The African network of researchers in learning, innovation and competence building systems (AfricaLics) aims to hold a research conference every two years at a minimum and has aimed to do so since the launch of the network in 2012. The first AfricaLics conference took place in Maputo (Mozambique) in 2013, while subsequent conferences took place in Kigali (Rwanda) in 2015, in Oran (Algeria) in 2017 and in Dar Es Salaam (Tanzania) in 2019. The overall purpose of the conferences is to present and discuss current state of the art research on Innovation and Development issues in Africa. Conferences target specifically the academic community, but also bring in policy makers, the business community and civil society. They aim to bring together leading scholars (between 150 – 200) working on innovation and development in Africa with the foremost scholars from outside Africa as well as policy makers, business community and civil society actors interested in the field.

This concept note provides information of why the conferences are held, the potential outputs and outcomes arising from the conferences as well as detailed major logistical and practical issues relating to organization of an AfricaLics conference. Specific activities are detailed as appendices/annexes to this concept note.

1. Conference objectives and potential outputs

The objectives of an AfricaLics conference are:

i. To present and discuss state of the art research on innovation and development in Africa.

ii. To provide a much needed arena for researchers in Africa, particularly early career researchers, to build capacity in presenting and networking skills as well as learning about new methods and theories.

iii. To promote networking and create space for new collaborations amongst researchers in the field of innovation and development focusing on Africa as well as policy makers and business community passionate about Africa’s development.

iv. To build capacity to teach high quality, fit for purpose, curricula in the field of innovation and development in Africa.

2. Expected outcomes/outputs

i. National and international exposure of innovation and development training and research taking place in the host country.
AfricaLics has found that holding open symposiums as part of the conferences and organized by the local organizing committee based in the host country enable media coverage and policy makers attention on innovation efforts by the partner organisation. It may include an exhibition of new locally developed and produced product innovation for participants to view and ask questions on.

ii. **New collaborations which potentially lead to new funding streams.**
AfricaLics conferences provide opportunities for networking and capacity building opportunities provided under AfricaLics, Globelics and partner networks. Local participants may also use conferences to link up with future collaborating partners.

iii. **Enhanced capacity to run large conferences**
New or further experience of running international conferences which provide a well-tested means of attracting new funding, collaborations and students.

### 3. General conference organization logistics

**Selection of conference venue**
The respective conference venues and selection has been the responsibility of the AfricaLics Scientific Board. The selection is guided by a minimum criteria that include and not limited to: local capacity to organize such activities, availability of funding and the need to use events to increase regional outreach. Based on past experience, it is increasingly becoming important to also consider ease of obtaining visas and flight connections among other things. The location should preferably be close to a hub airport in order to reduce the costs and travel time for all concerned.

**General planning logistics**
Previously the conferences have been co-organized by the AfricaLics secretariat, from its base at the African Centre for Technology Studies (ACTS) in Nairobi, Kenya and the host organization(s). A division of responsibilities for activities is agreed on and outlined in a Memorandum of Understanding signed between ACTS and the host organization at the start of the organization process (see Annex 2 for sample MOU).

The host organization normally takes on the conference planning responsibilities including local fundraising where AfricaLics funding is insufficient. The Secretariat work quite closely with the local team whereby engagement takes several formats. For instance, regular (usually monthly) Skype meetings may take place between the AfricaLics Secretariat and the host organization and appropriate committees are developed to ensure a smooth organization process. The AfricaLics Secretariat ideally would visit the host organization once or twice, before the conference to enable more effective planning and coordination to take place.

The AfricaLics Secretariat from 2012-2021 has moderate funds from the Swedish International Development Cooperation Agency (Sida) to cover some of the costs of organizing the conference. By accepting to host the Conference, the host organisation in principle commits to support the Conference through in-kind contributions (notably venue and meeting rooms;
man-power related to organization of the conference etc.). It should be noted that from the 2021 conference there is unlikely to be financial support from Sida to cover anything other than travel costs for some participants from African countries; particularly the low-income and lower-middle income countries. Post 2021 it is not clear if travel support funding will be available from Sida. Part of the funding for the conference costs will come from participants’ registration fees.

