



ANNEX D - Terms of Reference for the Organising Committee of the Asian Racing Conference

1. To arrange and to meet the full costs of the following from the Conference fees for the holding of the Conference:
 - 1.1 Local transport for all official events including transport to and from airports
 - 1.2 All working session and meeting facilities
 - 1.3 Welcome Ceremony and Welcome dinner
 - 1.4 Closing Ceremony and Closing dinner
 - 1.5 Lunch and coffee breaks for attendees of all working sessions and meetings
 - 1.6 Production and distribution of Conference notices and registration documents
 - 1.7 Conference office
 - 1.8 Press facilities
 - 1.9 Collection and administration of conference fees
 - 1.10 Collection, collation and distribution of all papers presented at working sessions
 - 1.11 Production and distribution of the Transcript of the Conference within three months of the conclusion of the Conference
 - 1.12 Air and local travel and hotel accommodation during the Conference for five business session keynote speakers to be agreed by the Executive Council in consultation with the Organising Committee. The provision of air tickets and joint accommodation for spouses / partners of the above five keynote speakers to be at the discretion of the Organising Committee.

2. To arrange and manage for the duration of the Conference the following:



- 2.1 Conference registration
 - 2.2 Working session and meeting venues and facilities
 - 2.3 Hotel accommodation
 - 2.4 Local transport
 - 2.5 Tours / entertainment programme
 - 2.6 Catering and venues for official functions
 - 2.7 Programme for accompanying persons
 - 2.8 Dissemination of Conference papers
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3. To promote the Conference locally, regionally and internationally (within the budget approved for this purpose by the Organising Committee).
 4. To promote sponsorship of the Conference or individual elements of the Conference and of tradestands, relevant to the racing industry, at the Conference.
 5. To provide a budget projection at least one year in advance of the date of the Conference and to report progress of arrangements for the Conference to the Executive Council for all Council meetings held from the conclusion of the previous Conference to the conclusion of the Conference under the management of the Organising Committee.