. The first responsibility of the NOC is to select a conference venue.

The NOC is expected to make arrangements for and cover the costs of a conference facility that has a large auditorium that can accommodate up to 2000 participants and enough side rooms for sessions that will run over a 5-6-day period (the length of the Conference will be determined by the IOC) and that provides:

1. **Interpretation facilities**. Funds permitting, UAPS Population Conferences provide simultaneous interpretation between English and French. The NOC may wish to provide simultaneous interpretation into the language of the host country. If so, it would have to cover the costs of that added interpretation in their entirety.

2. **A large auditorium for up to 2000 participants**. The plenary hall should be available daily from 17:00 to approximately 21:00 for plenary sessions, such as the UAPS General Assembly (which may run later one evening), debates on population issues or side meetings.

3. **Other session rooms**. 10-12 rooms are needed to hold up to 12 regular sessions simultaneously. These meeting rooms should vary in size because the number of expected participants for regular sessions varies according to the topic. Seating in the conference rooms would be set up in theatre mode. Regular sessions usually draw between 75 and 300 participants, with the typical number being between 100 and 150. At least one room should hold up to 400 people (could be the auditorium) and 2 should be able to accommodate at least 300 participants.

4. **Room Availability**. Some meeting rooms should be available 1 or 2 days before and after the Conference for side meetings that NGOs and other institutions may wish to organize. Side meetings cannot be held during regular and plenary sessions but can be held in the evenings or before and after the Conference.

5. **Room Equipment**. All session rooms should be equipped with audio-visual equipment that will allow speakers to use PowerPoint. Ideally there should be a centralized system whereby PowerPoint presentations are uploaded for display on computers/projectors located in the session rooms. Microphones and overhead projectors should be available in each room. An automated time control system to ensure that speakers stick to the allotted time should also be in place in each session room and the plenary hall. Typically, the time control system can be set to flash a light or issue a signal 2-3 minutes before each presentation is scheduled to end. When the allotted time for the presentation has ended, the microphone would be turned off.

6. **Poster Space.** A large room or open space in which 150-200 posters could be displayed at the same time on poster boards that would be made available at the center. The size of poster boards available should be communicated at least one year prior to the Conference and should be able to accommodate posters that are 120 cm by 85 cm. The size of the poster boards could be slightly larger or smaller, depending upon what is available at the Center.

7. **Participant Rehearsal Room**. A small room equipped with a computer and projection screen should be available to allow participants to practice their presentations.

8. **Computer Access for e-mail**: A free **Cyber Café** equipped with 50 computers (ideally at least 35 with English keyboards) connected to the Internet using a high-speed cable

connection (Ethernet cable, not Wi-Fi). A computer technician should be available to answer questions and solve problems when the **Cyber Café** is open. The availability of a free Wi-Fi connection in the center is also highly desirable.

9. **A room or space for exhibitors** (40-50 booths of varying sizes). The Conference site should have some space where booths for exhibitors can be set up. Exhibitors can be charged fees by the NOC for the use of space, electricity, Internet connection, telephone, etc. The exhibit space would be secured by a guard if the space is open at night or when the Conference is not in session. The NOC is expected to manage requests from exhibitors and to encourage exhibitors (though this can be done in collaboration with the UAPS). Exhibits on host country work in the field of population should be encouraged by the NOC. For instance, government agencies (e.g. the census bureau, the population and development program, the family planning agency, the migration department, etc.), university population programs, non-governmental organizations and others could be encouraged to set up exhibits. UAPS requests that an exhibit space in a good location be provided to it free of charge to exhibit its publications and materials.

10. **Offices for UAPS and NOC staff**. Two offices should be made available for use by UAPS staff. These offices should be equipped with a telephone, Internet connection, 4 computers and 2 printers. In addition, UAPS staff will bring 2 laptops for use at the Conference. The NOC will also need office space at the Conference Centre. A photocopy machine and a fax should be available in one of the staff offices for use by UAPS and NOC staff. The staff offices should be available 1 week before the Conference starts and 3 days following the Conference.

