

ASP2020 – co-chairs and charges

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Definitions

- **Students**

- At least 3 years of university education in math, physics, computing or engineering;
- Selected from all over Africa; selected by a committee that will be identified by the IOC & LOC. Maximum 80.
- Activities: lectures, demos, tutorials, participation in the conference;
- Duration: 3 weeks, July 6-24, 2019.

- **High school teachers, or Teachers**

- Selected by the Ministry, the Academie and the LOC;
- From all over Morocco;
- Maximum: 70.

- **High school students, or pupils: Learners**

- In the 10-12th grades;
- From the region around Marrakesh;
- Selected by the LOC, the high school officials and the regional authorities;
- Maximum: 22250, i.e., 500 per day (250 in the morning and 250 in the afternoon) until Friday July 17, 2020 noon

- **Other Conference participants**

- These are the extra people (not associated to ASP) that have registered to attend the conference during the week of July 20-24.

Co-chairs

- **We are seeking co-chairs of the following tasks. Here, we define the tasks and the charges for the co-chairs for each task;**
- **We would like to have one co-chair from the LOC and/or the other co-chair from IOC or International Lecturers;**
- **In any case, all of us are responsible for all activities, but we would like to define some tasks and assign co-chairs with the purpose to get people involved and feel included**

ASP Conference, July 20-24, 2019

- **2 co-chairs**, one from the LOC and the other from the conference committee
- **The charge:**
 - Liaise with the IOC and the LOC;
 - Organize the conference committee meetings to converge of the scientific program for the conference by December 2019;
 - Maintain the conference website with useful and updated information for conference participants;
 - Maintain the conference agenda page in Indico;
 - Contact potential invited speakers or delegate the contacts to other members of the conference committee;
 - After the closing of the conference registrations, organize meetings to select the abstracts for the contributed talks;
 - Inform people that are selected for the contributed talks;
 - Inform and encourage conference participants to prepare contributions for the proceedings
 - During the conference, identify the co-chairs of the sessions;
 - After the conference, organize the reviews / acceptance of the proceedings and submit to the African Review of Physics.

Workshop for teachers, July 20-24, 2019

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Work with the LOC and the Ministry, and Academie to identify 70 teachers from all over Morocco;
 - Secure financial coverage from the Academie and the Ministry for the 70 teachers for one week (travel to/from Marakesh, full room & board);
 - Work on the scientific program with other international lecturers for the teachers;
 - Organize meetings to discuss the scientific program until convergence;
 - Work on the education or lab equipment or other logistics needed for the teachers workshop;
 - Arrange for translators English to French during the workshop. A translator to be present for the activities with the teachers;
 - Encourage the teachers to do the survey at the end of the workshop before they leave;
 - Coordinate with the co-chairs of the conference since the teachers' workshop and the conference will be parallel in the same week;
 - After the teachers' workshop, prepare a short written report for the IOC to include in the activity report for funding agencies;
 - Liaise with the rest of the LOC and the IOC.

Outreach for learners, July 13-17, 2019

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Work with the LOC and the Ministry, Academie, and the regional authorities around Marrakesh to identify the high school pupils (learners) and the high schools where the activities will take place;
 - Secure financial (cash or in-kind) coverage from the Academie, the Ministry and the regional authorities for the learners (travels?) and logistics (educational equipment, lecture halls, etc.);
 - Work on the scientific program with other international lecturers for the learners;
 - Organize meetings to discuss the scientific program until convergence;
 - Arrange for translators English to French during the workshop. Translators to be present for the activities with the learners;
 - Coordinate with the co-chairs of the Students since the Students' activities and the learners' outreach will be parallel in the same week;
 - After the learners' outreach, prepare a short written report for the IOC to include in the activity report for funding agencies;
 - Liaise with the rest of the LOC and the IOC.

ASP Forum, in the afternoon of July 22, 2020

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Liaise with the LOC and the IOC;
 - Organize meetings to discuss and converge on the agenda for the Forum Day;
 - After agreement on the invited speakers, contact or delegate others to contact some speakers;
 - Maintain contacts with and invite the Moroccan central government and local government officials;
 - **Invite the Moroccan media to cover the forum;**
 - Organize the logistics for the VIP;
 - **Organize the logistics for the ASP Forum: Students, Teachers, lecturers, Other Conference Participants and VIP will attend this event. We expect 350 people**
 - Organize the logistics of the ASP dinner after the forum.