**Organization of the conference programme**

The AfricaLics Research conferences are usually held over a period of two to three days, usually in November. A minimum of two days should be devoted to paper presentations from participating scholars at different stages of their careers. The local organisers may opt to have an open symposium or colloquium devoted to showcasing innovation and development in the host country for the first morning of the conference. It is recommended that no fewer than three days are given to the conference i.e. participants arrive the night before Day 1 and leave in the evening of Day 3 (late) or preferably, if funding allows, the morning of Day 4. If funding allows, the programme is best made to be three and a half days long so as to include the teaching and learning track/professional development sessions as a half day event on Day 4.

The usual format for the meeting is as outlined below:

<table>
<thead>
<tr>
<th>Day 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Opening Session including open symposium on innovation and development in the partner country</td>
</tr>
<tr>
<td></td>
<td>One or 2 Keynote speaker/s</td>
</tr>
<tr>
<td></td>
<td>Paper parallel session series A</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td>Roundtable sessions on ‘hot topics’</td>
</tr>
<tr>
<td></td>
<td>Poster presentation and ‘gong show’ for emerging research ideas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Paper parallel session series B</td>
</tr>
<tr>
<td></td>
<td>Thematic sessions A and B</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td>Paper parallel session series C</td>
</tr>
<tr>
<td></td>
<td>Paper parallel session series D OR Conference trips to local STI related businesses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Paper parallel session series D/E</td>
</tr>
<tr>
<td></td>
<td>Book presentation and announcements</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td>Thematic sessions C and D</td>
</tr>
<tr>
<td></td>
<td>Networking and meetings e.g. in joint research projects and NationalLics</td>
</tr>
<tr>
<td></td>
<td>Closing session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Teaching and learning sessions/ professional development workshops</td>
</tr>
<tr>
<td></td>
<td>Teaching and learning sessions/ professional development workshops</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td>Closing session</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
</tr>
</tbody>
</table>
The different types of sessions that are usually held are:

**Open Symposium/ colloquium** - This is a dedicated session open to anyone who wishes to register (for free). The aim of this session is to increase awareness to innovation and development issues in the host country in an international perspective and provide the host organization a chance to interact with relevant policymakers and other stakeholders.

**Keynote speeches:** There is normally one or two keynote speeches given during the conference as part of the Open symposium. About 40 minutes for each plus time for Q&A (60-90 minutes in total).

**Paper parallel sessions** - the majority of participants are expected to present a paper outlining research finding from a recent project/ work in progress. Each session lasts 90 minutes (three papers) or 120 minutes (four papers).

**Roundtables** - 2 or 3 senior scholars discuss the hot topics within the field and field questions from the audience for 60 – 90 minutes.

**Poster presentation** - for PhD students to showcase their research in a less formal environment using a poster to illustrate their work. This is best conducted as a dedicated session and not over lunch/ evening reception. Recommended length of time is 60 minutes.

**Gong show** - similar to a ‘talent’ show, individuals have one or more minutes to pitch a research idea which is ‘graded’ by a panel of experts and the audience. This should take place as a separate session and allows individuals a chance to air new ideas to assist in finding collaborators and get general feedback. Should be open to all (faculty and students). Recommended time is 60 minutes.

**Book presentation and announcements** – a session where key news and events are announced to those participating. It’s useful to know in advance what announcements will be made/ books presented and to give guidelines to those doing the presentations and announcements. Recommended time is 60 minutes.

**Visit to local STI establishments** - the conference delegates like to get a sense of local STI infrastructure and so trips are often organized, if time and logistics permit.

**Networking and meeting time:** – this is not a formal set of sessions. Instead, we like to ensure there is time built into the programme for participants to meet and talk over issues of interest (this is often existing project updates or future project ideas, publications). Over time, this would also provide an opportunity for national level LICs in Africa to hold informal get-togethers.

**Teaching and learning sessions** – These are dedicated sessions that are held using a variety of formats and discuss key issues affecting those teaching or studying innovation and development. These are principally aimed at advancing the field through sessions which focus on the current state of pedagogy in this field.
**Professional development sessions** – These are sessions, run by AfricaLics members, for the benefit of their fellow members. They focus on imparting advice, training and providing support to AfricaLics members; at a variety of stages in their careers. The format of these sessions should be highly interactive.

*Day 1* usually includes a welcome reception in the evening and *Day 2* usually includes a conference dinner. During the conference dinner, the best PhD student paper award is usually given out.