11. **Registration**. Convenient facilities should be available near the entrance of the Conference site for participant registration and welcome. UAPS requests assistance with onsite registration – hostesses, computers, and access to credit card payment terminals for onsite registration.

12. **VIP Office.** Because the Conference is often attended by several important people, an office for their use is necessary.

13. **Press room.** The NOC should organize press coverage of the Conference and provide a room for journalists to work in, providing Internet and telephone connections.

14. **Message management facilities for participants**. Arrangements for poster or electronic messages can be made.

15. **Food and beverage facilities on site.** To maximize session attendance, food and beverage facilities for lunch should be available at the Conference site at an affordable price.

16. **Other desirable services:** Other services that should be provided in or near the Conference site include a travel agency, banking services, a post office, pay telephones, local information, first aid services, childcare services, and access to public transportation.

17. **A storage room** or other arrangements that would permit international exhibitors to ship materials to the Conference site in advance of the Conference.

18. **Insurance.** The Conference site should have insurance to cover any injury or losses that may occur. Participants are expected to pay for their own luggage insurance and accident/medical insurance.

B. **Other NOC tasks and responsibilities.**

1. **Prepare a set of scientific sessions and/or display on host country and regional demographic issues.** In order to give international participants an opportunity to learn about the demography of the country and region where the conference is held, several scientific sessions are usually organized by the NOC on local population trends, problems and issues. To give these sessions visibility, they can be held during the regular conference period and either be interspersed throughout or held on a single day. The number of these sessions will depend on the total number of regular sessions, NOC preferences, and probably fall in the range of 10-16 sessions. In addition, the NOC could organize a display. The NOC usually publishes a special booklet dedicated to these Host Country scientific sessions.

2. **Promote Conference locally.** In order to maximize the local impact of the Conference and increase local participation, the NOC must take early action to reach out to potential participants and institutions, universities, NGOs, government, private sector, etc. working in the population and health field in the country or region.

3. **Local Transportation.**

   a. **Airport transportation**: Depending on airport facilities and location, it may be necessary to have a couple of NOC assistants stationed at the airport (and/or train station) to give arriving participants information about how to get to their hotels (taxi, bus, approximate costs, etc.). Ideally a shuttle service should be available to transport participants to Conference hotels.

   b. **Other local transportation**. If the Conference centre is located near most conference hotels and can be easily reached by participants on foot or by public transportation, no other transport may be needed. If the Centre is not located near the hotels where most participants will stay, the NOC will have to make arrangements to transport participants between their hotels and the Conference site throughout the day and into the evening hours. Participants generally prefer to be able to go to or from their hotels on their own and at their convenience.

4. **Accommodation**. The NOC is expected to identify a set of hotels with a range of varying price categories that could accommodate up to 2000 participants. The NOC is also expected to negotiate reduced prices at hotels and to set up a convenient booking arrangement that will allow international participants to get information online on services at different hotels and to make their hotel reservations online. During previous UAPS Conferences, a travel agency managed the reservation service and assisted participants with other travel-related requests. Ideally, participants should be able to request a particular hotel and have some control over where they wish to stay in relation to the Conference site and depending upon the price they wish to pay.

   a. Ideally, rooms for student participants would be available at low prices perhaps in university dormitories or other type of student accommodation.

   b. The NOC should make arrangements to lodge members of the IOC at the same hotel. This hotel should be located as close as possible to the Conference site.

5. **Visas**. The NOC would be expected to prepare written materials for UAPS and participants that would describe in detail who need a visa to visit the country, the amount of time required to obtain visas, visa costs, visa forms and applications, and other information that will minimize the complications for international visitors. The NOC would

also be expected to handle communications and follow up with participants who need assistance obtaining visas.