Student / Conference Activities, July 6-24, 2020

- **6 co-chairs**, 3 from the LOC and the other from the IOC
 - **2 co-chairs for each week**, 1 from the LOC and the other from the IOC
- **The charge:**
 - Designate 2 persons to be present every day and assist lecturers / speakers and students, e.g. to make sure that lecture halls are opened on time, assist with equipment problems, software and computing issues, etc.;
 - Designate the persons to be liaisons to the infirmary and hospital in case of medical emergencies;
 - Coordinate with university / local officials for ambulance services;
 - Designate the persons to assist participants with any problems or issues;
 - Be available when needed;
 - Liaise with the rest of the IOC and LOC

Visas for international participants

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Prepare invitation letters for all the participants (including conference participants), even for local and those that do not need visas. Letters to be signed by both LOC and IOC co-chairs;
 - Liaise with Moroccan authorities to ease the visa applications for the African students;
 - Assist the participants in their visa applications in case of problems;
 - Liaise with the rest of the IOC and the LOC

Airport Transfers in Marrakesh

- The international participants will arrive at Marrakesh one or 2 days before (July 4&5) the school starts. They will depart on July 24 (night), 25 or 26;
- Lecturers will arrive and depart every week, and some times on daily basis;
- Other conference participants will arrive on July 18&19 and depart on July 24, 25 or 26;
- Some VIP or media people, etc., may arrive on July 22 for the ASP Forum
- **2 co-chairs**, both from the LOC
- **The charge:**
 - **Handle and/or delegate the coverage of all the airport transfers**
 - **Liaise with the LOC and IOC**

Excursions

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Identify the venues and activities of the excursions;
 - Make a list of the participants that want to go on the excursions;
 - Discuss with the IOC and LOC about the prices, including transports;
 - Organize the logistics for the excursions (venues, transports, foods, etc.);

Student Selection Committee

- The student applications will open from October 15, 2019 until January 15, 2020;
- On February 1, 2020, the selection committee will start reviewing the applications;
- By February 28, 2020, the selected students should be identified.
- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Form 7 sub-committees of 4 people each such that committee members do not review students from their countries nor their own students;
 - Ask other LOC, IOC or lecturers to serve on the selection committee;
 - Communicate the guidelines for selections to all the committee members;
 - Follow each sub-committee to make sure that they are on track to finish by end of Feb;
 - Organize at least 2 meetings to discuss among all the sub-committees and converge on the final list of selected students

Equipment to shipped from abroad

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Handle all the paperwork for tax exemption on educational equipment to be shipped from outside Morocco.
 - Liaise with the relevant authorities in Morocco for expedited service
 - Liaise with the IOC and LOC for any documents needed for tax exemptions

Overall Coordinators

- From the IOC side, **Kétévi** will assume the overall coordination;
- From the LOC side, **Mohamed Chabab**, **Farida Fassi** and **Yahya Tayalati** will handle the overall coordination
- **The charge:**
 - Liaise with all the co-chairs of all the activities and help facilitate their work;
 - Work on any other activities or issues not covered;
 - Liaise with the IOC and the LOC;
 - Organize meetings as appropriate;
 - Produce the activity report after the school;
 - Encourage and follow the submission of the conference proceedings;
 - Ensure that all international participants have returned safely

Certificate of Participation

- **2 co-chairs**, one from the LOC and the other from the IOC
- **The charge:**
 - Prepare the certificates of participation for students and post-doc, and anyone that may need it;
 - To be signed by 2 of Overall Coordinators (one from the IOC, one from the LOC);
 - Distribute the certificates by Friday July 24

Disclaimer

- **All IOC, LOC and lecturers bear the responsibility for the success of the ASP2020;**
- **If anyone has volunteered or accepted a responsibility but has not delivered or is not delivering on time:**
 - **First, the Overall Coordinators will talk to the person concerned to see how to help;**
 - **Then, if the situation does not improve or it becomes urgent, the Overall Coordinators will step in and get the job done or find someone else to do it—no offense**