

RUFORUM Annual General Meeting 2019

Concept Note for Exhibition and Poster Display at University of Cape Coast, Ghana.

1-6th December, 2019

Background

The RUFORUM Annual General Meeting (AGM) is the top decision making organ of the RUFORUM Network; it supervises Network interventions and does functions as deemed relevant for the achievement of RUFORUM objectives. Since 2005 when the first RUFORUM AGM was held, the AGM has evolved into a valuable convening event that provides a platform for RUFORUM members and Governance Organs (the Board and its committees-the International Advisory Panel; the Technical Committee and the Committee of Principals and Deans). The AGM also provides a forum for RUFORUM member universities to share and learn from non-member universities as well as key stakeholders in higher education and agricultural development who are normally invited to attend as observers or partners. The RUFORUM AGM also presents an opportunity to share research and innovative interventions in the Agricultural and Higher Education sectors.

The exhibitions and poster presentations are significant part of the showcasing activities of the RUFORUM Network. They function as an influential platform for universities, professionals and industry experts to come together, share information and build long-lasting business relationships. Exhibitions have a strong impact on the economic, social, cultural, political and environmental aspects due to the size, scope and multi-stakeholder presence at RUFORUM events.

The Exhibitions and poster presentations at the RUFORUM AGM present a great opportunity to all RUFORUM stakeholders to showcase cutting edge innovations, products, entrepreneurship skills and services, and scientific findings. The dedicated Poster Session will feature discourse on topical issues in line with the overall AGM theme and sub-themes. The Poster displays session provide a snapshot of the key developments and challenges in higher agricultural education. This year's exhibition will focus on products and services in Ghana as part of RUFORUM's role in Country profiling.

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Purpose and Objectives of the Exhibition

Exhibitions will provide a designated platform and informal, interactive environment for academia, farmers, the private sector, and development partners to showcase cutting edge innovations, business related products and services that have made remarkable differences in institutions as well as in lives of the communities they serve. Specifically :

1. They will provide an interactive platform for sharing knowledge and ideas on advancing higher education and agricultural development in Africa.
2. They will provide opportunities for the showcasing current and potential contribution of universities and other stakeholders to government, policy makers, farmers (community) development partners and private sector
3. They will provide a platform for Networking among stakeholders at the AGM

Approach and Methodology

1. This AGM exhibition is special in a way that it has been combined with students and researcher's project poster display.
2. A special time slot will be allocated in the main conference programme for the official opening of the exhibition by the President of the Republic of Ghana.
3. Additional conference activities will be carried out in the exhibition area to attract the participation of the delegates.
4. The conference organisers will integrate social media reporting with the exhibitions to enhance visibility and sharing of key messages beyond the on-site conference.
5. Prior to the conference, all interested exhibitors will be requested by the RUFORUM Secretariat coordination team to provide a profile of their exhibitions using a given template. This aims at profiling the exhibiting institutions.

Expectations are:

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1. At least 60 exhibitions displayed onsite with over 600 views from participants
2. At least 100 student/researchers posters displayed
3. Over 20,000 online views of the exhibition, including social media
4. A profile of all exhibitor profiles published
5. Increase in networking and interaction between the institutions exhibiting and the over 400 meeting delegates

Venue and participants

The exhibition will be located at the Institute of Education Car Park; Posters: CA Ackah Lecture Theatre Ground Floor. Exhibitors will include a range of RUFORUM partners including the member Universities, farmers, development partners, private sector institutions, civil society and policy actors.

Exhibition organizers and contact

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Programme

Date & Time	Activity	Responsible
31 st October, 2019	Sharing out of the Exhibition CN to the LOC	Ms. Wivine Adidja
31 st October, 2019	Deadline for Submissions to Secretariat and Cape coast	Exhibitors
8 th November, 2019	Develop a List of Exhibitors	Dr Runyararu Rukarwa
Sunday 1 st December 8:00 – 17:00	Set up of exhibition and poster display	All exhibitors
	Registration of exhibitors	Dr Alice Mweetwa/Ms. Wivine Adidja/Dr Sylvanus Mensah/ Dr Runyararu Rukarwa/ Dr Hatim. Ms.

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		Becky Namubiru/ Mr David Martin Amitu
Monday 2 nd December 11:00 – 13:00	Official opening of the exhibition by His Excellency the President of Ghana	Dr Alice Mweetwa/Ms. Wivine Adidja/Dr Sylvanus Mensah
Tuesday 3 rd – 5th December 8:00 – 17:00	Viewing of the exhibition by delegates	All delegates/ Dr Alice Mweetwa/Ms. Wivine Adidja/Dr Sylvanus Mensah/ Dr Runyararu Rukarwa/ Dr Hatim. Ms. Becky Namubiru/ Mr David Martin Amitu
Friday 6 th December 17:00	Close of exhibition	Dr Alice Mweetwa/Ms. Wivine Adidja/Dr Sylvanus Mensah/ Dr Runyararu Rukarwa/ Dr Hatim. Ms. Becky Namubiru/ Mr David Martin Amitu All exhibitors
Post-Exhibition	Evaluation of exhibition by meeting participants	Dr Alice Mweetwa/Ms. Wivine Adidja/Dr Sylvanus Mensah/

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