6. **Conference Logo**. Generally, the NOC makes arrangements with a local designer to prepare the conference logo. Different designs are obtained and presented to the IOC for review. The logo design should seek to convey something about two key concepts: (a) international population dynamics, and (b) the city or country where the Conference is being held. Once designed, the logo is used to prepare a Conference poster that is widely distributed (10,000 copies) and is also used for the cover design for Conference publications, letterhead, website, participant bags, and other conference materials. A PowerPoint banner with the logo is also required. The cost of the logo design is covered by the NOC. The costs of preparing other items on which the logo is placed will be borne by whichever partner is responsible for each item. The Conference logo needs to be ready to start promotion by late 2022.

7. **Make arrangements for printing and binding of the Conference documents**. To avoid shipping costs, the NOC makes arrangements locally to print the *Conference Programme Book*, the *Book of Abstracts* and the *General Information Booklet* and produce the Conference CD-Rom. The *Conference Programme Book* is about 300 pages long. The *Book of Abstracts* is of similar length. The *General Information Booklet* can vary from 25 to 50 pages. The NOC should obtain an estimate for UAPS the costs for printing up to 2500 copies of each of these books and producing 2500 CD-Roms. The NOC should indicate in its proposal to UAPS whether it is willing to share some or all of the printing costs of these items.

8. **Conference Bags for Participants**. The NOC makes arrangements for and covers the costs of making bags that participants receive at registration. The bags are large enough to include the *Conference Programme Book*, *Book of Abstracts*, the *General Information Booklet*, the Conference CD-Rom, a writing pad, a ballpoint pen, a map of the host city, and other information on the host country or institutions that the NOC may wish to include. The NOC is also responsible for filling the bags, transporting them to the Conference site, and arranging for a set-up at the registration desk that will give registration staff convenient access to the bags. The bags should have a transparent "pocket" for inserting a business card or other participant identification.

9. **Reception and Protocol**. Customarily the host country organizes and pays for an official reception for participants. That reception may take place on the evening of the Opening Day of the Conference or another day, and usually is attended by political dignitaries of the host country. The NOC is in charge of protocol during such events and responsible for inviting national and international dignitaries to the opening and closing ceremonies of the conference. In previous conferences the host country has sponsored a gala dinner following the host country plenary or Closing Ceremony.

10. **Capacity Building.** The NOC is also responsible for funding the participation of 100 to 150 national young scientists in the population field and for organizing various training workshops as part of the conference process.

These responsibilities could be grouped under specific sub-committees such as:
- Reception, protocol, accommodation and catering;
- Communication and advertisement;
- Resource mobilisation;
- Cultural animation, tourism, and entertainment;
- Secretariat, general coordination and logistics;
- Finance and budget;
- Security and visas;
- Health;

- Scientific sub-Committee.

C. Responsibilities of UAPS. The following UAPS tasks are undertaken over a three-year period by the UAPS Secretariat and intensify in the year before the Conference. UAPS regularly employs 4 employees and hires a Conference Coordinator in the year before the Conference. In the six-month period before the Conference, all 5 employees work nearly fulltime on the Conference.

1. Preparation and management of the scientific program. For the 2007, 2011 and 2015 Conferences, UAPS had an agreement with Princeton University, which allowed it to utilize the PAMPA software developed by German Rodriguez to manage the preparation of the scientific programme for the Population Association of America (PAA). Dr. Rodriguez modified the PAMPA software for UAPS to permit it to accommodate submissions in two languages (English and French) for the 2007, 2011 and 2015 Conferences. In 2019, UAPS utilized the PAMPA software except this time, the agreement was directly between UAPS and Asesoria E Inversiones ASYST SPA, Dr. Rodriguez's IT Consultancy and Systems Development Firm. UAPS will either use this software or comparable software for subsequent conferences. Ideally the online software will:
   a. Permit members to propose sessions in response to a Call for Session Proposals that the UAPS will draft and issue.
   b. Compile information on organizers. All session organizers have to be UAPS members.
   c. Permit members of the population community (UAPS members and non-members) to submit an abstract and a paper for consideration in regular sessions. Papers that do not fit into identified sessions will be reviewed by the IOC Steering Committee.
   d. Permit authors to upload their Conference papers to the website before the Conference.
   e. Give participants access to Conference papers in the period immediately before the Conference and following it.
   f. Permit participants to apply for travel subsidies.
   g. Permit participants to register and pay online.