Participants usually arrive the day before the conference starts and depart the evening of *Day 3* after the conference closes. Traditionally, all those with accepted paper presentations, thematic session participants and keynote speakers have their accommodation covered on a bed and breakfast basis for three nights by the conference organisers.

**Note:** This traditional arrangement and in particular the financing arrangements may change as the network grows and becomes more formalized. AfricaLics has – since 2013 – benefitted from generous support from Sida, but future support from there can no means be taken for granted. Hence there is need to develop alternative funding strategies, including increased funding by participants themselves.

### 4. Annexes

**Annex 1: Roadmap for refereeing process**

With the aim to learn from past experiences and fine-tune the referee process for future conferences, the plans for refereeing are outlined here in line with key steps. The purpose is to have an agreed roadmap for the process. A conference management system like confTool is recommended in order to manage the review process. This tool may cost money (approximately USD 1000) and the organisers should take this into consideration.

**Step 1: Develop a general action plan for conference preparations**

An action plan may entail guiding principles and timelines including responsible persons. Format is available from the AfricaLics secretariat.

**Step 2: Reviewer corps for papers submitted**

The referee corps consists of individuals who have volunteered to review papers according to a laid down procedure (whether ConfTool is used or not). Usually the referees may have indicated ‘expert’ knowledge in the thematic field to enhance smooth process, as a starting point for this Concept, there is need to undertake the following.

- Develop list (if not available) and/or review existing list and update specific details accordingly based on expertise, location etc.
- Ensure final list of reviewers is approved by the ASB – minimum requirement is that the reviewer must be a PhD holder.
The Secretariat initiates the formation of the reviewer corps. One dedicated person to be appointed within the Secretariat to manage the process of allocating paper reviewers and/or new paper reviewers if some fail to do what they sign up for.

Step 3: Desk review/screening of papers
This entails desk-rejection procedure where the following criteria will guide in the process.
- Desk short: The call said full paper, if only a brief abstract was submitted it is desk rejected.
- Desk_scope If the paper is clearly out of scope e.g. paper on cancer treatment, medicine for depressive mice etc.
- Desk_notpaper: This includes e.g. newspaper articles or submissions without any references
- Desk_plag: If the paper contains severe cases of plagiarism. Plagiarism becomes the first stage of manually weeding out irrelevant submissions. A tool to check for plagiarism may be considered but this may cost money.
- Desk travel: This may be instances where some people mistakenly upload their travel support applications instead of the paper.
- Desk_long: If the paper was much longer than the maximum mentioned in the call e.g. master thesis etc.
- Other rejections: Papers where the desk reviewers are objective that it would not pass the review process.
- All other papers are sent for double blind review.

Step 4: Match papers to reviewers
What: The first step is to distribute received papers to referees by matching paper themes (indicated by authors) with referee’s expertise areas. Each paper is sent to two referees at a minimum.

How: Depending on the available referee corps in the AfricaLics database, the corps will be imported into ConfTool and used as a basis for distributing papers. However, some degree of tweaking is needed to align expertise to the conference themes. Based on past experience, there is need to put emphasis on commitment without compromising the quality of the review process outlined below. The ASB members should also commit to help with specific issues as they emerge like huge difference in marks awarded by the reviewers, conflict of interest, and failure to get enough number of reviewers among others. This would mean that all ASB members are ‘enrolled’ in the review corps database and listed being competent in the conference theme.

Who: There must be a dedicated person to deal with management of the review process. He/She should be supported in the process of reviewing database, imports into ConfTool, matching papers and reviewers, distribution; and handling any queries that relate to the review process.

Thematic coordinators
Traditionally there has been a number of standing themes in line with AfricaLics thematic areas. Other themes embedded on the conference call may be defined by the secretariat in
collaboration with the local organizers and members of the ASB. Coordinators are assigned to coordinate review within the themes. This activity is useful for two reasons:

1. It provides a means of validating and adjudicating any discrepancies in scoring between reviewers;
2. It draws on the expertise of senior scholars in the field, therefore providing another means of ensuring a high quality of papers are presented;
3. Practically, it acts as a coordination mechanism within the review process that makes it easier for the organizing committee.