2. **Set up and develop the UAPS Conference website**. The UAPS Secretariat develops two websites for the Conference. One site allows for managing the scientific programme using PAMPA and the second site includes background and logistical information to manage participation and online forms for participant registration, financial aid applications, exhibit space reservations, and side meeting requests. The Conference logo is needed to set up the conference website(s). The NOC will provide UAPS with detailed information on accommodation, international travel to the country, local travel (to/from the airport and to/from the Conference site), visas, tourist facilities, and usual weather at the time of the year when the Conference will be held for posting on the Conference website.

3. **Draft and prepare material to promote the Conference.** While the type and number of these materials will depend on decisions to be taken by the IOC, for recent conferences that material has included a Bulletin that announces the Conference and invites the population community to submit scientific papers. Promotional flyers and posters are also developed. Mailing lists of regional and national population associations and institutions are compiled in order to disseminate promotional material.

4. **Arrange for and cover the costs of translation of Conference documents.** Funds permitting, UAPS will translate conference documents into English and French.

5. **Handle communications with participants**. UAPS will respond to hundreds (even thousands) of queries about the scientific programme and conference logistics. Having

detailed information on accommodation, travel and other logistics on the Conference website reduces the number of queries. Yet, it is our experience that numerous queries are still made and have to be addressed. UAPS will hire a Conference Assistant for the 12-month period leading up to the Conference. The Assistant responds to participant queries and processes registrations and requests for travel subsidies. Other UAPS staff members also work fulltime on the Conference in the months leading up to the Conference.

6. **Manage and coordinate the Conference for UAPS**. The UAPS Executive Director serves as Conference Secretary and coordinates conference planning with the NOC, UAPS Council, and IOC members.

7. **Draft and prepare the Conference Programme Book and Book of Abstracts.** This work is done in the 6-month period leading up to the Conference. Development of the conference programme takes time in order to assure that themes and topics are evenly distributed across session time slots. Participants who have more than one programme appearance have to be put into different time slots. Proofing and editing the *Conference Programme Book* and *Book of Abstracts* takes considerable time.

8. **Draft and prepare other Conference materials.** Such materials usually include a Conference CD-Rom containing all Conference papers (submitted by a certain date) and a *General Information Booklet* (25-50 pages), which contains a Summary of the regular scientific programme and information on other Conference sessions and events, side meetings, exhibits, as well as information on the Conference venue and the city in which the Conference takes place. Writing and editing these materials takes considerable time.

9. **Reimburse participants who received full or partial travel subsidies.** Note: the NOC will handle its own reimbursements for any travel awards that it makes.

D. Tasks and issues that have to be discussed and negotiated between the NOC and the UAPS

1. **Costs of interpretation services**. The official conference languages are English and French. The UAPS practice is to offer simultaneous interpretation in English and French at regular and plenary sessions. The NOC would be expected to make arrangements for simultaneous interpretation in English - French for the Opening and Closing plenary sessions, all regular sessions and the UAPS General Assembly. If the NOC wishes to provide simultaneous interpretation into additional languages (such as the local language), any additional expenses related to such services would have to be covered by the NOC.

2. **Number of local staff at Conference site**. A number of local temporary staff are needed just before and during the Conference to carry out the following tasks: (1) assist UAPS staff with participant registration; (2) provide information services at the Conference site; (3) distribute interpretation equipment (earphones); (4) check participant badges at the entry of meeting rooms; (5) serve as time control monitors at regular and plenary sessions; (6) collect PowerPoint presentations and ensure that projection equipment works properly; etc. More temporary staff is needed during the first day or two of the Conference to assist with registration and provide information. The NOC is expected to cover the costs of all these local staff.

3. **Travel Costs of Participants.** Both UAPS and the NOC are expected to raise funds to provide full or partial travel subsidies to participants. While UAPS encourages participants to seek their own funding from agencies in their own countries, some participants are not able to obtain full funding and cannot pay their own expenses. Moreover, it is important that scholars from a wide variety of countries are able to attend and participate in UAPS Population Conferences. UAPS also encourages junior population experts/demographers to participate in its activities. To subsidize the travel and participation of participants from selected countries and of junior scholars, partial travel subsidies are necessary. The NOC

should indicate in its proposal how much money it would likely raise to support participant travel as well as the number of participants whose participation the NOC would aim to subsidize.

4. **Registration Fees.** These fees are set by the IOC. Fees usually differ for early or late registrants and for UAPS members and non-members. UAPS has not followed a policy of setting differential registration fees for participants from high and low-income countries.

5. **Income from registration fees belongs to the UAPS.** UAPS receives all registration fees and utilizes those fees to cover the costs of organizing the Conference, including its staff costs, promotional material, conference materials, etc. It also uses fee revenue to subsidize participant travel and other UAPS activities.

6. **Fees for host country participants.** The IOC usually approves a reduced fee for participants who are residents of the host country in recognition of the large amount of work and financial responsibilities they undertake by agreeing to be partners in organizing the Conference.

7. **Other Costs**. The NOC should indicate in its proposal whether there are other costs that it would be willing to pay.

8. **Acknowledgement of donors, partners, and collaborators**. UAPS and the NOC work out a plan to show their donors, partners and collaborators that their financial, administrative and other inputs into the Conference are appreciated. Logos of these institutions can be prominently displayed on the Conference website and on Conference materials.

9. **Formal Contract between UAPS and the NOC**. UAPS and the NOC would draw up and sign a binding contract once the venue has been approved that would describe their agreement to organize the Conference and specify the tasks and responsibilities assigned to each partner.

E. Conference Governance

1. **The International Organizing Committee** consists of
   a. UAPS Officers (1 person)
   b. UAPS Council members (9 persons)
   c. 3-5 members of the host country NOC
   d. 1 Ex-officio member representing the UNFPA
   e. 1 Ex-officio member representing the United Nations Population Division
   f. 1 Ex-officio member representing the IUSSP
   g. Other regular or ex-officio members, as determined by the group listed above
   h. The Conference Secretary is a nonvoting member of the IOC.

2. **The IOC Steering Committee** is generally composed of the following persons:[1]
   a. 2 UAPS Officers and 2 Council members
   b. 3-4 NOC members (President, Conference Assistant, other)

3. The UAPS Executive Director and other UAPS and NOC staff working on the Conference attend these meetings and prepare minutes.

4. **Conference Coordination**.

   a. The **Conference Secretary** is the UAPS Executive Director. The Secretary is expected to implement the decisions and guidelines on Conference preparation set by the IOC, to work closely with the IOC Steering Committee on Conference planning, to liaise with the

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[1] Note: The IOC Steering Committee is considered to be a working group rather than a policy body. However, if a vote is taken on an issue and results in a tie, the issue can be submitted to the IOC for a vote.

NOC Conference Assistant, and to prepare and take minutes on meetings of the IOC and the IOC Steering Committee.

b. The **NOC** appoints an **Assistant** who is expected to liaise with the UAPS Conference Secretary and manage local arrangements for the NOC. In the year /months before the Conference, the Conference Assistant usually works fulltime in the preparation of the Conference.

5. Meetings of the IOC and OC/SC

a. Generally, the IOC meets three times before the Conference.

- The 1st IOC meeting takes place in the year after the NOC has been set up in the host country (all costs relating to this meeting would be covered by the NOC);
- The 2nd IOC meeting takes place 6-8 months prior to the Conference at UAPS Headquarters in Accra to approve the scientific programme (costs would be covered by UAPS for UAPS participants and by NOC for NOC participants);
- The 3rd IOC meeting takes place immediately before the Conference in the host country (all costs would be covered by the NOC). The NOC also usually pays for accommodation costs of all IOC members during the Conference.

b. The IOC Steering Committee would meet on 2 or 3 other occasions, as necessary. At least one meeting of the IOC Steering Committee would be held in the host country at NOC expense. Costs for other meetings held at UAPS Headquarters in Accra or elsewhere would be covered by UAPS or the NOC, with each agency covering the costs of their respective representatives or staff attending the meeting.