**Step 5: Reviewing of papers**

**What:** Referees assess papers according to review criteria and return the ‘scores’ along with short comments.

**How:** Reviewers will use the review criteria guidelines to assess papers. Each of the three criteria – relevance, scientific quality and originality – will be assessed on a five point Likert scale. See Table 1 below. Minor adjustments may be needed accordingly to take into account emerging technical issues.

**Table 1: Review criteria guidelines**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Key questions for reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>Is the research question being investigated an important one to the theme of innovation and development? Does the paper relate to one of the Conference themes? Does the paper give useful insight for policy?</td>
</tr>
<tr>
<td>Scientific quality</td>
<td>Does the paper clearly state the problem being addressed? Is the research methods and design suitable for answering the question being addressed? Is it methodologically sound? Has an appropriate analysis been conducted? Are the conclusions supported by the results? Is the paper well written in terms of structure and language?</td>
</tr>
<tr>
<td>Originality</td>
<td>Is the paper sufficiently novel or does it presents ideas, insights and material that are already well established? Does it add to the knowledge base in one of the academic themes of AfricaLics? Does the paper explain how the research has moved the knowledge base forward?</td>
</tr>
</tbody>
</table>

**Who:** A dedicated person to be appointed to review scores sheet template and match with agreed evaluation criteria.

**Step 6: Selection of paper**

Papers will be selected based on score points provided by reviewers. Normally, between 100 -150 papers with the highest score are accepted to the conference. Each paper can get a maximum of 15 points from each referee, i.e. 30 in total (Table 2). The results are scanned in order to identify cases with high discrepancy between the two reviews. Where there is a big difference between scores provided by the two reviewers, a third reviewer or relevant theme coordinators will be contacted for a quality check and possible suggestion for a correction of scores.
After the review of the papers, applicants from low or lower middle income countries will be assigned additional points ‘this can be done either manually or using the conference management system’.

Applicants receive an acceptance or rejection notification, but not the precise score of their paper. They may get qualitative review comments for two reasons: (i) for rejected authors to improve their papers for submission to the next AfricaLics conference or for a different conference and (ii) for accepted authors to improve the paper before uploading the final version for the Conference.

### Table 2: Rating

<table>
<thead>
<tr>
<th>Relevance</th>
<th>Scientific quality</th>
<th>Originality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent (5)</td>
<td>Excellent (5)</td>
<td>Excellent (5)</td>
</tr>
<tr>
<td>Good (4)</td>
<td>Good (4)</td>
<td>Good (4)</td>
</tr>
<tr>
<td>Satisfactory (3)</td>
<td>Satisfactory (3)</td>
<td>Satisfactory (3)</td>
</tr>
<tr>
<td>Poor (2)</td>
<td>Poor (2)</td>
<td>Poor (2)</td>
</tr>
<tr>
<td>Unacceptable (1)</td>
<td>Unacceptable (1)</td>
<td>Unacceptable (1)</td>
</tr>
</tbody>
</table>

### Step 7: Timelines

This is useful in order to track the conference organization progress. This should constitute important dates (calculated backwards from the date of the conference); deadlines to be observed by participants, deadlines to be observed by the local organizing committee and/or AfricaLics secretariat. Timelines need to be more strictly adhered to. Table 3 provides a sample guideline.

### Table 3: Guideline on timelines

<table>
<thead>
<tr>
<th>Conference/November</th>
<th>User Deadlines (participant)</th>
<th>Secretariat and reviewer deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td></td>
<td>Final agreement on paper review process</td>
</tr>
<tr>
<td>Feb</td>
<td></td>
<td>Up-dated list of reviewers</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>List of paper reviewers up-loaded in ConfTool</td>
</tr>
<tr>
<td>April</td>
<td>Deadline for submission of Papers</td>
<td><strong>Step 1</strong>: Deadline for distribution of papers to reviewers</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td><strong>Step 2</strong>: Deadline for submission of reviews</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td><strong>Step 3</strong>: Deadline for selection of papers</td>
</tr>
<tr>
<td>July</td>
<td>Acceptance notification</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Last date for upload of final version of paper</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Conference dates</td>
<td></td>
</tr>
</tbody>
</table>
Annex 2: Sample Memorandum of Understanding (MOU)

An MOU may be formulated between the Network’s representative and the local conference organizer. The following provides key issues that may inform the MOU.