6. IOC Responsibilities
a. Provide policy oversight for the Conference.
b. Select the Conference dates
c. Set the broad themes for the scientific program, decide the number of scientific sessions to be organized, select topics and organizers for each session, and set guidelines on how papers will be selected for presentation
d. Review organizational matters
e. Set registration fees
f. Select the Conference logo
g. Decide who should participate in the opening and closing ceremonies
h. Review conference budgets proposed by UAPS and the NOC, status of fundraising, and budget adjustments
i. Develop a communication and dissemination strategy

Part 2: Selection of Host Country, Conference Theme and Logo

2.0 This section focuses on the selection procedure of the host country, conference theme and logo.

2.1 Selecting the Host Country and Conference theme
Selecting the host country will be a two-stage procedure.
First stage: Various African countries will be allowed to forward their proposals to the UAPS Council through the Secretariat. The proposal should give details on conference facilities available (and proposed conference venue), hotels, flight connections, tourism and entertainment, a draft budget and fundraising plan. It should also clearly indicate why the country feels it is the best candidate and what new aspects will the international scientific community benefit from hosting the conference in that country. After thorough examination, the council will make a short-list of three potential candidates to host the conference.

Second stage: The Council will send an enquiry mission to each of the short-listed countries to carry out additional assessments of the organizational capacity and commitment of each of the short-listed countries and negotiate with the government on the terms of collaboration with UAPS in organizing the conference. Based on the reports of these missions, the three candidates will be classified as "Top Priority", "Second Priority" and "Last Option".

This process must be finalized three years ahead of the date of the conference. The decision on the host country and conference venue is taken by the New Council during its second annual meeting. At the end of this meeting, an official conference announcement is made and information is circulated to all UAPS members, partners, donors and other stakeholders.

2.2 Selecting Conference Theme and Logo

The theme of the conference must be timely and geared towards addressing the topical and emerging issues of population and development on the continent. By the time missions go out to negotiate with government officials on terms of collaboration, a conference theme must be selected and a concept note designed.

Once the theme is selected, members and other population specialists are requested to make proposals for sub-themes/topics and sessions. A draft of sub-themes and sessions is presented to members of the International Scientific Committee (ISC). Based on the comments and suggestions of the ISC members, a final list of sessions is made alongside a draft conference programme including session chairs and/or discussants and timelines.

A call for papers is then released, sent to members and partners and pasted on the websites of the Union, the Conference and partner institutions. This goes alongside with the process for having a conference logo launched in the host country. The conference logo must convey information on African population and on the city/country hosting the conference. At least three different proposals are made and one selected by the International Organizing Committee (IOC) to be the conference logo. This process must be completed at least one year before the conference date. When the conference logo is adopted, Conference Posters are printed and distributed all over the continent and abroad. The logo must appear on all conference documents and material.

2.3 Conference date

The date of the conference is decided by the IOC after due consultation with the NOC officials.

2.4 Organization of the APC

The overall coordination of the conference is done by the UAPS Secretariat. A Conference Coordinator is hired to assist the Executive Director in coordinating the activities of the IOC and NOC. The Secretariat will coordinate the activities of the committees and work closely with various sub-committees that are set up to manage various aspects of the conference.

Part 3: Roles of Conference Committees

3.0 This section is devoted to the roles and responsibilities of the various conference committees. However, the APC operates through two major committees set up for the unique purpose of the conference namely the international organizing committee and the national organizing committee.

3.1 Ad Hoc Steering Committee

The New Council sets up an Ad Hoc Steering Committee during its first annual meeting. This Ad Hoc Steering Committee operates through emails and other electronic channels available discussing topical and emerging issues on population, health, development, environment, etc. that should receive special attention during the conference. It forwards three proposals for the conference theme to the Council meeting in its second annual session. This stage launches the

process for setting up the IOC. The process is finalized once the NOC is set up. The Ad Hoc Steering Committee is thus dissolved, and all sub-committees of the IOC put in place.