**Article 1:** The AfricanLics Conference is the single most important AfricanLics Activity. It brings together members of the AfricanLics Community for presenting research results and constitutes a platform for research collaboration. One important function is to give young scholars access to the network and its resources. The conference normally runs for three days.

**Article 3:** The local organizer is the implementing body of the conference and works very closely with the AfricanLics Secretariat. If the conference is held in a country where English is not the main/official language, the local organizing committee must have one or two bilingual team members (English and French/other language as applicable), including the Chair of the committee, to facilitate communication between the AfricanLics network and the University. This is because AfricanLics’ conferences are usually held in English. The local organizing committee must have strong English language speakers in order to facilitate smooth communication between the local team, the conference participants and the AfricanLics Secretariat.

**Article 4:** AfricanLics, through its secretariat hosted at ACTS in Nairobi, participates as consultants in the preparation of the Conference. In addition, the AfricanLics secretariat serves as link to the AfricanLics Scientific Board (ASB) on key matters such as overall theme and sub-themes for the conference, selection of key note speakers, roundtables, themes for thematic sessions, approval of the call for the conference and organization of the peer review of submitted papers.

**Article 5:** The local organizer is responsible for drafting a call for papers including suggesting an overall conference theme. The overall theme and sub-themes must relate to the AfricanLics research agenda which focusses on the role of innovation in economic and social development in Africa.

**Article 7:** All submitted papers will go through a double blind review process. A conference scientific committee consisting of reviewers identified by the Local organiser and ASB is responsible for the review process. The AfricanLics Secretariat coordinates the review process. The Local organiser sends a list of qualified local reviewers to AfricanLics Secretariat.

**Article 8:** The local organizer suggests the overall Conference theme, and theme of one of the two thematic sessions for approval by ASB.

**Article 9:** AfricanLics appoints all keynote speakers. The local organizer suggests a keynote speaker for the Opening Speech as appropriate.

**Article 10:** The local organizer makes a draft detailed conference programme after deadline for registration. The final programme of the conference is approved jointly by AfricanLics and the Local organisers and includes: parallel sessions, thematic sessions, poster presentations, keynote speakers, book presentations and opening and closing sessions.
**Article 11:** The local organizer develops the conference programme design. The final design is approved by the AfricaLics Secretariat and/or ASB.

**Article 12:** AfricaLics Secretariat provides the local organizer with AfricaLics logo in high resolution as well as logos from AfricaLics sponsors that have to be included in all printed material.

**Article 13:** The AfricaLics Secretariat is responsible for establishing, updating and maintaining a conference website, unless otherwise agreed with the local organizers.

**Article 14:** The AfricaLics Secretariat is responsible for establishing and maintaining a conference mailbox, unless otherwise agreed with the local organizers.

**Article 15:** The local organizer is responsible for local fund raising. AfricaLics assists with general information on the AfricaLics Conference and letter/s of support if necessary.

**Article 16:** Conference delegates pay a conference fee. The fee covers: lunch and refreshments during breaks each day, welcome reception on day 1, conference dinner on day 2 and participation in the scientific programme. Unless when logistics prove difficult, the local organizer is responsible for collecting the conference fee according to the fee scheme which is approved by the ASB.

**Article 17:** AfricaLics and the local organizer agree on the conference fee. Discount has to be given to participants from Low Income Countries and PhD students. Keynote speakers, Members of AfricaLics Scientific Board, and members of AfricaLics Secretariat are exempted from the fee.

**Article 18:** The local organizer is in charge of providing lunches and coffee breaks throughout the Conference period to conference delegates to reasonably good standards in terms of quality and hygiene.

**Article 19:** The local organizer is responsible for providing three nights of accommodation (including breakfast) for conference delegates with an accepted paper in facilities with a reasonable level of equipment and conditions of hygiene and cleanliness to make it comfortable for conference delegates to live and work throughout the conference period. These are also equipped with WIFI system.

**Article 20:** Subject to funding being available, the AfricaLics secretariat is responsible for covering accommodation costs for members of ASB and AfricaLics Secretariat that attend the conference without an accepted paper.

**Article 21:** Regular paper presenters will be expected to cover their own travel costs, unless other funding is/becomes available. Where other funding becomes available, AfricaLics (through its Secretariat) is responsible for providing travel support to delegates from their home destination to Conference venue and back as stated in the AfricaLics guidelines for Travel Support. Travel support is granted in accordance with AfricaLics guidelines for Travel Support that are available in an up-dated version on the AfricaLics web-page (www.africalics.org).
**Article 22:** The local organizer provides the facilities for the conference. These include conference venue with rooms equipped with projectors, computers or access to use own computer and other necessary equipment such as translation service if this is deemed necessary. It also includes sanitation facilities all in a reasonable level of cleanliness and hygiene.

**Article 23:** The local organizer is in charge of covering all photocopying and printing needs of the conference and other diffusion supports (posters, leaflets etc.). It is also responsible for all diffusion of the event to the local media and for reporting back to the AfricaLics secretariat on media-coverage of the conference in local media as part of the conference report.

**Article 24:** AfricaLics is not in charge of the transfer of delegates from and to the airport. The local organizer provides the necessary assistance and help for conference delegates to reach the conference venue by utilization of hotel shuttles or special transportation if necessary. It can include transportation from and to the airport of foreign conference delegates.

**Article 25:** Both AfricaLics and the local organizer insert the conference event in their respective website and any other documents or material judged necessary for the participants to the conference and the public at large. These include advice regarding visa application that will be posted on the Conference website.

**Article 26:** This MOU is signed by contracting parties and covers the whole period of the Conference.

**Annex 3: Travel Support**

AfricaLics has got moderate funds from Sida (up to 2021) where participants from World Bank designated low and low-middle income countries can apply for travel support when accepted as participants for AfricaLics PhD Academies and Research Conferences. History shows that the number of applicants is proportionally larger than available resources for travel support. The applicants are advised to look for other sources of finance that can fully or partly finance their travel. Travel support is not assured and since funds for travel support are limited, applicants should not expect to receive 100% of their funding request. To apply for funding, the following conditions must be met:

- Paper must have been accepted and have been informed of a confirmed place in the event.
- Available travel support funding is prioritized for PhD students and early career researchers/ post-doctoral students based at African Universities; especially females and those from low income countries.
- The participant must be a national of a World Bank designated low income or low-middle income country. Currently, AfricaLics is unable to provide travel support to anyone who is a national of, or studying in, a country designated as high income.
- If the paper is with a co-author(s), AfricaLics can only give travel support to one presenting author.
• AfricaLics do not grant travel support to applicants residing in the country where the conference is located.
• We do not support employees from Ministries and other government agencies (e.g. development banks).
• If a participant is eligible for travel support, she/he must complete a travel support request form prior to travel and before the deadline given on the event website for these applications. The travel support request form is available on the AfricaLics website.

Conditions of the travel support
• Travel support covers return airfares (economy class) only. These must be the cheapest fare and economy class tickets. We are unable to reimburse visa costs, ground transportation, transit hotel bills or other related travel costs.
• We will only reimburse for the actual price of the ticket as outlined in a successful applicants’ confirmation letter for the travel grant. We cannot refund costs larger than the amount you are granted in the confirmation letter.
• The reimbursement procedure starts after the conference. It is therefore not possible to receive cheque, cash or other forms of payment at the conference.
• We cannot refund costs larger than the documented costs, which mean that we need original tickets and receipts after the conference. You must scan and post back to us after the event your original tickets/receipt and boarding passes/stubs. If you do not return these, your travel support claim cannot be processed.
• The AfricaLics Secretariat can only provide travel support in terms of reimbursement of travel costs after the conference: The Secretariat is unable to support prepaid tickets.
• We reiterate: the visa application is the responsibility of the participant/delegate. Any cost related to the visa is the responsibility of the participant. If you do not get the requisite visas that you need (visit visa for the conference country and/or any required transit visas) and are therefore unable to make the trip, we are unable to reimburse the cost of your ticket.

Annex 4: Role of ASB in the Conference process
The ASB members may participate in the Conference organization process in many ways. Experience shows that close links between a dedicated member of the ASB and the local host organization can be very useful. This notwithstanding, besides the general tasks as referenced in the concept elsewhere, the following are some of the suggested tasks:

Sign up for the following sub-committees
• Paper review committee,
• Keynote selection committee,
• Conference programme committee
• Best paper award committee (if relevant)