3.2 The National Organizing Committee (NOC)
The National Organizing Committee is set up after the host country has been selected, but early enough to allow for it to be able to plan and effectively and efficiently carry out its responsibilities towards the conference.

3.3 International Organizing Committee (IOC)
The International Organizing Committee (IOC) plans and manages the various activities of the conference in collaboration with the National Organizing Committee. It determines the content and overall fundraising strategy of the conference. The IOC is headed by the Vice President of UAPS who the overall chair of the Conference is, communicates mostly through electronic mail and operates through its sub-committees: steering committee, international scientific committee, logistics committee, finance and budget committee, publicity committee, and fundraising committee.

3.4 Steering / Programme's Committee
The Steering Committee is the supreme decision-making organ of the conference. It provides policy oversight for the conference and is responsible for making key decisions and strategic direction of the conference. It selects the conference theme and plays a determining role in selecting final conference sub-themes.

The Steering Committee is headed by the Vice President of UAPS. Other members include the President of UAPS, the Executive Director of UAPS, the Chair of the National Organizing Committee, the Chair of the International Scientific Committee, members of the UAPS Council Bureau, and chairs of the key sub-committees of the NOC and IOC.

3.5 International Scientific Committee (ISC)
The International Scientific Committee (ISC) ensures the overall scientific coordination of the conference. It determines and manages the scientific content of the conference; reviews the session themes, finalizes the scientific programme, sets guidelines on how papers will be selected for presentation and reviews the scientific presentations of the conference.
The ISC additionally manages the scientific programme of the conference. This entails
  i) Overseeing the review process of abstracts submitted to the conference programme;
  ii) Reviewing abstracts submitted to overflow sessions and selecting overflow sessions to be added to the conference programme;
  iii) Reviewing abstracts submitted to poster sessions and deciding on the number of poster sessions the conference will accommodate.

It also assists in publicizing the conference in various scientific networks and provides advice on fundraising strategies.

The composition of the ISC is determined by UAPS Council and its members are selected among lead scholars and institutions specialized in population and related activities. Once members are appointed by the Council, they are duly informed and requested to give their approval and availability to commit themselves to the tasks. The activities of the committee are coordinated by its chairperson assisted by the UAPS Council and Secretariat.

3.6 Logistics committee
The Logistics Committee is in charge of accommodation, transportation of participants, arrangements for conference facilities, catering, communication, and protocol. It works in close collaboration with the National Organizing Committee. It assists exhibitors and poster presenters in handling their goods on the conference site, particularly before and after the conference. The committee would make arrangements to handle and store materials international exhibitors

would ship in advance of the conference and prepare exhibition booths and space for poster presentations.

The logistics committee, in collaboration with the NOC, will have to make arrangements for some services at or near the Conference venue including banking services, travel agency, telephone services, first aid services, and food and beverages facilities at affordable rates, and easy access to public transportation.

3.7 Finance and budget committee
The finance and budget committee prepares in collaboration with the UAPS Secretariat and the NOC a draft budget of the conference to be approved by the IOC and host government and carries out all the payments necessary for the smooth running of the conference. It will collect registration fees and reimburse participants who received partial or full travel grants from UAPS.

3.8 Publicity committee
The publicity committee is in charge of publicizing the conference internationally. It will ensure that all stakeholders including development partners, donors, population institutions and associations and experts within and out of the African continent are well informed on the conference. It develops a communication and dissemination strategy to be approved by the Steering Committee. Specifically, it prepares material (flyers, posters, brochures) in collaboration with the Secretariat to promote the conference; it ensures that all conference materials carry the conference logo and other important logos. The Publicity Committee organizes, in collaboration with the NOC, the media coverage of the conference.

3.9 Fundraising Committee
The Fundraising Committee's main role is to mobilize financial resources for the conference and work with the Steering Committee to determine the disbursement of the resources. In close collaboration with UAPS Secretariat, it organizes various activities and makes various arrangements for fundraising towards the conference. Specifically, the committee identifies potential donors, prepares and submits proposals for funding the conference. It takes necessary actions to lobby and follow up the proposals. It acknowledges all donors and partners for their interest, commitment and contributions to the success of the conference.

3.10 Conference Websites
A UAPS Conference Website is designed to electronically handle part of the administrative management of the conference. The 2007, 2011, 2015 and 2019 APC websites were built on the PAMPA software. The website handles the submission of abstracts and papers as well as the review process. It produces the conference programme. It also compiles information on session organizers (who must be UAPS members), conference committees and their members, as well as relevant information on the conference. This website is the responsibility of UAPS.

The NOC also sets up a conference website to provide background and logistical information to ensure a smooth running of the conference process. This website should contain detailed information on accommodation, international travel to host country, local travel arrangements (e.g. to/from airport and to/from conference venue), visa requirements, tourist facilities and other entertainment activities, catering services, banking facilities and local currency, communication, usual weather at the time of the year the conference will be held.

3.11 Official Conference Launch
The fourth annual meeting of the new Council is held in the host country within the first three months of the conference year. During this Council meeting period, the conference is officially launched by a high-ranking government official in a solemn ceremony; the first face-to-face meeting between the Steering Committee and the NOC is held; an assessment of progress towards the event is made and necessary amendments made.

3.12 Conference Participants

The conference brings together a diverse set of professionals, including: researchers, University lecturers and professors, multi-disciplinary scholars, government officials, parliamentarians, members of the diplomatic service, policy makers, service providers, programme managers, multilateral and bilateral donors, development partners, the media, exhibitors and civil society.

Members of UAPS particularly attend the conference in a dual capacity. In addition to presenting papers and discussing scientific issues they have the opportunity to attend the General Assembly of the Union to discuss important issues of the Union and elect new officials.

In line with the promotion of young professionals, the Union and the host country sponsor a good number of young professionals to attend the conference. For example, participants of the 5th APC held in Arusha (Tanzania) in 2007 came from 57 countries around the globe. About 60% of the participants came from academic institutions, 16% were government officials, 11% were from international non-governmental organizations (NGOs), 11% from local NGOs and 2% from the donor community.

The NOC will promote the conference locally by reaching out to potential participants including population experts, demographers, statisticians, development planners, programme managers, policy and decision makers, local and regional population institutions and associations, universities, NGOs, government, private sector and other stakeholders working in the area of population and development.

Part 4: Scientific Sessions of the APC

4.0 The APC is generally organized around a central theme that is further broken down into sub-themes. Each sub-theme comprises a number of sessions. Each formal session has a session organizer, one or two discussants, and four or five presentations. For example, the theme of the 5th APC was **"Emerging Issues in Population and Development in Africa"**. This theme was divided into 11 substantive sub-themes and 80 formal sessions. The theme of the 6th and 7th APC were **"African Population: Past, Present and Future"** and *"**Demographic Dividend in Africa: Prospects, Opportunity and Challenge**"*. For both 6th APC and 7th APC, about 15 sub-themes were discussed in more than 100 sessions (128 sessions for the 7th APC). The theme for the 8th APC, "**Harnessing Africa's Population Dynamics for Sustainable Development: 25 Years after Cairo and Beyond**" was divided into 16 sub-themes and 153 formal sessions.

Following UAPS' principle of bridging linguistic barriers, translation/interpretation (English and French) is facilitated in all formal sessions and some side meetings and sessions.

Training workshops and seminars, round table discussions on topical issues as well as side meetings are also held as part of the conference process.

An equally important aspect of the conference is posters and exhibitions. Prizes are awarded to outstanding posters and exhibitions.

4.1 Reporting and General Evaluation

The International Organizing Committee produces a comprehensive report of the conference process including an assessment of the conference by participants. In addition to a summary of the discussions and recommendations, the report should clearly outline the main difficulties encountered and state suggestions for the way forward. The report also contains a declaration and a call for action.

Appendices
  A. Conference Registration Form
  B. Travel Award Forms
  C. Request for side Meetings and Exhibition Forms